# Pittsburgh Morrow Student Handbook



## 2024-2025 PITTSBURGH MORROW PRE·K-8

#### PRIMARY CAMPUS (K-5):

1611 DAVIS AVENUE PGH, PA 15212 412-529-6600 (Main) | 412-732-6707 (Fax)

#### **INTERMEDIATE CAMPUS (PRE-K, 6-8):**

3530 FLEMING AVENUE PGH, PA 15212 412-529-6700 (Main) | 412-734-6606 (Fax)

Carlton Watson, Principal cwatson1@pghschools.org

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# SUPERINTENDENT'S WELCOME

Dear Pittsburgh Morrow PreK-8 Families,



fostering that partnership.

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Morrow PreK-8'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 Morrow PreK-8'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

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 Morrow PreK-8.

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 Morrow Community:**

On behalf of the staff at Pittsburgh Morrow, I am happy to welcome you to the 2024-25 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1. Attends school daily and arrives on time, ready for the day's learning experience
- 2. Completes all homework assignments given by teachers
- 3. Reads daily to develop a love for reading and to improve literacy skills
- 4. Shares school experiences with you so that you are aware of his/her school life
- 5. Informs you if he/she needs additional support in any area or subject
- 6. Knows that you expect him/her to succeed in school and go on to college/trade school

Please consider joining our PTO as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek to expand parent volunteer opportunities this school year, so look for more information in the coming weeks. The best way to stay connected is by visiting our school website at <a href="https://www.pittsburghmorrow.com">www.pittsburghmorrow.com</a> or the Pittsburgh Morrow's Facebook page.

Your student will bring home a copy of our Parent Handbook during the first week of school so that you and your child can review it together. If you have any questions about the rules, expectations or programs, please feel free to contact your child's teacher or me. In order to ensure a safe and productive school year, it is very important that you and your child are fully informed regarding school policies and procedures, standards related to appropriate behavior, and academic expectations.

Sincerely,

Mr. Watson Principal

# **SCHOOL VISION AND MISSION**

**VISION**: All Morrow students will develop leadership skills by engaging in rigorous academic opportunities, preparing them to become responsible citizens and lifelong learners.

**MISSION**: The mission of Pittsburgh Morrow is to help students advance in the areas of personal and academic success. We believe in cultivating the genius and joy inside of each child by promoting identity development, skills, proficiencies, intellectualism, criticality, and joy. To this end, we work in every aspect of the students' learning within and outside of the classroom to give culturally and historically responsive education connected to their lives. It is our goal to help each student honor and celebrate their identities while learning about the truths and histories of others who are different than them. We strive to promote intellectually rigorous standards that help youth achieve academically but also how to navigate a global society. Through curriculum and instruction, we believe in embracing diversity and justice for global and multicultural perspectives. This will give our students rich ideas and teach them to be independent yet collaborative while striving for a better humanity for all.

## SCHOOL CONTACT INFORMATION

# PRIMARY CAMPUS (K-5):

1611 DAVIS AVENUE PGH, PA 15212 412-529-6600 (Main) | 412-732-6707 (Fax)

# **INTERMEDIATE CAMPUS (PRE-K, 6-8):**

3530 FLEMING AVENUE PGH, PA 15212 412-529-6700 (Main) | 412-734-6606 (Fax)

**COMMUNICATION PROCEDURES** 

#### **Contacting Pittsburgh Morrow Staff Members**

The staff at Pittsburgh Morrow is available to assist our parents with questions or any matter that concerns a student's educational success.

However, teachers are not available to talk with parents during their scheduled teaching time. Please contact the main office and a message will be given to the teacher requesting that they contact you. Or you are able to contact the teacher via email or using Talking Points.

#### **Phone Calls**

Please discuss your child's after school schedule with them before they leave for school every morning, so they are aware of their pickup procedure. In the event of an emergency or change in your child's dismissal procedure, please communicate this change with the school. You can send in a written note, email, or Talking Points to their homeroom teacher, or you may need to call the school with a change and the message will be forwarded to their teacher(s). Be aware that phone calls of this nature should be limited in order to maintain consistency with your child's dismissal routine and to prevent any confusion with getting your child home safely.

**STAFF ROSTER** 

Name	Title/HR Section	Email
Ames, Lynne	Para/ Pre-K 3	lames1@pghschools.org
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# BELL SCHEDULES PITTSBURGH MORROW PRE·K-8

# **Bell Schedule 2024-2025**

Period	Duration	Start	End	
Homeroom	5	9:10	9:15	
Intervention	30	9:15	9:45	
Period 1	45	9:45	10:30	
Period 2	45	10:30	11:15	
Period 3	45	11:15	12:00	
Period 4	45	12:00	12:45	Lunch K, 1, 2, 6-2, 7 <sup>th</sup>
Transition	5	12:45	12:50	
Period 5	45	12:50	1:35	Lunch 3, 4, 5, 6-1, 8 <sup>th</sup>
Period 6	45	1:35	2:20	
Period 7	45	2:20	3:05	
Period 8	45	3:05	3:50	
Dismissal	5	3:50	3:55	

# **Primary Lunch Schedule**

Lunch/Recess	Grade	Lunch Times	
Period 4	$K / 1^{st} / 2^{nd}$	A – (K) eat	Transition at
		B – (1- 2) recess	12:20
Period 5	$3^{rd} / 4^{th} / 5^{th}$	A – (3, 4) eat	Transition at
		B – (5) recess	1:10

# **Intermediate Lunch Schedule**

Lunch/Recess	Grade	Lunch Times		
Period 4	6-2 / 7-1 / 7-2	A – (6-2) eat	Transition	
		B – (7 <sup>th</sup> grade) recess	at 12:20	
Period 5	6-1 / 8-1 / 8-2	A- (6-1) eat	Transition	
		B- (8 <sup>th</sup> grade) recess	at 1:10	

# Half Day Bell Schedule – A

Period	Duration	Start	End	
Homeroom/Morning Meeting	10	9:10	9:20	

Period 1	45	9::20	10:05	
Period 2	45	10:05	10:50	
Period 4	45	10:50	11:35	Lunch K, 1, 2
Period 5	45	11:35	12:20	Lunch 3, 4, 5
Dismissal – Return to Homeroom	5	12:20	12:25	

Half Day Bell Schedule - B

Period	Duration	Start	End	
Homeroom/Morning Meeting	10	9:10	9:20	
Period 3	45	9::20	10:05	
Period 6	45	10:05	10:50	
Period 4	45	10:50	11:35	Lunch K, 1, 2
Period 5	45	11:35	12:20	Lunch 3, 4, 5
Dismissal – Return to Homeroom	5	12:20	12:25	

Half Day Bell Schedule – C

Period	Duration	Start	End	
Homeroom/Morning Meeting	10	9:10	9:20	
Period 7	45	9::20	10:05	
Period 8	45	10:05	10:50	
Period 4	45	10:50	11:35	Lunch K, 1, 2
Period 5	45	11:35	12:20	Lunch 3, 4, 5
Dismissal – Return to Homeroom	5	12:20	12:25	

# **Lunch Procedures:**

- Kindergartner will eat lunch in the cafeteria.
- $1^{st} 5^{th}$  will eat lunch in their homer

# 2 HR DELAY BELL SCHEDULE

TIME	PERIODS

11:10-11:20	Homeroom/ Morning meeting			
11:20-12:05	Period 3			
12:05-12:50		Period 4		
(1st Lunch)	Primary K / 1 <sup>st</sup> / 2 <sup>nd</sup>	A - (K, 1) eat $B - (2)$ recess	Transition at	
	Intermediate 6-2 / 7-1 / 7-2	$A - (6-2)$ eat $B - (7^{th}$ grade) recess	11:58	
12:50-12:55	Transition			
12:55-1:40		Period 5		
(2 <sup>nd</sup> Lunch)	Primary 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> Intermediate 6-1 / 8-1 / 8-2	A – (3, 4) eat B – (5) recess A- (6-1) eat B- (8 <sup>th</sup> grade) recess	Transition at 12:58	
1:40-2:25	Period 6			
2:25-3:10	Period 7			
3:10-3:55	Period 8			
3:55		DISMISSAL		

# **SCHOOL AND PPS CALENDARS**

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





The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), essual orientation, ancestry, retional origin, marrists of status, pregnancy or disably, in to programs, anxilties or metiplement adoptoxides expensioned sources and other designated youth group, in pagins may be desired to the Australa Superimentation (Sudent Status, Services, Teles (Coordinater of the Section 50M/CM Title II Coordinater at 341 B, Behindel Avenue, Pittinghurgh, PA 15213, 143-133-3930, Title/Coordinater/Segnischools or at 12-323-14EU (45%).

## ATTENDANCE PROCEDURES

PPS Policy 204

#### Attendance

It has been proven that students who attend school regularly achieve more than those who do not. Class attendance and participation are necessary for academic achievement and for the accomplishment of curriculum objectives.

#### **Attendance-Related Procedures**

- Parents must submit excuses for absences within three days. If a note is not submitted, the absence becomes permanently unlawful. The school will send parents a "Notice of Unlawful Absence" after the first and second unexcused absence. An unexcused absence would be considered an absence in which a student did not submit a note from home within three days.
- If there is a third unexcused absence (a note has not been submitted within three days), parents will receive another "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) will 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, impassible roads, a religious observance, or bereavement.

#### **Parent Information Regarding Attendance**

- 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. The absence remains unexcused forever.
- An excused absence is an absence in which a student has submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days.
- Notes of any kind cannot be accepted after three days of the absence. Notes will be returned to the student.
- If the student has more than 10 days absent within the school year, handwritten notes from home cannot be accepted. If this is the case, a note from the hospital, doctor, funeral home, court, or religious organization must be submitted within three days of the absence for every absence from that point on.

The District's attendance policy is strictly followed at Pittsburgh Morrow PreK-8. A description of this policy has been provided for you in the Code of Student Conduct your child received in the mail or on-line at <a href="https://www.pps.k12.pa.us">www.pps.k12.pa.us</a>

Make-Up Work

The school is obligated to provide make-up work for excused absences. Students or their parents/caregivers are responsible for requesting make-up work immediately upon the student's return to school.

If dates of a student's absence are known in advance, the teacher should be notified, and planned assignments may be given.

#### **Early Dismissal**

A request for an early dismissal must be made in writing. This note must be presented to the homeroom teacher and the main office. If there is a need for an emergency early dismissal, the parent/guardian must come to the school office and ask for the child. No students will be called to the office before the parent/guardian arrives. Walk-in requests for an early dismissal should be made before 3:30 p.m.

## **ACADEMICS**

# **K-8 Digital Learning Platforms**

All students are issued a district iPad or computer.



#### Clever

PPS Clever is a one stop platform for students to get all their digital learning resources. Once students log into PPS Clever, students will have access to Microsoft Teams and Schoology. \*Be sure to use the PPS Clever app.



#### Microsoft Teams

Microsoft Teams is a digital hub for collaboration that connects teachers, parents, and students. We will connect "live" using Microsoft Teams for various lessons and activities.



#### Schoology

Schoology allows students to view and complete learning materials. Teachers and students can contact one another, post, and receive reminders, and updates and view assignments.

#### **Course Offerings**

#### **Grades K-5**

Reading, Writing, Grammar, Spelling Math Science Social Studies Visual Arts Physical Ed./Health Music Appreciation and Choral Instrumental (Grades 3-5) Library

## **Course Offerings**

#### **Grade 6**

ELA Communications
Math Imagine Learning
Science
Social Studies
Visual Arts
Physical Ed./Health
Music Appreciation and Choral/Instrumental
Library
Tech Lab

#### **Course Offerings**

#### Grade 7

ELA Communications
Math Imagine Learning
Science
Social Studies
Visual Arts
Physical Ed./Health
Music Appreciation and Choral/Instrumental
Library

## **Course Offerings**

#### Grade 8

ELA Communications
Math Imagine Learning
Science
Social Studies
Visual Arts
Physical Ed./Health
Music Appreciation and Choral/Instrumental
Library

# **ACADEMIC INTEGRITY**

PPS POLICY 226

#### 1. Academic Dishonesty

A student shall not engage in, participate in, or 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 unauthorized use of aids during examinations, projects and assignments.

# **DRESS CODE**

PPS POLICY 221

# Pittsburgh Morrow K-8 2024-2025 Uniform Dress Code Policy

Pittsburgh Morrow will be an all-uniform school for grades K through 8. On all typical, non-dress-down days, students should follow the requirements below. Only the colors and styles

below	are	considered	acceptable.
OCIO W	arc	Constacted	acceptable.

Item	Acceptable Colors	Acceptable Styles	Unacceptable Styles
Collared Shirts	<ul><li>White</li><li>Blue</li><li>Yellow</li></ul>	Short and long sleeve. All shirts must be a solid color, collared, and without logos.  • Golf  • Polo  • Turtleneck  • Collared Oxford button-down  • Blouse	<ul> <li>Logos, writing, or embroidery.</li> <li>Patterns or stripes.</li> <li>Sleeveless.</li> </ul>
Sweaters	<ul><li>White</li><li>Blue</li><li>Yellow</li></ul>	All sweaters and sweatshirts <b>must be solid</b> and worn with a collared shirt underneath.  • Cardigan  • Knit, pullover  • Sweater vest  • Solid, crew-neck sweatshirt	<ul><li>Writing or embroidery.</li><li>Patterns or stripes.</li><li>Hoods.</li></ul>
Bottoms	<ul><li>Navy</li><li>Khaki</li></ul>	All bottoms <b>must be solid</b> and worn at the waist. If wearing a belt, it must be buckled.  • Hemmed dress pants  • Dickies/Dockers  • Walking shorts (long shorts same material as pants)  • Capri pants  • Skirts  • Skorts	<ul> <li>Jeans and jean/denim fabric.</li> <li>Spandex.</li> <li>Jeggings.</li> <li>Leggings may only be worn under skirts/jumpers only, not as pants.</li> <li>Cargo pants/shorts or those with pockets at or below the knee.</li> <li>Cutoff shorts.</li> <li>Holes.</li> </ul>
Jumpers & Dresses	<ul><li>Navy</li><li>Khaki</li></ul>	Jumpers and dresses must be solid and have a collar or be worn with a collared shirt underneath and must be no more than 3" above the knee.	<ul> <li>Jean/denim fabric.</li> <li>If leggings or tights are worn they must be solid navy, black, tan, or white.</li> </ul>

Item	Acceptable Colors	Acceptable Styles	Unacceptable
			Styles
Socks, Tights, & Leggings	Socks, tights, and leggings must be solid: <ul> <li>Navy</li> <li>Tan</li> <li>White</li> </ul>	<ul> <li>Socks should be at or below the knee and must be worn at all times.</li> <li>Solid tights.</li> <li>Solid leggings.</li> </ul>	<ul> <li>Disturbing or distracting patterns.</li> <li>Inappropriate words or images.</li> </ul>

Incorrect dress and appearance will be judged regarding the disruption of the school learning environment, as well as the health, safety, welfare, morals, and rights of students and staff. Depending on the situation, students may be asked to change or face disciplinary action. The principal or other administrative staff members will be the final judge of the appropriateness of student dress and appearance. If students and families/guardians are uncertain as to the appropriateness of clothing for school, they should check with the principal, assistant principal, or ITL staff before the clothing is worn to school.

#### **General Uniform Guidelines**

#### **Students may not wear:**

- Items that are revealing, suggestive, or immodest, and underwear must never be able to be seen. Some examples of inappropriate dress include, but are not limited to, halter and tank tops, mesh and see-through clothing, muscle shirts, boxer shorts, items that expose undergarments or midsections, bottoms that are overly-tight by design or due to being outgrown.
- Athletic clothing such as, but not limited to, sweatpants, yoga pants, spandex, and leggings that are worn without an accompanying skirt, etc.
- Hats, visors, bandanas, bandana-patterned hair accessories, scarves, or do-rags.
- Outdoor clothing, but not limited to, items with hoods, fleece, gloves, sunglasses, etc.
- Blankets are not permitted at Pittsburgh Morrow.

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

## **ELECTRONIC DEVICES**

PPS POLICY 216

#### **Cell Phones**

Students are permitted to bring cell phones to school. Cell phones will be collected at the start of each school day, kept in a secure location, and returned to each student at the end of the school day. Phones must remain off until students exit the school building. If this procedure is not adhered to, the following consequences will occur: The cell phone may be taken from the student and kept by administration. A parent or caregiver must come to school to retrieve the cell phone.

The school is not responsible for lost, stolen, or broken cell phones. Also, the administration cannot look for a lost or stolen cell phone.

# **EXTRA CURRICULAR OFFERINGS**

PPS Policy 119

#### **Athletics**

Our school mascot is the "Pittsburgh Mustangs". Our school colors are Blue and Gold. Pittsburgh Morrow offers interscholastic sports as well as intramural activities at various times throughout the school year.

Fall September - October	Winter December-February	Spring April-May
Cross Country	Basketball	Soccer
Flag Football		
Bocce Ball TBA		

#### **GRADING**

PPS Policy 209

#### 1. GRADES

Parents and students can monitor grades by accessing HAC (Home Access Center). If you need to obtain your login credentials, please contact the school to speak with our SDSS, who will provide you with the necessary information and walk you through the process if needed. Please monitor grades and communicate accordingly with your child's teachers.

- Interim Dates Midpoint of each quarter marking period
- Report Card Dates Refer to the district calendar

Grading Guidelines: A standard procedure for grading was established and implemented throughout the district in grades 1-5. The following guidelines provide a consistent method for measuring student achievement in every classroom using the same grading practices. The grades are based on performance in three categories: weekly assessments, unit assessments and assignments. Whenever students learn new material, they go through a period of time when they will probably make mistakes during the learning process.

The purpose of practice assignments is not to evaluate where a student is in the learning process, but to diagnose any problems and to provide assistance when needed. Assignments can consist of many different types of informal assessments/practice, including quizzes, worksheets, and practice book pages. After students have initial instruction and practice on a topic, strategy or skill, it is important to determine their mastery of the information and skills. The purpose of weekly and unit assessments is to evaluate how well a student is able to apply the learning of the information/skills/strategies.

Each nine-week period, parents will receive a report card that reflects nine weeks of performance in practice (assignments) and achievement (weekly and unit assessments) of the academic content.

Percentage Earned	Letter Grade	Grade Points
90% or Above	<u>A</u>	<u>4.0</u>
<u>80-89%</u>	<u>B</u>	<u>3.0</u>
<u>70-79%</u>	<u>C</u>	<u>2.0</u>
<u>60-69%</u>	<u>D</u>	<u>1.0</u>
<u>50-59%</u>	<u>E</u>	<u>0.0</u>

To calculate GPA, the letter grades are converted into grade points. Those grade points are multiplied by the amount of credit that each class is worth. The grade points are multiplied by the credits, the result is the number of grade points earned. Then the grade points earned are added together and divided by the number of credits that were attempted. The result is called the Grade Point Average.

Report Cards: The report card is the most familiar way of communicating student progress. Report cards are issued four times during the school year at approximately nine-week intervals. The letter grades A, B, C, D and E are used to indicate academic progress. A citizenship mark is also given for the students' behavior in each class. Citizenship marks are represented by the letters O for outstanding; S for satisfactory; and U for needs improvement.

The report card verification form is to be signed by the parent or guardian and returned to school. A parent's signature indicates that she/he is aware of a student's performance. Parents are to check to see if a conference with the teacher is indicated. Parents may also request teacher conferences by calling their child's school. The first three report cards are sent home with students. The fourth and final report card is mailed home within three weeks of the final day of school. If you suspect an error on the report card grades, please contact the school promptly. Please note: Grades close approximately 10 days before report cards are distributed. If your child's grades improve after the close, the improvement will be reflected in the next grading period.

Progress Reports: Communication between teachers and parents is absolutely critical, and keeping parents informed of their child's performance is accomplished in many ways. One of these ways is the use of Interim Progress Reports. At the mid-point of each of the four grading periods, teachers will evaluate student progress. If a child is not working to his or her potential, a progress report is mailed home. If a student's grade is at risk of dropping two letter grades from the previous grading period, a report is also sent home to inform parents. A conference can be arranged in order to determine the best way to help a child before marks are closed for a particular grading period.

Honor Roll: Students who achieve a grade point average of 3.00 to 3.49 attain Honor Roll status. Those who achieve a grade point average of 3.5 to 4.00 are High Honor Roll students. Students who attain Honor and High Honor Roll will be awarded a certificate and recognized. In addition to the Academic Honor Roll, students who demonstrate respectful and responsible behavior earn Citizenship Honor Roll. A goal of Pittsburgh Public Schools is to produce outstanding citizens; therefore students who achieve all outstanding marks in citizenship will be recognized.

#### Elementary and Middle Level Grade Placement. Promotion and Retention Guidelines

#### **Elementary**

For Promotion From	A student must pass
First Grade	Reading and Math
Second Grade	Reading and Math
Third Grade	Reading and Math
Fourth and 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 January 31, 2025, or
- has had two (2) retentions, or
- has already repeated Grade 5

#### Middle Level

A student will be retained in their present grade (6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup>) 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 <u>must</u> have been In Grade 8 during the current school year AND:

- Will be 16 0n or before January 31, 2025, OR
- has had three (3) retentions, OR
- has already repeated Grade 8

# **HOMEWORK PROCEDURES**

PPS Policy 115

#### **Homework Policy**

Homework has been identified as a vital factor in increasing student achievement. Homework should reinforce learning with additional time and practice. It should assist in developing study skills, good work habits, independence and a sense of personal responsibility. It should stimulate imagination, originality and creativity, while involving the parent in the learning process of their children.

#### Recommended Time Schedule:

- Primary grades K-3 could be assigned homework four nights per week for no more than a total of 30 minutes on each of the four nights.
- Intermediate grades 4-8 could be assigned homework four nights per week for no more than a total of 60 minutes on each of the four nights.

Parents can encourage their children by showing interest and displaying helpful attitudes toward the completion of homework. They should contact the teacher if their child has trouble with a homework assignment and cannot complete it.

All students have access to Achieve 3000, IXL, Blue Streak, and Dream Box resources online to provide additional Math and ELA practice and support. Students will be provided usernames and access codes at the beginning of the school year and parents can contact their students' teacher for assistance. Please utilize these programs with your child to help further their academic progress.

## **HEALTH SERVICES**

PPS Policy 206

<u>Health services</u> are services provided for students in a school setting to appraise, protect, and promote health; to provide services in harmony with community, parents/ guardians, and other constituencies; and to ensure all students have access to services.

# Comprehensive Services Provided by Qualified Staff

Each school has an array of comprehensive health and wellness services that are available and provided by nursing and dental professionals, school staff, community partners, (e.g., Children's Hospital of Pittsburgh of UPMC, Mercy Behavioral Health) registered dietitians, and the Student Assistance Program Team to focus on prevention and early intervention.

District staff are provided with appropriate resources and training for continuous improvement.

School nurses and school nurse practitioners address the management of acute incidents and emergency care, (e.g., allergic reactions, asthma attacks) in the school setting, as well the provision of student health screenings, working with parents to secure medical care for their student, medication management, and assessment and planning for management of chronic conditions such as asthma and diabetes. School nurses and School Nurse Practitioners work with many students' private physicians to provide follow-up and ongoing care while at school.

School Dental Hygienists provide dental education to all grades and conduct dental screenings for students in grades identified by the state to ensure students are receiving appropriate dental care.

## INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

Pittsburgh Public Schools Office of Information Technology Acceptable Use Form

## **Acceptable Use Policy**

All students and their parents or guardians will be required to 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.

Each student has access to individually assigned computers/iPads which are the property of PPS and are to be used for the completing of school assignments only. All devices are inspected if a teacher or administrator suspects misuse of the device. Parents are responsible for the replacement fee of \$200.00 for any device damaged or lost while in the care of their child. There is a \$25.00 fee for all Dell chargers and \$35.00 for iPad chargers that are lost. Students are responsible for bringing their charged devices to school daily with the charger.

## STUDENT SUPPORT SERVICES

Student Assistance Program (SAP) – Our school social worker is used to identify students who are experiencing behavioral and/or academic problems that may be associated with high-risk behaviors. The heart of the SAP is the CORE Team.

SAP CORE Team – The CORE Team is coordinated by the school social worker. It is comprised of specially trained staff members who assist students with a variety of needs. Some of the services offered through the CORE Team are in-school support groups, in-school therapy, mentoring, the peer helper program, teen parent advocate services, mental health evaluations, and drug and alcohol evaluations. Various community agencies come into the school to provide many of these services to the students.

Students can become involved in the CORE Team through a referral process. The referrals come from self, other students, parents, staff, or community members. Parental permission is required in order for a student to become involved in the CORE programs. For more detailed information or to discuss any concerns you might have about a student, please contact the school social worker.

# **Student Expectations/Procedures**

PPS Code of Conduct

#### Overview

Pittsburgh Morrow PreK-8 upholds the Pittsburgh Public Schools'K-5 and 6-12 Code of Student Conduct in its entirety in addition to school-specific (or local) rules and regulations governing Morrow PreK-8.

#### Philosophy

Morrow Pre-K-8 is committed to maintaining a safe, orderly, and welcoming school for its students, staff, and other stakeholders. It assures that its staff are fully committed to all aspects of its discipline policy, as a means for inspiring excellence among students. We believe that students thrive in safe, orderly, and welcoming environments that celebrate and promote student achievement and engagement as a means for minimizing student misconduct via activities, functions, and incentives that promote reward positive behaviors and excellence for all.

We believe that discipline is an important part of education, and that corrective measures must meet students' developmental needs through an array of interventions, responses, and strategies that inspire positive behaviors, support learning, and restore relationships. The school applies the Pittsburgh Public Schools'K-5 and 6-12 Code of Student Conduct equitably to all pupils in a manner that is fair and consistent. Positive reinforcements and restorative methods afford students opportunities to correct negative behaviors and to learn from errors in judgment as it relates to misconduct. The school complies with all federal, state and local statutes.

#### Scope and Safety

The Pittsburgh Public Schools' K-5 and 6-12 Code of Student Conduct (The Code) clearly and concisely sets forth the disciplinary procedures for students. In the interest of maintaining a safe, orderly, and welcoming school that fosters rigorous learning opportunities for its students, all provisions of The Code are enforced. Students are required to abide by these provisions—in addition to those local to the Morrow buildings—and school personnel are required to enforce them in a fair and equitable manner. Morrow is committed to maintaining a safe, orderly, and welcoming school for its students, staff, and other stakeholders. To that end and based on commonwealth mandates, as per the Pennsylvania Public School Code of 1949 and the Board of Public Education of the School District of Pittsburgh, The Code is effective and enforced as follows at the following places and/or during the following times:

- on school grounds at any time;
- on school grounds and related to actions on social media or other media of the like;

- off school grounds, including but not limited to, school bus stops, on school buses, at school activities, functions, on field trips, at conferences, and at all other school events;
- to and/or from school, or to and/or from any school activities, functions, and/or events;
- off school grounds, during standard enrollment hours, when students have left without authorization and/or are truant.

## **VISITOR POLICY**

PPS Policy 1104

#### **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 are planning to visit a classroom or other area of the school building during the school day, you should call the building office and pre-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 make arrangements 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 displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and at all times 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.
- 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 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

#### **School Safety**

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh Morrow Pre·K-8 be placed in 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, no outside events, field trips or outside activities occur unless explicitly cleared by School Police. While in modified lockdown, entry and exit to the school will be restricted and only individuals with a pre-existing appointment are permitted to enter the school facility. A modified lockdown may be 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 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 are not permitted to go outside or attend outside activities or field trips. School Police or school leadership will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when 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:** 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 Morrow Pre·K-8 evacuation site is Greater Allen Church, 3600 California Ave. In the event of 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 and parking direction of reunification location.
- Choose the check-in line that corresponds to your 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 your student to you.

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

#### COMMUNICATION WITH FAMILIES DURING AN EMERGENCY

If Pittsburgh Morrow Pre-K-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 Morrow Pre-K-8 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.
- When receiving a phone call that Pittsburgh Morrow Pre-K-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. 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 actually hinder the emergency response and could jeopardize their own 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.