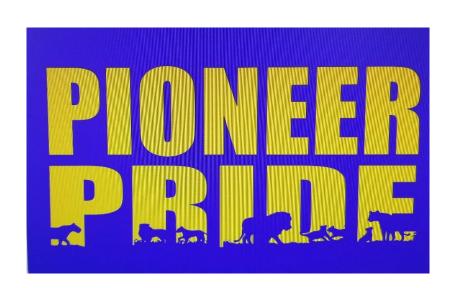
Pioneer Education Center Home of the Pride

Student Handbook 2024-2025



Pioneer Education Center

775 Dunster Street
Pittsburgh, Pa 15226
Tel: 412-529-7405
Fax:412-571-7411
www.pghschools.org/Pioneer





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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Pioneer Families,



that partnership.

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

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 Pioneer.

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

Hello Pioneer Family,

It is my honor to welcome each and every one of you to the 2023-2024 school year. Pioneer has been part of the community here in Brookline since 1959 serving the needs of all students from Pittsburgh Public Schools. We are the only school/building in the Pittsburgh Public schools that was designed and built for students with special needs. When Pioneer opened its doors, it was well ahead of the times with a barrier free environment along with adaptations for the students. Since that time we have accepted students from outside PPS and currently work with 14 different school districts.

Pioneer's student focused instruction allows children to prepare for the challenges of the real world. When students start in the elementary classrooms, they are exposed to concepts of functional academics that are specific to the abilities/needs of each student. Each student is evaluated and a plan is designed based upon their specific requirements for academics. Our teachers develop this plan using multiple curriculums and assessments to ensure we capture all the wonderful abilities your child has. Our high school classes focus on Community Based Instruction and transition planning. The students are in the community two to three days a week at numerous work and volunteer sites. This allows us time to plan with you for your child's future when they leave us the day before their 22nd birthday.

We do not stop at just academics; we also have multiple therapists on site that work with students and teachers to minimize loss of learning. Your student has the option to receive therapy in one of our specially designed therapy labs. We offer Physical, Occupational, Speech, Vision and Hearing therapies. In the fall of 2024, we will be introducing Aquatic Therapy to the school for the first time. Since we have specially designed labs and staff on site, we can offer Wheelchair clinics as well as Orthotics clinics here at the school. This again ensures that your student's loss of learning due to medical appointments is minimal.

Our students have the opportunity to participate in Special Olympics on one of our sports teams as the Pioneer Pride. The Pride holds a double meaning for our school. It allows us to show that we are very proud of everything we do, along with the fact we support everyone in our school community as one family.

It has been my pleasure for the last 10 years to be the leader of this school. I am so grateful to work with the Pioneer students and staff.

Thank you,

David A. Lott, Principal Pioneer Educational Center

SCHOOL VISION AND MISSION

At Pioneer Education Center our vision is to have all students achieve, succeed, and thrive.

We practice a holistic, student-centered approach to education using a transdisciplinary model of learning and growth.

Pioneer Education Center offers an intensive program driven by the students' IEPs in the areas of:

- functional academics
- speech and language
- occupational therapy
- physical therapy
- hearing
- vision
- orientation and mobility
- art
- music
- adapted physical education
- pre-vocational workshop
- community-based instruction
- activities of daily living
- transition services for students ages 14-21

At Pioneer we recognize and value the diversity and uniqueness of each student and family. We strive to provide a sense of belonging and community. Our goal is to create an equitable educational experience for all students enrolled in our program.

SCHOOL CONTACT INFORMATION

Please contact us!

We value your communication and input to our programming.

Pioneer staff use various forms of communication with families including:

Phone 412-529-7405
Fax 412-571-7411
Email pioneercenter@pghschools.org
Talking Points

For schoolwide events and reporting, you can also follow us on Facebook @ Pioneer Education Center

Our newsletter, The Pioneer Pipeline, is sent home with students monthly.

School-wide reminders are sent via the Talking Points app so please make sure our office staff have your most up-to-date contact information.

COMMUNICATION PROCEDURES

Communication is one of the most important elements of making sure all of the students are well cared for and educated. Many of the teachers will communicate with parents using text messaging, emails, phone calls, logbooks or daily information sheets or talking points. Your student's teacher will be in contact to discuss the most effective way of communication. If you need to speak to a member of administration or student services, please contact us at 412-529-7405.

STAFF ROSTER

AMBROSE, Susan ADL Teacher

BERNER, Amy Teacher

BRIDGE, Christina Teacher

CARLIN, Susan Art

DEROSE, Lisa SDSS

EDMUNDS, Denise Para

EARLEY, Barbara Teacher

EYLER, Jessica Hearing Itinerant

FRITZ, Lee PT

FUERST, Julie Adapted PE Teacher

GRAFF, Jessica Para

JOHNSON, Imani Para

KALTZ, Merrie Vision Specialist

KASPER, Cheryl Para

KEASLEY, Chanelle Social Worker

Nurse

LAWRENCE, Tom Vision Specialist

LOTT, David Principal

LUCAS, Maggie Para

MAFFEO, Karen Asst. PT

MAGNESS, Lee Speech

MASON, Lori Para

MCGINLEY, Sam OT

MEYER, Kimberly Teacher

MILLER, Michaela Secretary

MORROW, Michelle Teacher

OSBORNE, Michele Para

PALMER, Kevin Teacher

RUDOLPH, Laureen Speech

RUGGERIO, Baggio Teacher

SANDS, Kathleen OT

SCHNEIDER, Kate PT

STOEHR, Barbara Para

WATKINS, Gerald Music

WETZEL, Bethany Para

WEYANT, Rebecca Teacher

WHEALDON, Rachel Transition Counselor

BELL SCHEDULES

Staff Arrival: 7:30 AM Students Enter: 7:45 AM

Homeroom: 7:45 - 8:00 AMPeriod 1: 8:00 - 8:45 AMPeriod 2: 8:45 - 9:30 AMPeriod 3: 9:30 - 10:15 AMPeriod 4: 10:15 - 11:00 AMPeriod 5: 11:00 - 11:45 AM

Period 6: 11:45 – 12:30 PM (Student Lunch)

Period 7: 12:30 – 1:15 PM

Period 8: 1:15 – 2:01 PM

Homeroom: 2:01-2:11 PM (Students to front hallway)

Dismissal: 2:11 PM

Paraprofessional Dismissal: 2:45 PM Professional Staff Dismissal: 3:00 PM

2 Hour delay days student arrival time is 9:45 AM

Half day professional development student dismissal 10:40 AM

SCHOOL AND PPS CALENDARS

August 26, 2024 – First Day of School

September 2024

9/2 – No School - Labor Day

 $9/20 - \frac{1}{2}$ day of school

October 2024

10/3 No school – Rosh Hashanah

10/18 - No School for Students - Parent Teacher Conference

10/25 - 1/2 Day

November 2024

11/5 – No School – Election Day

11/11 – Veteran's Day

 $11/15 - \frac{1}{2}$ Day

11/28 – No School - Thanksgiving Holiday

11/29 – No school - Thanksgiving Holiday

December 2024

12/2 - No School

 $12/13 - \frac{1}{2} day$

12/23-1/1 - No School - Winter Break

January 2025

1/1 – No School – New Years Day

1/20 – No School – Martin Luther King Day

1/21 – No School for Students – Clerical Day

1/22 – No School for Students – PD

February 2025

 $2/7 - \frac{1}{2}$ Day

 $2/21 - \frac{1}{2}$ day

March 2025

 $3/7 - \frac{1}{2} day$

 $3/21 - \frac{1}{2}$ day

3/31 – No School - Eid-al-Fitr

April 2025

4-14-4/18 – No School – Easter Break

May 2025

5/20 – No School – Primary Election Day

5/26 - No School - Memorial Day

June 2024

6/12 – Last Day for Students

ATTENDANCE PROCEDURES

PPS Policy 204

The Board requires that school age students enrolled in District schools attend school regularly, in accordance with state laws and regulations. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in District schools during

the days and hours that school is in session, except that authorized District staff may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations. Compulsory school age shall mean the period of a student's life from the time student's person in parental relation elects to have the student enter school. Beginning with the 2020-2021 school year, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

As of August 31, 2023, students in the state of Pennsylvania with an IEP (Individualized Education Program) may attend school until the day before their 22nd birthday.

ACADEMICS

Teachers utilize a variety of curriculum to meet the individual needs of students. Education at Pioneer is driven by students' Individualized Education Plans.

Listed below are some of the curriculums which teachers have access to:

Unique Learning System

PAES (Practical Exploration System Program)

Essential for Living

Healthy Relationships

Life Centered Education (LCE) Transition

Mystery Science

Teachers also use a variety of supplemental materials to enhance students' learning. Some examples include:

News-2-You Reading A-Z

Scholastic News Boom Learning

Time for Kids Lesson Pix

Help Kidz Learn Get Epic

Instruction and IEP Goals at Pioneer are developed based on:

PA Alternate Eligible Content Anchors

(https://www.pdesas.org/Page/Viewer/ViewPage/12/?SectionPageItemId=553)

and/or the PA Early Learning Standards (https://www.pakeys.org/special-initiatives/early-learning-standards/)

ACADEMIC INTEGRITY

PPS POLICY 226

DRESS CODE

PPS POLICY 221

ELECTRONIC DEVICES

PPS POLICY 216

EXTRA CURRICULAR OFFERINGS

PPS Policy 119

GRADING

PPS Policy 209

Pioneer students receive quarterly progress monitoring reports.

GRADUATION REQUIREMENTS/HS ONLY

PPS Policy 211

At Pioneer out students graduate on the completion of IEP goals and can continue until the day before their 22nd birthday.

HOMEWORK PROCEDURES

PPS Policy 115

HEALTH SERVICES

PPS Policy 206

Department Overview:

The Office of Health Services' goals are to provide quality services that promote,

maintain, protect, and improve student, employee, and community health. We provide services to students that address disease prevention, health promotion and mandated service provision through the Department of Health.

We strive to ensure that all students have equal access to quality health services, prevention education and early intervention and support to help them achieve academic success.

The health office at Pioneer is staffed by a full-time certified school nurse. The nurse:

- provides mandated screenings for all students
- provides medication administration and management
- maintains the student school health records
- maintains student immunization records
- serves as a care-coordinator / liaison between the students, families, and their providers
- provides first aid and attends to all student medical needs and
- Attends to all medical emergencies and seizure management

All staff at Pioneer have completed "Seizure Training for School Personnel" through the Epilepsy Foundation.

Communication with Parents:

Health office hours are from 7:30 AM-3PM daily Phone #: 412-529-7405 Nurse fax #: 412-571-7411

Medications:

To keep all students safe at Pioneer we follow the Pittsburgh Public Schools policy regarding the dispensing of medications.

"All medication taken at school must have parental consent for administration, a

medical order from the doctor and be in the original pharmacy labeled container. A photo of the student will be taken and attached to the student's medicine log."

There are 3 options provided to all parents of students receiving medication at school:

- 1. The parent transports the medication to/from school either monthly or whenever more is needed.
- 2. The parent arranges for the pharmacy to deliver sufficient medication directly to the school nurse.
- 3. The bus monitors will be assigned based upon individual student needs.

Our goal here at Pittsburgh Public Schools is to keep all students safe!

When To Keep your Child Home from School:

Children need to stay home from school when:

- they have a fever (100.3 or greater). They can return to school once they have been fever-free for 24 hours without receiving any fever reducing medication.
- when experiencing active vomiting and/or diarrhea. They can return to school 24 hours after their last episode.
- when testing positive for COVID-19

Covid-19:

When experiencing symptoms of COVID-19 (cough, congestion, runny nose, headache, etc.), it is recommended that a rapid-antigen COVID-19 test be performed to rule out COVID before sending the child to school.

If the school has received the written consent to test, COVID-19 rapid-antigen testing may be performed at school in the health office, by the school nurse, if symptoms should present throughout the school day, or if the child is experiencing symptoms upon arrival, and they were not tested at home.

All parents/guardians of students are required to notify Pioneer's principal immediately if a student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

Covid-19 Decision Tree:

https://docs.google.com/viewerng/viewer?url=https://www.pghschools.org//cms/lib/PA01000449/Centricity/Domain/1402/PPS+COVID-19+Decision+Tree+August+17+2022+Final+V5.pdf

School Health Records:

School health records are confidentially secured and maintained in the school nurse's office according to PA School Code, Section 23.55 and Section 23.72

§ 23.55. Maintenance of health records.

Health records shall be maintained for each child. These records shall be kept in the school building where the child attends school and shall be available to the school nurse at all times. Records shall be transferred with the child when he moves from one school to another or from one district to another

§ 23.72. Maintenance of records.

School nurses shall maintain comprehensive health records of each child and records of school nursing services

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY PPS POLICY 813.1

Acceptable Use Policy

Every student in PPS will have access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form to acknowledge the PPS Acceptable Use Policy. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign where appropriate. Any questions or concerns about this permission form, or any aspect of the computer network, should be referred to your school's administration.

Computer Use at School

These capabilities include but are not limited to 1-to-1 laptop, tablet or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets, and the use of labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and district printers, scanners and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all district technologies.

One-to-One Program Expectations

- DO NOT Change the local configuration of the desktop, laptop or tablet
- DO NOT deface or change the physical appearance of any district device
- DO NOT use any logon and password other than your User Account

- Users are not allowed to do the following unless given permission by an administrator:
 - Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software
 - Install and / or play personal music, videos, or games
 - Use unauthorized programs installed on the laptop
- Report any damage accidental or not, immediately
- DO NOT attempt to bypass PPS security or content filtering at any time

Damage and Repairs

When a student device is damaged, the District will cover parts and repairs for up to two (2) times per school year. After a device is damaged a third time, a \$100 service fee will be charged for replacement. A school year is defined as August 1 – to July 31. If a student loses a device, the cost for replacement is \$200. A stolen device with a copy of a police report will be fully covered by the District. Lost chargers are \$47 for Dell laptops, \$28 for iPads and \$79 for MacBook laptop.

Hotspots

Pittsburgh Public Schools will provide hotspots for students that do not have sufficient Internet Access for remote learning when not physically attending school. Sufficient internet access refers to connectivity that is reliable and enables the student to receive and send electronic information for homework and online classes. To receive a hotspot, families must fill out the Acceptable Use Policy and indicate that they do not have sufficient internet access and that they are not receiving benefits under the federal Emergency Broadband Benefit (EBB) program

STUDENT SUPPORT SERVICES

Multi-Tiered System of Supports (MTSS)

A standards-aligned, comprehensive school improvement framework for enhancing academic, behavioral, and social-emotional outcomes for all students. As part of the MTSS framework, cross-disciplinary teams represented at the local education agency (LEA), school, grade and individual levels use a problem-solving process to integrate evidence-based academic, behavioral, and social-emotional programs and practices matched to student needs. A continuum of supports for staff and student services exist across three tiers and is undergirded by highquality professional learning, cultural responsivity, partnership and meaningful involvement with families, and dynamic decision-making that rests on the use of reliable and valid data sources: a) Tier 1 (Universal): Provide preventive, proactive, and universal practices and support to enhance academic, social-emotional, and behavioral outcomes with all students (e.g., school climate, comprehensive mental health, social-emotional learning). b) Tier 2 (Secondary): Provide targeted interventions to support students who require more intervention and support than is typically provided at Tier 1 (Universal). Interventions and support should be aimed at the causal roots of factors adversely impacting learning. c) Tier 3 (Tertiary): Requires the most intensive level of individualized intervention for students with the most significant, high intensity support needs (assessment based). Interventions and support should be aimed at the causal roots of factors adversely impacting learning.

SAP (Student Assistance Program)

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. There are four phases to the SAP process: referral, team planning, intervention and recommendations, and support and follow up. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health

issues which pose a barrier to a student's success. The primary goal of the SAP is to help students overcome these barriers so that they may achieve, advance, and remain in school. According to Pennsylvania Public School Code, schools in Pennsylvania are required to establish and maintain SAP for all students K-12. SAP team members must be trained by a Pennsylvania Approved SAP Training Provider (PASTP). While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique integrated model serving the needs of Pioneer families and students.

Social / Emotional Learning (SEL)

At Pittsburgh Public Schools, we believe that SEL is the foundation on which academic learning takes place. When students feel confident in their abilities and their value to their class, when they know how to ask for and offer help and understand that resources are available to them, they are better able to achieve their full potential. To better serve our students, we strive to deepen our own SEL. Teachers and school staff participate in lessons and discussions about SEL competencies. We try to make connections to elements of SEL throughout the day to show students that this is important, that people care about it, and that it is relevant to everyday life. Most importantly, we try to model our behavior in a way that helps students become more aware of their own competencies.

At Pioneer, we partner with local Behavioral Health agencies to provide Prevention Services to students. Students receive weekly sessions in these five domains of social and emotional development: • self-control • emotional understanding • positive self-esteem • relationships interpersonal problemsolving skills.

Bullying/Harassment

District Policy 215 – Prohibition Against Bullying/Harassment

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the intent or effect of:

- Creating an intimidating or hostile environment that interferes with a student's education; or
- ii. Physically, emotionally, or mentally harming a student; or
- iii. Placing a student in reasonable fear of physical or emotional harm; or
- iv. Placing a student in reasonable fear of damage to or loss of personal property.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- i. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- ii. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- **iii.** Otherwise adversely affects an individual's learning opportunities.

Each staff member shall be responsible for maintaining an educational environment free from all forms of bullying and harassment.

- Reports of bullying are to be made to a teacher, the school principal, counselor, or social worker verbally or in writing.
- Complaints shall be investigated promptly, a written report made, and corrective action taken when allegations are substantiated.
- School principal or his/her designee is responsible for making sure this process occurs.
 - District Compliance Officer: "Superintendent or designee"
 - Office of Student Support Services Elena Runco, Carrie Woodard

All complaints of bullying and harassment shall be investigated promptly, and corrective action taken when complaints are substantiated.

- 1. Determine whether conduct complained of, if true, is bullying and/or harassment as defined by Board Policy.
 - 2. Parent/guardian of alleged victim and alleged perpetrator are contacted.
- 3. Principal or designee (e.g., asst. principal, school counselor, social worker) conducts prompt investigation.
- 4. Written report is completed utilizing forms in the Bullying/Harassment Packet.
 - 5. Completed Bullying/Harassment Packet is provided to Compliance Officer.

Students with Disabilities & Bullying/Harassment

- U.S. Dept. of Ed: Dear Colleague Letter, August 20, 2013:
 - A student can be denied FAPE if bullying behavior is severe enough that student is not receiving a "meaningful educational benefit."
 - Possible strategies when student with a disability is involved:
 - *Convene IEP/504 Team to discuss whether student's needs have changed revise IEP as needed to address student's individual needs *Determine whether FBA or other evaluation is needed for either student
 - *Collect data to help identify antecedent(s) to bullying behaviors

Student Expectations/Procedures

Policy 212
PPS Code of Conduct

Students are responsible for engaging in the education process by following their classroom schedules and routines, as well as their Individualized Education Program.

Students are responsible to abide by the PPS Code of Student Conduct. https://www.pghschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1326&dataid=178247&FileName=PPS%20Code%20of%20Conduct%202023.pdf

Students are to engage in positive behaviors throughout the day, up to and including transportation to and from school.

Students are allowed to use cell phones <u>ONLY</u> when permitted by the classroom teacher.

Students are responsible for dressing appropriately at school.

https://www.pps.k12.pa.us/Page/1295&sa=U&ved=2ahUKEwjR2-WQjLeCAxUcGFkFHateBSsQFnoECAUQAQ&usg=AOvVaw3JsQ8BSiMQVY

JzwFGNgaw6

Students are encouraged to participate in assemblies and school sponsored events, when appropriate.

VISITOR POLICY

PPS Policy 1104

All visitors must have proper identification when entering the school building.

All visitors must pass through security and then report to the front office.

Parents must enter the building and check in at the front office for a planned early dismissal.

Lockdown/Modified/Reunification

In case of reported danger in the community, the principal or other district administration will implement a modified lock down in which neither students nor staff members will be permitted to leave the building until the danger is no longer imminent. No outside individuals will be allowed in the building during this time, even if they have a scheduled appointment. Parents will receive notification of a modified lockdown via Talking Points or a robo-call.

In the event of an intruder, students and staff have been trained in the ALICE Response System. https://www.alicetraining.com/our-program/alice-training/ Parents will be notified via Talking Points or a robo-call in the event an incident such as this.

Parents will again be notified when the building and the safety of their child has been secured.

In case of inclement weather and early dismissal, parents will be notified via phone call and will not be released home until parents confirm that someone will be home to receive the student.

Students are encouraged to report negative or disturbing behaviors to their School Counselor or Social Worker or via Safe2Say.

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

Co-Curricular Programs

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Pioneer students currently participate in three events throughout the year. We go to bowling, basketball and track and field.