Schiller STEAM Academy



# Student Handbook 2024-2025

### Schiller STEAM Academy

1018 Peralta Street Pittsburgh, PA 15212 Phone: (412) 529-4190 Fax: (412) 323-4192 www.pghschools.org/Schiller





### **TABLE OF CONTENTS**

Superintendent's Welcome Message Principal's Welcome Message Introduction Mission, Vision School Contact Information **Communication Procedures** Staff Information **Bell Schedules** School Calendar Attendance (Policy 204) Academics Academic Integrity (Policy 226) Athletics (Policy 119) Dress Code (Policy 221) Electronic Devices (Policy 216) Extra Curricular Activities (Policy 119) Grading (Policy 209) Graduation Requirements/HS ONLY (Policy 211) Homework (Policy 115)

Health Services (Policy 206) Information Technology/Acceptable Use Policy Student Support Services Student Expectations/Procedures (Policy 212) Visitor Policy (Policy 1104)

Additional Information

## SUPERINTENDENT'S WELCOME

Dear Pittsburgh Schiller Families,

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

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

## Welcome!

Welcome to Pittsburgh Schiller 6-8. The purpose of this Student Handbook is to provide students and parents with important information about Pittsburgh Schiller STEAM Academy Middle School. An awareness of these rules and procedures will help our students to be successful and to have a very positive experience at our school. We urge you to read the contents completely and to save this handbook for future reference. The school administration will continue to review the policies provided in this handbook and will revise them as needed. Any changes in school policy will be disseminated to all parents and guardians via "backpack" flyers and the monthly school news. We have also incorporated other ways of communicating such as the Alert Now phone system and Talking Points. Please ensure that you are registered and receiving these important announcements.

We are proud of our school, and we are proud of the many students who work so hard to get the finest education available anywhere. Do your best. Get involved in school activities. You are in control of your destiny. You can have an excellent and rewarding school year!

Pittsburgh Schiller 6-8 is a middle school with a partial Magnet program. Enrollment at Pittsburgh Schiller is open to all students in the Pittsburgh Public Schools who complete the prescribed application process. The Office of Magnet Programs at the Board of Education works with the school administration to maintain a balanced and diverse student body. During the 2016.2017 and 17-18 and 18-19 and now 22-23 school years, Schiller STEAM Academy earned STAR Status through Pittsburgh Public Schools, a very distinguished achievement! We hope to continue to show this type of growth every year.

Participation in the STEAM academy magnet program is an educational option offered by the Pittsburgh School District to those families and children that are seeking an enriched educational environment with an innovative perspective. Continued enrollment at Pittsburgh Schiller 6-8 is offered to all students who maintain the expectations concerning appropriate behavior and an acceptable level of academic achievement, as well as a minimum of 90% attendance in a single school year. Students who do not meet these expectations will be placed on probationary status. If sufficient improvement does not occur before the end of the school year, the student may be returned to their feeder pattern school.

The mission of our school is to educate every child to high standards in a safe, orderly, and caring school environment. We intend to provide our students with a foundation for college and career readiness.

Have a great year!

Sincerely,

Paula M. Heinzman, Principal

### SCHOOL VISION AND MISSION

### SCHILLER STEAM ACADEMY BELIEF VISION STATEMENT

At Schiller S.T.E.A.M. Academy, all stakeholders strive daily to educate the holistic student. Utilizing the engineering design process, we equip children with the 21st century skills needed to surpass the high demand of the college and career fields. Standing with community partners and leading with equity, teachers love our future leaders into learning. Through it all, we will always remain Stallion S.T.R.O.N.G. -yesterday, today and forever!

### SCHILLER STEAM ACADEMY MISSION STATEMENT

The mission of Schiller STEAM Academy is to provide all students with world-class educational opportunities in a safe and supportive school environment. Our mission is to prepare all students for life as productive citizens and life-long learners.

## SCHOOL CONTACT INFORMATION

Phone number: 412-529-4190 Fax number: 412-323-4192

Address: 1018 Peralta Street Pittsburgh, PA 15212

School Hours: 8:00a.m. - 3:30p.m.

Please see the staff email list for specific contact information.

Talking Points has been an effective way to communicate with school staff. Parents must download the app to their mobile device (and find Schiller STEAM Academy). Messaging will be used for the purpose of school events, classroom communications and more.

Website: discoverpps.org/schiller

### **COMMUNICATION PROCEDURES**

We have also incorporated other ways of communicating such as the Alert Now phone system and Talking Points. Please ensure that you are registered and receiving these important announcements.

### **Early Dismissals**

On rare occasions, a parent may need to request an early dismissal from school for their child (such as for a doctor's appointment or other important business). The procedure for obtaining an early dismissal is as follows:

- The student must present a note, signed by the parent, requesting the early dismissal. The note should contain the reason for the dismissal, the time of the dismissal, and a phone number where the parent can be reached to confirm the request. The note should be brought to the office before homeroom period.
- Office staff will call to confirm the request.
- The parent is responsible for any transportation needs.

If Early Dismissals become excessive, a citation could be filed at the local magistrate.

### **Dismissal from School**

- Walkers will be dismissed at 3:15p.m. If your child is being picked up, please arrive on Peralta Street at this time. WE CANNOT ACCEPT PHONE CALLS AFTER 3:00P.M. (EMERGENCIES ONLY) ASKING FOR YOUR CHILDS DISMISSAL ARRANGEMENT TO BE CHANGED.
- Children who are assigned to a bus will ride said bus unless other arrangements have been made prior to 3:00p.m.
- If you plan to pick up a child who typically rides a bus, you must be here by 3:15p.m. otherwise, your child will be placed on their bus.

## **STAFF ROSTER**

PAULA HEINZMAN	PRINCIPAL	PHEINZMAN1@PGHSCHOOLS.ORG
SHAWNA BERG	MATH TEACHER	SBERG1@PGHSCHOOLS.ORG
CALEB BOHANAN	INSTRUMENTAL TEACHER	CBOHANAN1@PGHSCHOOLS.ORG
RENEE BURRELL	CUSTODIAN	RBURRELL1@PGHSCHOOLS.ORG
MARYANN CLAYTON	NURSE	MCLAYTON1@PHGSCHOOLS.ORG
CHARISSE FIELDS	ADMINISTRATIVE ASSISTANT	CFIELDS1@PGHSCHOOLS.ORG
T. GALLOWAY	CAFETERIA	TGALLOWAY2@PGHSCHOOLS.ORG
KATHY GIBSON	CAFETERIA	KGIBSON1@PGHSCHOOLS.ORG
KELLI GIBSON	PSE TEACHER	KGIBSON3@PGHSCHOOLS.ORG
SHAQUAYA GILBERT	ELA TEACHER	SGILBERT1@PGHSCHOOLS.ORG
GINA HALBEDL	SCIENCE TEACHER	GHALBEDL1@PGHSCHOOLS.ORG
RYAN JURAN	SOCIAL STUDIES TEACHER	RJURAN1@PGHSCHOOLS.ORG
LERON KESSLER	MATH/PSE TEACHER	LKESSLER1@PGHSCHOOLS.ORG
MICHAEL MATTHEWS	PHYSICAL EDUCATION TEACHER	MMATTHEWS2@PGHSCHOOLS.ORG
KAITLYN MCCARTHY	SCIENCE TEACHER	KMCCARTHY1@PGHSCHOOLS.ORG
REBECCA MURPHY	LIBRARIAN	RMURPHY3@PGHSCHOOLS.ORG
AMY MUSICO	MATH TEACHER	AMUSICO1@PGHSCHOOLS.ORG
ALLISON NOCERA	MATH TEACHER	ANOCERA1@PGHSCHOOLS.ORG
KAYLEIGH PERRY	SOCIAL STUDIES	KPERRY1@PGHSCHOOLS.ORG
SIDNEY SAUNDERS	ELA TEACHER	SSAUNDERS1@PGHSCHOOLS.ORG
LANA SHAFTIC	SCHOOL COUNSELOR	LSHAFTIC1@PGHSCHOOLS.ORG
CASEY STEVENS	ELA TEACHER	CSTEVENS1@PGHSCHOOLS.ORG
SHAYNE STROMBERG	MUSIC TEACHER	SSTROMBERG1@PGHSCHOOLS.ORG
LATICA TAYLOR	SDSS	LTAYLOR1@PGHSHOOLS.ORG
CARLTON WATSON	SECURITY GUARD	CWATSON5@PGHSCHOOLS.ORG
MADYSEN WHEELER	ELA TEACHER	MWHEELER1@PGHSCHOOLS.ORG
Z. WINTERSPRING	MATH TEACHER	ZWINTERSPRING1@PGHSCHOOLS.ORG
CHRISTOPHER WOODS	MATH/PSE TEACHER	CWOODS1@PGHSCHOOLS.ORG

## **BELL SCHEDULE**

	Den benedule 24 25		
	1ST Lunch 6th Grade, 8C, 8D	2ND Lunch 7th Grade, 8A, 8B	
HR	8:35-8:46 (11)	8:35 - 8:46 (11)	
1	8:48 - 9:30 (42)	8:48 - 9:30 (42)	
2	9:33- 10:14 (42)	9:33 - 10:14 (42)	
3	10:16 - 10:58 (42)	10:16 - 10:58 (42)	
4	11:00 - 11:42 (42)	11:00 - 11:42 (42)	
5	Lunch 1 (30) 11:44- 12:14	11:44 - 12:26 (42)	
6	12:16 - 12:58 (42)	Lunch 2 (30) 12:28 - 12:58	
7	1:00- 1:42 (42)	1:00- 1:42 (42)	
8	1:44 - 2:26 (42)	1:44 - 2:26 (42)	
9	2:28 - 3:15 (47)	2:28 - 3:15 (47)	
Walkers	3:15	3:15	
Bus Rooms	3:20	3:20	

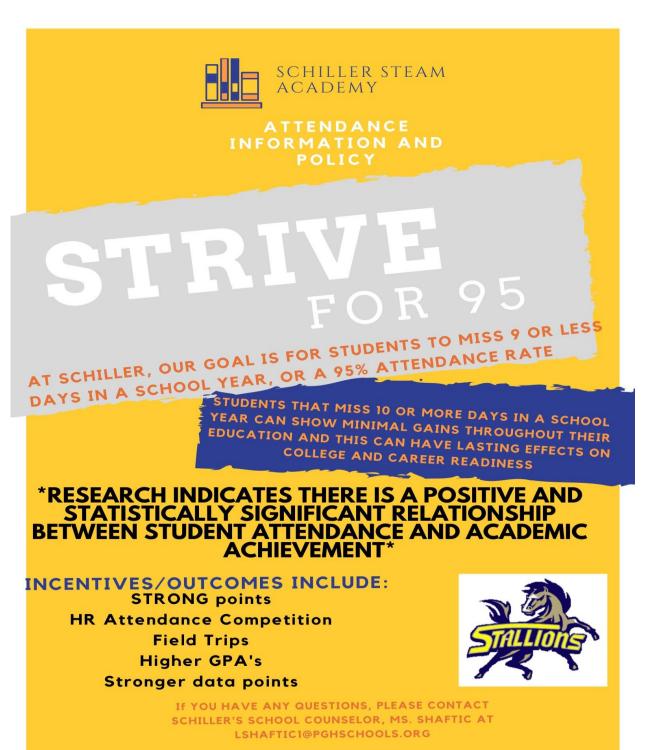
## Pittsburgh Schiller STEAM Academy Bell Schedule 24 - 25

#### SCHOOL AND PPS CALENDARS Public Schools 2024–2025 District Calendar Commencing August 26, 2024 and concluding June 12, 2025 Students first Always, it all years August 2024 September 2024 October 2024 λ, . $\Phi_{\rm c}$ $\Phi_{\rm eff}$ $\bar{\theta}_{ij}$ ø, $A_{\alpha}$ $\phi_{ij}$ $A_{i}$ January 2025 November 2024 December 2024 MTW 8 MTWTF 4. 100 822 ...4.a ΞĽ, 1. se Sec. ÷. ÷., ۵., 100 $\sigma_{\rm ext}$ A<sub>la</sub>s $\sigma_{\rm eff}$ April 2025 February 2025 March 2025 8 F 8 ۰. May 2025 June 2025 July 2025 M 8 α., -

Calendar Key (All dates may be subject to change.)				
Pestitual Days of School Professional Development Days All PPD Engloyee Holiays School Day Vacation Days Clescal Days	Pari-th-Teacher Conference Days Pari-5, Pack 5, 4 Monty, Center 14, 801 5, 40, 50 prior 1, 801 6, 50, 70 prior 1, 800 6, 70 prior 1, 800 7, 70 prior 1, 70 p	Cuarter Horn Progress Report Preport Card Debrution Prings School Conduction Etime Mate-Up Carls Tel:	Pay Date 13-Marile Seminarilley     Pay Date Browerdy     Any Date Non-Administrator Seminarilly	

### ATTENDANCE PROCEDURES

PPS Policy 2



### ACADEMICS

#### **Course Offerings**

Grade 6 Communications Go Math 6 Science Social Studies/Ancient Cultures/Geography Physical Ed./Health Music Technology, Appreciation and Choral/Instrumental/Theater Performance Art STEAM Library/Research Tech Lab Social Emotional Learning

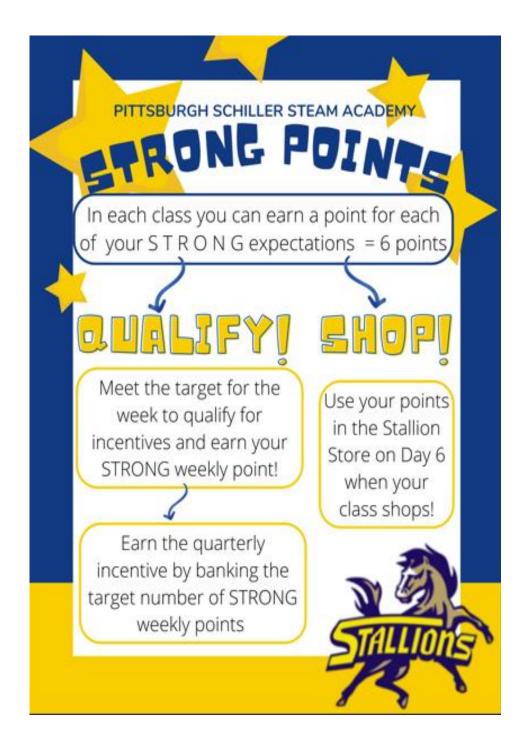
<u>Grade 7</u> Communications Go Math 7 Science Social Studies/World History Physical Ed. /Health Music Technology, Appreciation and Choral/Instrumental/Theater Performance Art STEAM Library/Research Tech Lab Social Emotional Learning

Grade 8 Communications Algebra I Go Math 8 Science US History Physical Ed./Health Music Technology, Appreciation and Choral/Instrumental/Theater Performance Art STEAM Tech Lab Social Emotional Learning

All Pittsburgh Schiller students who meet the criteria for the gifted program attend the Pittsburgh Gifted Center one day per week.

## ACADEMIC INTEGRITY

PPS POLICY 226



## ATHLETICS



## **DRESS CODE**

### PPS POLICY 221

## **Student Dress Code**

Pittsburgh Schiller adopted a uniform policy in May of 2009. The uniform policy states that all students must wear:

- Navy blue or khaki colored dress pants (absolutely NO JEANS or LEGGINGS will be accepted)
- Plain white or light blue collared shirt (no t-shirts)
- Tennis shoes (no flip-flops, slides or any type of shoe that does not have a secured back strap)

If students do not arrive at school wearing the required uniform, they will be provided with a clean uniform issued by the school administration when available. These borrowed uniforms must be returned to the main office at the end of the day.

Next steps for repeated uniform violation include, but is not limited to:

- Phone call to parents
- Borrowing a school issued uniform.
- Learning Adjustment Center (only if student refuses to change into school issued uniform)

# ELECTRONIC DEVICES

### PPS POLICY 216

Electronic devices are not permitted/All cell phones will be collected at the metal detector and handed back at the end of the school day.

## EXTRA CURRICULAR OFFERINGS

PPS Policy 119

### **Student Activities**

There are many activities that will be available to students, both after school and during the school day:

Interscholastic Sports: In the fall, we have co-ed cross country, and flag football teams. In the winter, we offer basketball, and in the spring, students may participate in soccer. A "C" average is required in order to participate.

Field Trips and Special Days: Each grade level team plans several activities for students. Some educational field trips are planned that correspond to activities that go on in class. Other trips such as skating parties are meant to reward good behavior and hard work. Only those students who have earned the privilege are invited on these trips.

In-school Activities: STEAM Explorations every day 6, cheerleaders, yearbook, intramurals, African American History Challenge Bowl, Student Envoys, GSA, lunch-bunch and many more. School-wide Activities: In the past, we have planned a Kennywood Day in June. To qualify for this trip, it requires that students have worked hard in school and demonstrated positive behavior. To qualify for the end-of-year trip, students must have:

- At least a 2.0 grade point average on the most recent report card
- 90% attendance
- STRONG Behavior Criteria
- No serious discipline incidents after the end-of- year letters have been distributed.

At Pittsburgh Schiller, we try to reward those who work hard and do their best!

# **GRADING**

#### PPS Policy 209

### **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.

### **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.

### **GRADING SCALE**

Grade	Percent	Regular Weight
А	90-100	4.0
В	80-89	3.0
С	70-79	2.0
D	60-69	1.0
E	50-59	0.0

## **GRADUATION REQUIREMENTS/HS ONLY**

PPS Policy 211

N/A

HOMEWORK PROCEDURES
<u>PPS Policy 115</u>
19

### Homework

Studies have shown that in order to truly remember what is taught in class, it is necessary to spend some time practicing that skill at home. Therefore, homework will be assigned to all Pittsburgh Schiller 6-8 students. Some assignments will be due the next day, and others will be longer-term projects (like a science project). Students are expected to complete all homework assignments, and if they are absent, to find out what they missed and how they can make it up. To do well and to get good grades, it is most important that students complete all homework on time. Please refer to individual teacher letters for their homework policies.

## **HEALTH SERVICES**

PPS Policy 206

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.

Schiller is lucky to have Ms. Clayton as our school nurse. Her phone number is 412-529-4196 and her email is <u>mclayton1@pghschools.org</u>.

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. Students enrolled in our public, private and parochial schools within City limits receive school health physicals, screenings, and related services that support health and wellness.

Objectives

- 1. To deliver quality services that adhere to all federal, state and local regulations while remaining cognizant of emerging needs.
- 2. To promote, protect and improve the health and safety of all students through policies and best practices that safeguard our students, staff and community.
- 3. To maintain, strengthen and develop partnerships that improve health and academic success.
- 4. To support and join in planning worksite wellness initiatives that promote good health and prevention practices.

### **INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY** <u>PPS POLICY 813.1</u>

#### HTTPS://PGHBOE.AZ1.QUALTRICS.COM/JFE/FORM/SV\_3SBUKDLEUWWV1ES

Please read the Pittsburgh Public Schools Acceptable Use Policy. Upon reviewing that policy, please complete this form (using the below QR code) or by clicking on the above link to indicate that you agree with the terms and conditions as stated.

The signature of **a parent/guardian is mandatory** before students will be allowed access to any PPS computer or technology-based resource. This form is required annually of all students in the Pittsburgh Public Schools. This document reflects the entire agreement and understanding of all parties.

#### Introduction

We are pleased to offer our students at Pittsburgh Public Schools (PPS) a safe, stable, relevant and productive technical experience with the use of all district technologies. The district aims to provide a rich set of technical capabilities that are unique to each learning community among our full portfolio of schools. 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. Misuse of PPS equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family and will be handled on a case-bycase basis where financial penalty is only applied when mutually agreed upon by the district and family. Inappropriate use may result in cancellation of permission to use district equipment which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner's family and school community.

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.

A copy of the related technology policies can be found in the Boards 900 series that includes related topics such as our Student Code of Ethics, Internet Safety Guidelines, Network Use Guidelines and Mobile Computing Guidelines.

#### **Guidelines: General Use**

- 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.

Food and drink may not be consumed next to or near a PPS device at any time.



### **STUDENT SUPPORT SERVICES**



### **Student Expectations/Procedures**

Policy 212 PPS Code of Conduct

#### **School Expectations**

Students at Pittsburgh Schiller are expected to be Stallion S.T.R.O.N.G. STRONG is an acronym for students to follow and to remember:

S-Self-disciplined T-Team-oriented R-Respectful O-On Task N-Nice G-Growing Daily

### **Rewards and Incentive Program**

Students at Pittsburgh Schiller STEAM Academy are expected to work hard in school. Therefore, the Schiller staff and administration have implemented a rewards and incentive program for students that follow the rules and put forth their best effort in their classes. Any questions regarding the PBIS rewards and incentive program should be directed to your child's homeroom teacher. The rewards and incentive program include:

- STRONG Points (token economy)- Students can earn these points by following the rules, completing homework, participating in class, achieving honor roll, having perfect attendance, and many others. Students can then cash their points in at the school store.
- School Store- The school store, will typically be open on Day 6. Here, students can buy any number of things ranging from school supplies to snacks, to Schiller merchandise.
- Lucky A's (academic incentive)- These tickets are given to students when the receive an A test/exam. Students are expected to put their name on the ticket and turn it in to the office for a weekly raffle.
- Lucky B's (Behavioral incentive)- These tickets are given to students that exemplify excellent behavior both in and out of the classrooms. Students may receive these tickets at any time during the day when they are "caught being good."
- Weekly drawings- On Fridays during the end of the day announcements, students are called to the office via the PA system if their names are chosen

for Lucky A's, Lucky B's, or agenda Book numbers. Upon arriving to the office, students are permitted to select a reward from the prize box.

• Bucket-Fillers-At Schiller, staff and students promote treating each other with respect and kindness. Through the Bucket-Fillers Incentive Program, students have the opportunity to "Shout-out" their peers when they are caught "Filling someone's bucket." Ask your student for more details about this program.

# VISITOR POLICY

PPS Policy 1104

### **School Visitors**

Parents and guardians are welcome at Pittsburgh Schiller 6-8 STEAM Academy. All visitors must report to the main office, identify themselves, and sign the visitor register. All visitors will be issued and must display a visitor's pass while in the school building.

Parents wishing to observe their child's class must first obtain the permission of the principal, or school counselor. Parents should not expect to confer with teachers during class time. All parent-teacher conferences should be scheduled in advance.

Families will not be permitted to enter the building in the morning during student arrival. Please call the main office to schedule all necessary appointments in advance.

## ADDITIONAL PPS DISTRICT POLICIES

- Please click on the link below to learn more about our District's Code of Conduct
- <u>Code of Conduct</u>
- 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:<u>PSE (Special</u> <u>Education) / Child Find Annual Notice (pghschools.org)</u>