



PITTSBURGH ROOSEVELT K-5
STUDENT HANDBOOK 2024-2025

17 West Cherryhill Street
Pittsburgh, Pennsylvania 15210

Phone: 412-529-7781

Fax: 412-885-7784

www.pghschools.org/roosevelt



Students **first**

Always, in all ways.

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Superintendent's WELCOME

Dear Pittsburgh Roosevelt Families,

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

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 Roosevelt Families,

WELCOME TO PITTSBURGH ROOSEVELT K – 5! Home of the B.E.A.R.S!

The policies and procedures within this handbook are to establish a safe and nurturing learning environment and are the results of a deliberate effort on the part of the faculty and administration. The information we are providing you with has been carefully prepared and presented so that you may learn all about our school and be an integral part of our school community.

This handbook should be reviewed with your child. All families will be held accountable to the information in this handbook. This is not meant to be an exhaustive list of all policies and procedures. Students and families are also held accountable to the Pittsburgh Public Schools Board Policy, on which this handbook has been aligned. There will be occasions such as PSCC and other meetings where this handbook will be reviewed and updated. Roosevelt invites students, families, and staff to provide modifications and additions.

The purpose of education is to grow students into effective citizens who develop and accept the responsibilities of being an active member in society. We are preparing our students to be the future leaders in tomorrow's world.

By adhering to these policies and procedures, students, families, and staff can support Roosevelt in maintaining a positive school culture. All students, families, and staff are valued individuals. We strive to treat each other with civility and kindness; recognizing that we are all important members of the school community.

Please join us as partners in educating your child. As a school community, we will work together to help our students grow academically, socially, and emotionally.

All my best,
Leah McCord, Principal

Leah McCord

Mission And vision stAtEMENTs

pittsburgh rooseVELT MISSION stAtEMENT

Pittsburgh Roosevelt ensures an equitable environment of high expectations and academic excellence to build an enduring foundation of life-long learning. The school community focuses on the specific academic, social, emotional, and cultural needs of every student, every day in every classroom.

pittsburgh rooseVELT vision stAtEMENT

Pittsburgh Roosevelt will empower our scholars with the values, skills and knowledge that they each need to be culturally responsive learners who make a positive impact on their community.

school CONTACT information

Pittsburgh Roosevelt
17 West Cherryhill Street Pittsburgh, PA 15210
Phone: 412-529-7781
Fax: 412-885-7784
www.pghschools.org/roosevelt

Please find listed below contact information for key departments at Pittsburgh Roosevelt. All information for other staff members is contained in the staff roster portion of this handbook.

Please be advised that the hours for communication are 7:45 AM - 3:15 PM. Through the day, staff are working with students and unable to answer phone calls and emails immediately. Please note that phone calls, emails and Talking Points messages will be returned in 24 hours.

If you have an urgent need, please contact the main office at (412) 529-7781. Please note that the heaviest call volume is between 7:45 AM- 8:30 AM and 2:30 PM-3:30 PM. Please anticipate call delays at the aforementioned times.

For school policy, safety, or general concerns:
LeahMcCord, Principal, lmccord2@pghschools.org
(412) 529-7781

For attendance or student support services:
Jacqueline Burrell, School Counselor, jburrell2@pghschools.org
(412) 529-7566

For medical or health related issues:
Stephen Stopchick, School Nurse, sstopchick1@pghschools.org
(412) 529-7792

For registration, change of address or records:
Jacqueline Greene, SDSS, jgreene2@pghschools.org
(412) 529-7793

For general inquires:
Robert Ross, Administrative Assistant, rross1@pghschools.org
(412) 529-7781

COMMUNICATIOn proCEdureS

We value open and effective communication with you to ensure the success and well-being of your child at Pittsburgh Roosevelt. Please take note of the following procedures to facilitate clear and timely communication.

Updating Contact Information

Please ensure that your contact information, including phone numbers and e-mail addresses, on file with the school office is up to date.

Prompt updates allow for effective communication between school and home.

*You may reach out to our SDSS, Ms. Green at jgreene2@pghschools.org to review this information. You may also use the **Home Access Center (HAC)**.*

Primary Points of Contact

- ♦ **Teachers:** Your child's teacher is the primary point of contact for academic progress, classroom activities, and behavior concerns. You may contact them via e-mail, TalkingPoints, or schedule meetings as needed.
- ♦ **School Office:** For administrative matters, attendance concerns, or general inquiries, please contact the office during regular business hours.

Communication Channels From School

- ♦ **Newsletters and E-Mail Updates:** We regularly send out newsletters, TalkingPoints, and e-mails to keep you informed of school events, important dates, and academic updates. Please be sure to read all communications in its entirety.
- ♦ **School Website:** Our school website contains important information, including school policies, calendars, PSCC notes, and other resources.
- ♦ **Social Media:** We post regular updates and peaks into the class via social media. You can find us on Facebook at www.facebook.com/pghroosveltprek5.

COMMUNICATIOn proCEdureS

CONTINUED

Parent Teacher Conferences

Scheduled conferences provide an opportunity to discuss your child's progress in detail. Annual Parent Teacher Conferences occur in October. If you would like to conference with your child's teacher outside of this time, please reach out to them directly.

We respect you and your child's privacy. All discussions regarding your child will be held in a private space with a respectful manner.

Emergency Notifications

In the event of an emergency, school closure, or urgent situation, you will be notified through our emergency notification system. Please ensure you have updated your contact number and all emergency contact forms are filled out with accuracy.

Behavior and Discipline

If there are behavioral concerns, our child's teacher or school administration will reach out to discuss any issues and work together on a solution.

Special Services

If your child receives special services (e.g. special education, ESL) the relevant staff member will communicate with you regularly to discuss progress and any adjustments to services.

COMMUNICATIOn proCEdureS

CONTINUED

Parent/Guardian Involvement

We encourage families to become involved in school activities and events. Opportunities for involvement include volunteering, participating in monthly Parent School Community Council (PSCC) meetings, and attending school functions.

Feedback and Suggestions

Your feedback is valuable to use as a continuously evolving school. We regularly send out surveys after family events as well as important times during the school year. If you have immediate suggestions or concerns, please do not hesitate to reach out to your child's teacher or school administration. We are committed to continuous improvement.

You may also reach out to our Family and Community Engagement (FACE) specialist, Mr Foor. He may be contact at kfoor1@pghschools.org or you may call the main office and leave a message.

All family members need the appropriate [clearances](#) to volunteer at Pittsburgh Roosevelt. Please reach out to Mr. Foor for inquiries about your clearance status or the clearance process.

Thank you for your partnership in your child's education. By working together, we can ensure a positive and productive school experience for every student, every day.

StAff roster

Position	NAME	ROOM NUMBER	E-MAIL (@pghschools.org)
MAIn Office			
Principal	Mrs. McCord	Main Office	LMCCORD2
Secretary	Mr. Ross	Main Office	RROSS1
SDSS	Ms. Greene	Main Office	JGREENE1
StUDENT support SERVICES			
Counselor	Mrs. Burrell	Room 310	JBURRELL2
Nurse	Mr. Stopchick	Room 102	SSTOPCHICK1
Cafeteria Manager	Ms. Leiby	Cafteria	KLEIBY1
Custodian	Mr. Kratina	Custodian Office	AKRATINA1
Match Coach	Ms. Calhoun	Room 104	TCALHOUN1
Literacy Coach	Ms. Trevisan	Room 104	JTREVISAN1
Psychologist	Ms. Hankinson	Main Office	KHANKINSON1

Staff roster

Position	NAME	ROOM NUMBER	E-MAIL (@pghschools.org)
HOMEROOM TEACHERS			
Kindergarten ITL	Mrs. Neuhart	Room 104	DNEUHART1
Kindergarten	Ms. Paul	Room 106	YPAUL1
Grade 1	Mr. Gresse	Room 107	JGRESEM1
Grade 1	Mr. Allen	Room 109	RALLEN1
Grade 2 TECH	Ms. Brandt	Room 216	KBRANDT1
Grade 2	Mrs. Dulak	Room 211	EDULAK1
Grade 3	Mrs. Murphy	Room 300	CMURPHY1
Grade 3	Mr. Kitchen	Room 307	RKITCHEN1
Grade 4	Mrs. Lancaster	Room 301	KLANCASTER1
Grade 5 ITL/TECH	Mr. McGough	Room 213	BMCGOUGH1

StAff roster

Position	NAME	ROOM NUMBER	E-MAIL (@pghschools.org)
PSE			
PSE K-5	Mrs. Pass	Room 304	JPASS1
PSE K-5	Mrs. Mann-Allen	Room 207	CMANN1
PSE EA	Mrs. Vinston	Library A	KVINSTON1
PSE EA	Mrs. Ryan-Shannon	Library A	CRYANSHANNON1
Speech K-5	Mrs. Hrapla	Room 211	JHRAPLA1
RELATED ARTS			
Art FACE	Mr. Foor	Room 311	KFOOR1
Physical Education	Mrs. Dreshman	Gym	TDRESHMAN1
Music	Mr. Young	Room 201	ZYOUNG1
Library	Mrs. Dawson	Library Room 205	LDAWSON1
Instrumental	Mr. Nash	Room 201	ONASH1

BELL SCHEDULE



	START	END	# OF MINUTES
Homeroom Breakfast	8:20 AM	8:30 AM	10 minutes
Intervention	8:30 AM	9:00 AM	30 minutes
Period 1	9:00 AM	9:45 AM	45 minutes
Period 2	9:45 AM	10:30 AM	45 minutes
Period 3	10:30 AM	11:15 AM	45 minutes
Period 4	11:15 AM	12:00 PM	45 minutes
Period 5	12:00 PM	12:45 PM	45 minutes
Period 6	12:45 PM	1:30 PM	45 minutes
Period 7	1:30 PM	2:15 PM	45 minutes
Period 8	2:15 PM	3:00 PM	45 minutes
Homeroom (PM)	3:00 PM	3:05 PM	5 minutes
Dismissal	3:05 PM (from homeroom)		

HALF-DAY EARLY DISMISSAL SCHEDULES

HALF DAY SCHEDULE A

Homeroom Breakfast	8:20 AM	8:30 AM
RTI	8:30 AM	9:00 AM
Period 1	9:00 AM	9:45 AM
Period 2	9:45 AM	10:30 AM
Period 3	10:30 AM	11:15 AM
Homeroom	11:15 AM	11:30 AM
DISMISSAL	11:30 AM	

HALF DAY SCHEDULE B

Homeroom Breakfast	8:20 AM	8:30 AM
RTI	8:30 AM	9:00 AM
Period 6	9:00 AM	9:45 AM
Period 7	9:45 AM	10:30 AM
Period 8	10:30 AM	11:15 AM
Homeroom	11:15 AM	11:30 AM
Dismissal	11:30 AM	

TWO HOUR DELAY SCHEDULES

TWO HOUR DELAY SCHEDULE A

Homeroom	10:20 AM	10:30 AM
Period 3	10:30 AM	11:15 AM
Period 4	11:15 AM	12:00 PM
Period 5	12:00 PM	12:45 PM
Period 6	12:45 PM	1:30 PM
Period 7	1:30 PM	2:15 PM
Period 8	2:15 PM	3:05 PM
DISMISSAL	3:05 PM	

TWO HOUR DELAY SCHEDULE B

Homeroom	10:20 AM	10:30 AM
Period 1	10:30 AM	11:15 AM
Period 4	11:15 AM	12:00 PM
Period 5	12:00 PM	12:45 PM
Period 2	12:45 PM	1:30 PM
Period 3	1:30 PM	2:15 PM
Period 6	2:15 PM	3:05 PM
Dismissal	3:05 PM	

ATTENDANCE PROCEDURES

PPS POLICY 204

The Pittsburgh Board of Education 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.

Excused Absence: For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school can be found within Policy Code 204.

Parental Notice of Absence: Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused Absence: For purposes of this policy, absences which do not meet the criteria indicated in Policy Code 204, shall be considered an unexcused absence.

Student is Truant: When a student has been absent for three (3) days during the current school year without a lawful excuse, District staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

ACADEMICS

Students participate in all core academic subjects: Reading, Language Arts (Spelling, Grammar and Handwriting) Mathematics, Science and Social Studies. Additionally, students participate in Library Science, General Music, Visual Arts, and Physical Education classes.

During Intervention (RTI) Students also receive instruction on Social Emotional Learning on day out the six-day rotation with the other five days weekly.

Students in grades 4 and 5 may choose to participate in the instrumental music program. The instrumental music program meets once in a 6-day rotation.

ACADEMIC INTEGRITY

PPS POLICY 226

The Board adopts a system-wide policy to promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments.

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.

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

Pittsburgh Roosevelt will work with students and families to provide education around the use of the internet, AI and other forms of support students may utilize to support their learning.

DRESS CODE

PPS POLICY 221

The dress code is an integral part of creating an atmosphere which is focused on learning. Students are always expected to be clean and neat. The following will not be permitted at Pittsburgh Roosevelt:

- Open toed sandals, flip flops, slides or slippers. All shoes must be fully adhered with an ankle backstrap.
- Hats, coats, scarves or bandanas (outside wear) to be worn inside during the school day.
- Midriff tops (or any skin showing) and ripped jeans.
- Exposed undergarments
- Loose tank tops, halters, underwear T shirts, or any revealing
- tops Pictures, words or graphics that may be found offensive, insensitive or inappropriate.

Students who do not follow the dress code may be met with the following consequences:

- • The homeroom teacher will contact parent/guardian for a change of clothes/shoes.
- A letter will be sent home from the office.

If you need assistance with clothing, please contact the School Counselor, Ms. Burrell; 412.529.7566 or jburrell2@pghschools.org .

DRESS TO LEARN & PLAY!

Unless the weather (or other event) doesn't allow it, students should expect to go outside for recess. Please make sure that students have appropriate, comfortable, and play - friendly clothing and shoes so that they can participate in recess. This includes warm weather clothing, if needed.

ELECTRONIC DEVICES

PPS POLICY 216

Lasers, radios, iPods, smart watches and other electronic or telecommunication devices are prohibited and should be kept at home.

Cell phones are permitted; however, they must be turned off and not visible during school hours (8:30am – 3:11pm). Student cell phones will not be secured by teachers/staff.

Cell phones should be used in aiding students **only** while on the way to and from school. Since student cell phones are not educational devices and are not required by the school, students bring them at their own risk and are required to abide by the above-mentioned guidelines.

Please do not contact your students on their personal cell phones during the school day. Please contact the Main Office. They will provide a message for your child.

The school will not be held responsible, and no administrative time will be used to search for lost or stolen phones. Please consider this when deciding to send your child to school with a cell phone.

EXTRA CURRICULAR OFFERINGS

PPS POLICY 119

Roosevelt supports clubs and activities for students at various times of the year. Student participation in these activities is subject guided by the Roosevelt administration and The Student Code of Conduct. The same policies and procedures apply after school hours as do during school hours.

Students may be removed from these activities at the discretion of Roosevelt administration. Students participating in these activities **MUST** have written permission from a parent. In the event of a cancellation of the activity a member of the Roosevelt staff will contact you.

GRADING

PPS POLICY 209

Families can check their student's grades on the eSchoolPLUS Home Access Center (HAC) at any time. Parents/families can view real-time information through a convenient web portal anywhere. Information that can be found include:

- ◆ Schedules
- ◆ Attendance
- ◆ Published Assignments
- ◆ Quick links to communicate with teachers.
- ◆ Class averages
- ◆ Report card
- ◆ information Transcript grades

Interim grades may be viewed on HAC and will not be distributed to students. IF you would like a paper copy of interims, please contact Ms. Jacqueline Greene, SDSS. Report cards will continue to be printed out and distributed to students.

Please contact the school's Main Office if there are any issues.

Families can also reach out to the Parent Hotline by phone 412.529.HELP (4357), or by email parenthotline@pghschools.org.

A HAC User Assistance Guide can be found at www.pghschools.org/page/5012

HOMEWORK PROCEDURES

PPS POLICY 115

Homework assignments may come from any of your child's teachers (homeroom, academic subjects, related arts subjects, etc.) and are used to help reinforce the lessons taught in the classroom.

Students bring their work home in folders, and assignments are either written in newsletters, communication from the teachers (flyers, Talking Points messages, emails, etc.).

Students are generally assigned homework Monday – Thursday, with some exceptions. If you have any questions regarding your student's homework assignments, we encourage you to please reach out to that teacher with your questions.

Please keep a look out for Curriculum Nights during PSCC meetings, where teachers in various subject areas will be present to discuss their curriculums, what is going on in their subject, and more. Information will be provided through in school mailings, calendars, and reminders.

HEALTH SERVICES

PPS POLICY 206

Should your child be injured or become ill at school, we will make him/her comfortable, take appropriate first-aid measures, and contact you immediately. If you cannot be reached, we will contact the emergency number that you have listed on the Student Emergency Form.

Please make sure that if your child takes medication during lunch time, or any time during the school day, or requires daily medication such as rescue inhalers or epi-pens, that you provide those medications, copies of the prescriptions, medical forms, doctor forms, etc., to the Main Office at the beginning of the school year.

If a parent would like the student to administer their own rescue inhalers independently, that student must be able to show competency. Please contact the school nurse for further information.

Please always keep the school updated on medication changes. Students **are not permitted** to transport medication themselves to school; all medication needs to be brought in by the parent/guardian in its original container.

For more information, please school administration. You may also review the Board of Education's policy on Medication via [Code 229](#).

INFORMATION TECHNOLOGY ACCEPTABLE USE FORM

ACCEPTABLE USE FORM

For the 2024-2025 School Year, each student has been assigned a school technology device. Students will be responsible for keeping their electronic device charged and bringing their device home and back to school on an as needed basis.

All families will be required to sign the **Acceptable Use Policy**.

STUDENT SUPPORT SERVICES

The Office of Student Support Services is the hub that connects schools, students, families, and community with the necessary resources and supports to assure the academic, social, behavioral and emotional well-being and success of all students.

The Office of Student Support Services includes the following areas:

- ◆ District-wide supervision and technical assistance in the areas of Student Discipline and Alternative Education
- ◆ Attendance Awareness, Monitoring, and Tracking
- ◆ Efforts Student Registrations, Transfers, and School Enrollment/Assignments including the Magnet Office
- ◆ Work Permits
- ◆ Health Services
- ◆ Interscholastic Athletics
- ◆ Student Assistance Program (SAP)
- ◆ Bullying and Sexual Harassment Prevention/Intervention
- ◆ Crisis Intervention and enrollment and servicing of homeless youth
- ◆ Coordination for a variety of mental, behavioral and physical health partnerships
- ◆ Oversight of Counselors and Social Workers
- ◆ Professional development for Administrators, Counselors, Social Workers, Nurses, Dental Hygienists, Student Services Assistants and other staff in all Student Support Service-related areas.
- ◆ Oversight of the acquisition and disbursement of supplemental funds to support the 'Be a Middle School Mentor' Initiative, Out-of-School Time Activities/Initiatives (i.e. After-School Programs, Summer Dreamers Academy, and Credit Recovery), Education Leading to Employment and Career Training (ELECT) Teen Parenting Program, and College Ready Indicator System (CRIS).

STUDENT SUPPORT SERVICES

CONTINUED

Education for Children and Youth Experiencing Homelessness (ECYEH)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

To read more about Education for Children and youth Experiencing Homelessness please visit www.pghschools.org/Page/5130.

To read more information regarding PPS student services, please visit www.pghschools.org/studentservices.

STUDENT EXPECTATIONS

POLICY 212

PPS CODE OF CONDUCT

Pittsburgh Public Schools is committed to providing every student with the opportunity to attend school in an environment that is safe, free of violence and drugs, and conducive to learning. This goal is of the highest priority because excellence in education cannot be achieved unless schools and classrooms are safe and orderly.

The Student Code of Conduct was developed so that all students, staff and parents of the District fully understand the expectations for student behavior while in attendance in our schools, while attending school sponsored activities or while riding on transportation systems serving our school district.

Pittsburgh Roosevelt staff utilizes the Code of Conduct to create a safe and orderly learning environment. The Student Code of Conduct may be found at its entirety by using the link listed above.

VISITOR POLICY

POLICY 1104

We are requesting that parents/guardians make an appointment to meet with a staff member in advance. Prescheduled appointments will ensure staff are available at an agreed-upon time and ample space is available for a safe in-person meeting.

When coming to the school for pre-scheduled meeting all visitors must report to the main office upon entering the building. The main office will issue a Visitor's Pass. After finishing all business, the pass should be returned to the office prior to departure.

In addition, no parent / guardian is permitted to escort children to and from lockers and homerooms at arrival and/or dismissal.

Any exception to this policy must have prior approval by administration.

NON-DISCRIMINATION POLICY

Pittsburgh Public Schools does not discriminate on the basis of race, color, age creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs activities or employment and provides equal access to the Boy Scouts and other designated youth groups.

For the complete non-discrimination policy put in place by Pittsburgh Public Schools, please visit

www.pghschools.org/domain/1153

ADDITIONAL SCHOOL INFORMATION

ARRIVAL

Good Morning, BEARs!

Students must enter the building through our designated entrance. **Students should arrive in the morning as close to the school's start time, 8:20 AM, as possible.** This policy is necessary to ensure the safety of *all* children as there is no designated supervision until 8:20 AM. While teachers are in the building, they are involved in required Essential Staff Education Practices (ESEP) until the start of the school day. **Staff are not available to supervise students until 8:20 AM.**

Please be advised that there is no parking in front of the building, per city ordinance, between 8:00 AM and 9:00 AM.

*The parking lots around Pittsburgh Roosevelt **are not** owned by Pittsburgh Public Schools. Please do not park in these lots. Please also be mindful of parking in front of any neighbor's driveways. You risk being towed by the property owners!*

Students Eating Breakfast: will walk down the driveway and enter the cafeteria. They will be directed by staff to go through the breakfast line and will sit in the cafeteria to eat breakfast.

Students Not Eating Breakfast: will walk down the driveway and enter into the cafeteria. They will be directed by staff to go straight to their homeroom.

Breakfast is served for free to all students. Please ensure your child arrives by 8:30 AM so they are able to eat breakfast.

ARRIVAL CONTINUED

There is an increase of traffic around the school campus during arrival. Please be mindful of one another and pay extra attention during drop off. **We have created a new drop off plan for the 2024-2025 school year.**

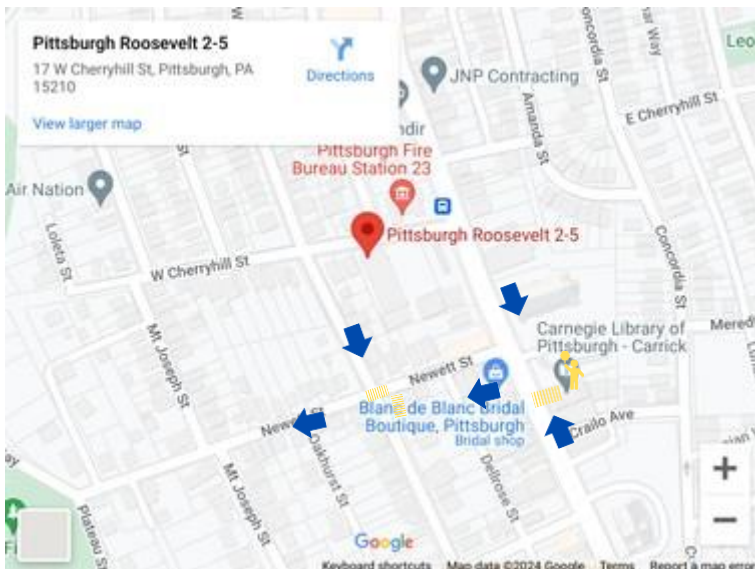
Students arriving by car

- ◆ Families should travel from Brownsville Road to West Cherryhill Street **or** to Dellrose Street to West Cherryhill Street.
- ◆ Please refrain from parking your car and unloading your student.
- ◆ Students should disembark on **only** the passenger side of the sidewalk. They should be ready to exit the vehicle upon arrival.
- ◆ Staff will be available to assist in crossing your student.

Please do not create two lanes going down West Cherryhill Street. Local traffic will still be driving towards Brownsville Road. Staff will be available every morning to cross your student.

Students walking to Roosevelt

- ◆ Students should not arrive prior to 8:20 AM.
- ◆ Students are to make an orderly line at the fencing in front of the parking area and wait for a staff member to direct them down the driveway to the cafeteria doors.



There is a crossing guard assigned to the corner of West Cherryhill Street and Brownsville Road.

They are *typically* there between the hours of 8:00 AM and 9:00 AM

— B.E.A.R.S. (SCHOOL WIDE PBIS AND MATRIX) —

Students and Staff are held to our B.E.A.R. standards

Be Safe: Keep hands, feet, and unkind words to yourself; act and behave in a safe manner.

Encourage Others: Support one another, be kind and friendly, help one another to grow.

Accountability For Yourself: Be responsible for your words and actions.

Respect Everyone and Everything: Show respect for your classmates, your teachers, the school, your environment, your growth and learning, and especially yourself.

*For more information on being a BEAR, please see the section titled **PBIS**. You can also visit the school website for a printable PBIS Matrix.*

————— BIRTHDAY CELEBRATIONS —————

We love to celebrate student birthdays at Roosevelt! To create a positive and inclusive environment for students and staff, **Pittsburgh Roosevelt has adopted guidelines that prohibit the sharing of birthday cupcakes, cookies, cake, or other treats.** These guidelines are made with fairness in mind, preventing students with dietary restrictions being left out. Pittsburgh Roosevelt creates an environment in which all BEARs feel included.

Families can recognize their child's special day by sending in non-edible items, such as: pencils, erasers, coloring books, a book donation to the class library, etc.

Families are not permitted to visit, send/bring flowers, balloons, or other gifts for their child's birthday.

CALENDARS

A monthly calendar is issued to each student detailing special school events, club meetings, spirit events, field trips, after-school programs, lunch menus, and other items of interest to Pittsburgh Roosevelt students and their families. Please refer to it while making your family's schedule.

Calendars are sent via TalkingPoints (from Mr. Foor), posted on socialmedia, as uploaded to our school website.

CANCELLATIONS AND DELAYS

Pittsburgh Roosevelt follows the Pittsburgh Public School District Policies for cancellations or delays. In the event of inclement weather or emergency, Pittsburgh Public Schools posts delay and cancellation information on the District's Facebook page, as well as with KDKA radio, KDKA TV, KQV, WPXI, and WTAE.

Per the District website, the decision to close schools will be based primarily on the condition of district roads or other weather conditions that would jeopardize the safety of children. The Director of Transportation confers with the weather bureau, the Chief Operations Officer, and the district's bus companies about weather forecasts, available energy for heating the buildings and road conditions. The administrators report their findings to the Superintendent whomake the decision to have a 2-hour delay or close schools.

2-hour delay: If there is a 2-hour delay, Pittsburgh Roosevelt's doors will open at 10:20 AM. Please do not send students earlier, there is no staff supervision.

Please note that breakfast is NOT served during 2-hour delays. All after school programs are also cancelled on 2-hour delay days.

— CHANGE OF STUDENT DISMISSAL —

At the beginning of the year, all families are asked to identify the dismissal routine for their student. It is imperative that this routine remains stable and consistent.

Roosevelt recognizes that situations may arise that necessitates a change of student dismissal routine. Students should bring a **written note** to present to their homeroom teacher about a change in their dismissal routine. **Students may not give verbal requests to their teacher.**

If there is an emergency, please call the main office to provide a message for your student about a change in their dismissal routine. Please **do not** depend on e-mail or TalkingPoints, as teachers are often unable to check these communication tools prior to the end of the day.

If the change in the dismissal routine is **who** will be securing the student after school, please be sure to communicate the full name of the individual (written or verbally to the main office). Inform the alternative pick up person to have photo identification, it will be required upon pick up.

DISMISSAL

The school day officially ends at 3:05 PM.

Procedure for Parent Pick Ups

- ◆ Students will sit with their class INSIDE of the cafeteria after school and called outside as parents arrive for pick up.
- ◆ Parents should proceed down the driveway and create an orderly line starting at the door alongside the windows.
- ◆ If a parent has not picked up their child by 3:15, the child will report to the main office. The parent may collect the child from the main office.
- ◆ There is limited staff to supervise students after 3:15.

Procedures for Independent Walkers

- ◆ There are students who leave Roosevelt and walk home independently.
- ◆ The students are dismissed and should walk directly home.
- ◆ Students are not permitted to wait for parents or others on school property. *If you are picking up your child, they should be a parent pick up.*
- ◆ ***Do not have your student wait for you at the crossing guard. The crossing guard needs to be focused on safely crossing students. They are not responsible for supervising students.***

Procedures for Bus Riders and Childcare

- ◆ Bus riders are gathered by a staff member to load their bus. Staff members are assigned to assist in the orderly dismissal of students and loading of buses.
- ◆ As buses arrive, a staff member will escort students to the bus.
- ◆ Buses exit after all students have boarded and are properly seated.
- ◆ Students should remain seated for the entirety of the bus ride.
- ◆ Students must adhere to behavior expectations while on the bus. Students that participate in wrestling, throwing objects, hitting, destruction of property, etc. will be disciplined at the school.

DISMISSAL CONTINUED

Please refrain from having parent teacher conferences during student dismissal. Staff priority is supervising students. All parent teacher conferences should function in a confidential and private location. If you need to speak with a staff member, please call the school and make an appointment with the appropriate staff member.

Procedures For Students Picked Up After 3:15

- ♦ First attempt of contact via **primary phone number** and **TalkingPoints**.
- ♦ Second attempt of contact is to the **emergency contact**.
- ♦ If we are unable to reach somebody, a final call will be made to the **School Safety Office** to determine next steps.

EARLY DISMISSAL

A request to have a student excused from class/school early should be sent in with the student *the morning of the dismissal*. The time and reason for leaving should be included. Excused absence for medical/ dental appointments should only cover the time of the appointment and travel time. Depending on the time of the appointment, students are expected to come to or return to school before and/or after the appointment. When possible, medical and dental appointments should be made outside of school hours. *Without the notification, students will be marked absent from the classes they missed.*

Due to limited office supervision, the student will remain in the classroom until the parent/guardian has arrived in the Main Office. The teacher will be notified when to release the student. The parent or authorized person must report to the office, present their ID and sign the child out. Pittsburgh Roosevelt will not dismiss students to siblings under the age of 18 without written notification from the parent. Likewise, students are not permitted to walk home unsupervised for an early dismissal.

Teaching takes place until dismissal daily. Please limit early dismissal requests if possible. **We are unable to honor any early dismissals after 2:30 PM.**

▪———— EQUITY AND EXCELLENCE IN EDUCATION ———▪

The Board of Education of the School District of Pittsburgh is committed to the success of every student in each of our schools and to achieving our mission of ensuring that all students graduate ready for college, career and life. The concept of **educational equity** goes beyond formal equality, where all students are treated the same, to fostering a barrier-free environment- where all students can benefit equally.

The Office of Equity adopted procedures to implement the guidelines of [Policy 102.5](#), Equity and Excellence in Education.

For this and all PPS policies, please visit www.pghschools.org/Page/349

▪———— FAMILY ENGAGEMENT POLICY ———▪

The Pittsburgh Public School District and Pittsburgh Roosevelt recognizes that a child’s education is a shared responsibility of the school and the family. The school, families, and community must work together as a knowledgeable partner in meeting this responsibility.

Family engagement is an on-going process that assists families in meeting basic obligations as their child’s first educator. The Family Engagement Policy will be revised during a PSCC meeting and distributed to all families.

FIELD TRIPS

Participation in field trips, off campus or organizations brought to the building, are a privilege. Students must have met all pre-established criteria for academics and behavior to attend. Loss of privileges at school, including bus transportation, may exclude a student from attending a field trip.

A parent or family member, over the age of 18, may be asked to join their student on a field trip if behavior is a concern. All clearances will be required.

For more on the Board's of Education's Policy on Field Trips, please see [Code 113](#).

HOME SCHOOL COMPACT

Success in the Pittsburgh Public Schools depends upon the responsibility of students, teachers, parents and staff to adhere closely to the agreements below. All families will be welcomed to provide feedback about the Roosevelt Home School Compact at a PSCC meeting.

INSTRUMENTAL MUSIC

Instrumental music is available to 4th and 5th grade students who have shown classroom responsibility, are current on homework assignments, and all grades are in good standing. These requirements are a must. Instrumental is a pull-out program, meaning a student will miss a period of their regularly scheduled class. Students will not miss the same academic or related arts period every week because the instrumental music schedule is rotated. Students will be pulled from their regularly scheduled classes for instrumental music at different times every week. Instrumental music meets once in a six day rotation.

LETS TALK

The district's Support Center is open and takes parent, student, staff, and community questions and concerns between the hours of 8:00 AM to 4:00 PM, Monday through Friday.

To ask your questions or express concerns on your mobile device, please download the *Let's Talk* app. When asked for a code, please enter the ***Let's Talk ID: PP1952*** - If you are having issues and need support from our Help Desk, Let's Talk is available to [easily submit a ticket](#) on the Pittsburgh Public Schools Website.

You can also look for the yellow "Contact Us" button at the bottom-left of your screen to quickly submit a ticket at www.pghschools.org.

LOCKERS

Students will have assigned lockers. Lockers must always be kept clean, especially from food debris, and neat. There should be no sharing of lockers unless assigned to by a staff member. Students are not permitted to place locks on lockers.

Lockers are property of the Pittsburgh Public Schools and may be accessed with [Policy Code 232](#).

It shall be the policy of the Board that all lockers are and shall remain property of the School District. As such, students shall have only a limited expectation of privacy in their lockers. No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or District rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare, or safety of the school population.

LUNCH AND RECESS

Students at Pittsburgh Roosevelt eat their lunches in the cafeteria. On some occasions, students will pick up their lunches in their cafeterias and be escorted to alternate locations within the buildings, with staff supervision, to have their lunch.

Lunch is provided for all students. Students may opt to bring lunch from home and are to be in a lunchbox or brown bag. Roosevelt supports healthy lunch choices. Please limit sode and candy in lunches. All food should be personal portion sizes.

Students are not permitted to trade or share food at lunch. This is due to food allergies or medical conditions about which students are not away.

Weather permitting, students will go outside for recess to enjoy the fresh air and will be provided with individual activities to engage in like chalk, books, bubbles, who group games (in individual spaces), and coloring. We go outside when the temperature is 32 or above and it is not raining or snowing. If students are unable to go outside, they will engage in activities at their seat in the cafeteria or other designated areas within the building including coloring, reading, games, movies, GoNoodle, etc..

— MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) —

Multi-Tiered System of Supports (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. MTSS takes a proactive approach to identifying students with academic or behavioral needs. Early assessment and intervention for these students can help them catch up with their peers sooner. The key components of MTSS include:

- Universal screening of all students early in the school year.
- Tiers of interventions that can be amplified in response to levels of need.
- Ongoing data collection and continual
- assessment. Schoolwide approach to expectations
- and supports. Parent / family involvement

All students receive academic and behavioral screenings throughout the school year to monitor their progress. Students needing additional support are presented by their teachers to the MTSS team. A school MTSS team typically includes an administrator, school social worker/counselor, teacher, specialists (academic and/or behavioral), school psychologist and school social worker. The MTSS team reviews the student's data, areas of needs and areas of strengths, develops a set of goals for the student and an action plan for helping that student succeed.

Parent/Family involvement is a key component of the MTSS process. Families will be contacted by a member of the MTSS team to describe and review the process, go over information regarding their student (academic, social, emotional), and discuss next steps. Ongoing communication between the MTSS team is an essential part of the MTSS process.

For more information about MTSS at Pittsburgh Roosevelt, please contact Mrs. Burrell.

———— PARENT INVOLVEMENT OPPORTUNITIES ————

Pittsburgh Roosevelt has numerous opportunities for families to be engaged in their child's learning. Below are just a few opportunities available to families.

Parent School Community Council meets monthly to discuss parenting workshops, curriculum instruction and understanding, community engagement, and outreach. Please view the monthly school calendar for PSCC dates.

Volunteering Opportunities are available within the school. Please contact the school if you are interested in finding out how you can volunteer within Pittsburgh Roosevelt. There are certain criteria must be met prior to volunteering at the school.

All volunteers must have their clearances.

Volunteers must have state criminal and child abuse clearances. Clearances are good for **five** years from the date of the clearance. If you are not sure about your clearance date, please check with Mr. Ross.

If you are in need of obtaining your clearances, please visit the [Pittsburgh Public Volunteer Information](#) page. If you need assistance with any documents, please reach out to Mr. Foor.

– PARENT SCHOOL COMMUNITY COUNCIL (PSCC) –

The Pittsburgh Public Schools' philosophy on parent and family engagement is to help parents and families become full partners in their child's educational experience through a variety of opportunities created collaboratively with the parents and the school. One way parents and families choose to participate at the school level is through Parent School Community Council (PSCC) meetings.

PSCC meetings are held monthly and provide opportunities for parents, families, the community, school staff, and students to discuss important topics related to the school and provide advice to the leadership of the school. Meetings will be held either virtually or in person. Information regarding PSCC meetings are sent home via backpack mail, social media posts, and through your homeroom teachers.

If you have a topic you would like discussed at a PSCC meeting, please reach out to Mr. Foor.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a way for schools to encourage good behavior. With PBIS, schools teach kids about behavior, just as they would teach about other subjects like reading or math. The focus of PBIS is proactive and not reactive.

The PBIS behavior matrix is a chart that clearly communicates Pittsburgh Roosevelt's expectations for positive behaviors in all school environments. It supports staff and administrators in teaching, modeling, and reinforcing PBIS in all areas of the school.

Be Safe - Encourage Others - Accountable For Actions - Respect

PROGRAM FOR STUDENTS WITH EXCEPTIONALITIES (PSE)

The School District of Pittsburgh provides the following annual notice regarding child find responsibilities to parents and families residing within the School District in accordance with state and federal laws and regulations. School districts, intermediate units (IUs) and charter schools are required to conduct child find activities for children who may be eligible for services via the Individuals with Disabilities in Education Act (IDEA) and 22 Pa. Code Chapter 14 as well as those who may be eligible for services via Section 504 of the Rehabilitation Act of 1973 (Section 504) and 22 Pa. Code Chapter 15.

For additional information related to special education and related services, parents may refer to the IDEA and its implementing regulations, Chapter 14, and the Basic Education Circulars relating to special education. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15.

Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa. Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 Pa. Code Chapter 16. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence.

For more information on Special Education Services and Programs, Services For Protected Handicapped Students (504), and Services For Gifted Students please visit www.pghschools.org/pse.

RESTORATIVE PRACTICE

The goal of restorative practice is to build a sense of community by

- ♦ Bringing together individuals impacted by an issue in a dialogue.
- ♦ Achieve a common understanding.
- ♦ Come to an agreement about resolving the conflict and move forward.

Some of the strategies that we use to support a restorative community are restorative circles, restorative questions, talking circles, and reflective writings.

For more information on Restorative Practices please visit www.pghschools.org/restorativepractices.

SAFETY

The safety and security of the children at Pittsburgh Roosevelt is a top priority. All school doors will be secured each morning and will remain secured until all students are dismissed. Metal detectors may be used randomly to promote a safe learning environment.

Visitors to each of the campuses must enter through the main office to get buzzed in by staff. All visitors will be asked to show their personal (picture) identification, sign in and out, and wear a Visitor's Pass while in the school.

We value the importance of meeting with your student's teachers and discussing their progress, however, those conferences and meetings must be planned for in advance. Please use the information at the end of this handout to contact your child's teacher(s). We cannot allow parents/guardians to "drop in" on their child's teacher unannounced; particularly when they are teaching a class. It disrupts the learning for all students.

SAFETY CONINUED

Fire drills and Alert, Lockdown, Inform Counter, and Evacuate (ALICE) drills are necessary for the safety of the students, staff, and faculty.

Specific information for fire drills are posted in each room. Each class is informed of the plan of evacuation in the event of an emergency.

Teachers review and practice these safety procedures on a monthly basis.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh Roosevelt 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.

SAFETY CONTINUED

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 the Roosevelt Early Child Care campus site, during an evacuation situation. 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 directions of reunification location. 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 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 a valid photo identification will be allowed to pick-up students from the evacuation location.

COMMUNICATION WITH FAMILIES DURING AN EMERGENCY .

If Pittsburgh Roosevelt 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 Roosevelt 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.

SAFETY CONTINUED

Teachers and staff are prepared to execute a safe and orderly evacuation in the event of an emergency. If this type of situation occurs, staff will have access to class lists, student phone numbers, emergency numbers and important contact information so that all families can be notified.

It is imperative that all school information (such as emergency numbers and contact information) is always kept up to date.

SIX DAY ROTATION

Pittsburgh Roosevelt follows a six day rotation to allow for scheduling of related arts classes, including art, music, physical education, and library. Other extra curricular activities, including Student Envoy and Instrumental Music follow this rotation as well.

Teachers will provide a copy of your child's schedule during the first week of school.

Please note that in the case of a school cancellation, the rotation is paused until school resumes. For example, if school is cancelled only on Tuesday, September 3, 2024 - a Day 6 in the rotation - and school did not resume until Thursday, September 5, 2024 - September 5 would be a Day 6.

SPEECH AND LANGUAGE

Speech and Language Services as available to students who qualify following an individual screening by our Speech Therapist, Mrs.

Hrapla. Therapy sessions are provided individually, in small groups, or in the classroom.

—————TARDY ARRIVAL TO SCHOOL—————

Promptness to school is very important. Students who arrive late miss beginning of the day routines and valuable instructional time. Even arriving 10 minutes late can cause stress on a student and disrupt their learning and the learning of others. Please make every effort to arrive to school on time.

If your child is tardy and is walking unaccompanied to school, please be informed that the crossing guard typically leaves the corner of Brownsville and West Cherry at approximately 9:00 AM. It is dangerous for student to be crossing at this intersection without the support of an adult.

Students are considered tardy to school at 8:31 AM. Students who arrive at 8:31 or later must enter the school through the main office and receive a tardy slip to present to the classroom teacher.

Roosevelt cannot provide breakfast to students who arrive tardy to school. Please make sure your child has had breakfast before coming to school.

If you are experiencing difficulties that affect your child's punctuality, please reach out to the school administration. We are here to support you and can work together to find solutions.

A timely arrival at school assist students with stating their day in a positive manner. Arriving on time ensures students do not miss important instruction and are able to participate fully in the day's activities.

TALKINGPOINTS

TalkingPoints is a communication service adopted by Pittsburgh Public Schools. Many forms of communication come via TalkingPoints, including from the District, administration, teachers, and FACE updates.

TalkingPoints automatically translates messages for families in their native language.

You may access TalkingPoints from www.talkingpts.org or download the TalkingPoints for Families app in your phone's app store.

If you are having connection issues with TalkingPoints, please reach out to Mr. Foor to find a solution.

Your information is automatically synced to TalkingPoints from your contact information in HAC. If you are being asked for a “Class Code,” it is more than likely your phone number in HAC does not match the phone number you are using. There is no class code.

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 \(pghschools.org\)](#)