



# STERRETT

## CLASSICAL ACADEMY 6-8

### STUDENT HANDBOOK

### 2025-2026





# Sterrett Classical Academy

7100 Reynolds St, Pittsburgh, PA 15208

(P) 412-529-7870 | (F) 412-247-7877

[pghschools.org/schools/6-8/sterrett](https://pghschools.org/schools/6-8/sterrett)



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For more information regarding accommodations, civil rights grievance procedures, please contact:

**Rachel Beers, Office of Employee Relations**

[rbeers1@pghschools.org](mailto:rbeers1@pghschools.org) | 341 S. Bellefield Ave, Pittsburgh, PA 15213 | 412-529-HELP (4357).

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# SUPERINTENDENT'S WELCOME

Dear Pittsburgh Sterrett Families,

As we embark on the 2025-2026 school year, I am excited to share Pittsburgh Sterrett'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 your school'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.

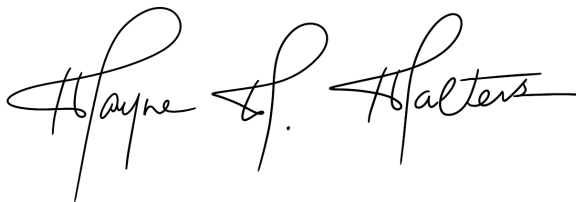
We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Sterrett.

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,

A handwritten signature in black ink, reading "Wayne N. Walters". The signature is fluid and cursive, with the first name "Wayne" and last name "Walters" clearly legible, and "N." in the middle.

**Dr. Wayne N. Walters**

Superintendent, Pittsburgh Public Schools



# PRINCIPAL'S WELCOME

Greetings Pittsburgh Sterrett Classical Academy Community:

Welcome back to another exciting school year at Sterrett Classical Academy! I am thrilled to be returning as your principal and am looking forward to all the learning, growth, and accomplishments that lie ahead.

To our new students and families, a warm welcome to our school community! We are delighted to have you join us and are eager to get to know every one of you.

At Sterrett Classical Academy, we are committed to providing a supportive and enriching environment where every student can thrive academically, socially, and emotionally. Together with our dedicated staff, I am confident that we will have a successful and fulfilling school year.

I look forward to seeing you all at our back-to-school event and to a fantastic year ahead!

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help you participate successfully tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life, and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

I hope that parents and students will read this handbook together and that you will put it in a safe place where you can access it when necessary.

Finally, I ask that parents join us as partners in educating your child. Our commitment is to address the educational needs of every child who enters Pittsburgh Sterrett 6-8, and we will succeed in this endeavor by working together in preparing him/her for the next stage in their educational experience – high school.

Warm regards,

**Dr. MiChele R. Holly**

Principal Sterrett Classical Academy

# SCHOOL INFORMATION



## Pittsburgh Sterrett 6-8

7100 Reynolds St, Pittsburgh, PA 15208

**Phone:** 412-529-7870

**Fax:** 412-247-7877

**Website:** [pghschools.org/schools/6-8/sterrett](https://pghschools.org/schools/6-8/sterrett)

**School Colors** Green and Yellow

**School Mascot** Cougar

## Mission and Vision

Our vision at Sterrett Classical Academy is to create a positive and supportive school culture that promotes high performance for all.

### Commitment to Equity

At Sterrett Classical Academy, we are committed to ensuring that every student—regardless of race, background, ability, or circumstance—has access to the resources, support, and opportunities they need to thrive. We actively work to identify and eliminate barriers to success, promote inclusive practices, and foster a school culture where equity, respect, and high expectations are the foundation of all we do.



# COMMUNICATION PROCEDURES

## Parental/Family Communication

The school utilizes different methods to communicate important school information with families. At Pittsburgh Sterrett we strive to improve our carbon footprint and ensure that you receive all school communication in a timely manner. Our primary mode of communication is email. If your email is not on file, please forward your information to Ms. Fulton- Gallagher ([mfultongallagher1@pghschools.org](mailto:mfultongallagher1@pghschools.org)). In addition, the school communicates with families via Blackboard Phone Communication System and Talking Points (Phone texts). Individual teachers also use different methods such as email, phone calls, and the PPS Home Access Center to keep in regular communication with families

## Social Media and Other Methods

- For schoolwide events and reporting, you can also follow us on Facebook @ Pittsburgh\_Sterrett
- Our school newsletter is sent home with students monthly (the 15th of the month)..
- School-wide reminders are sent via the Talking Points app so please make sure our office staff have your most up-to-date contact

# STAFF INFORMATION

## Teachers

Name	Title/Subject	Email	Rm.
Jason Inesso	PhysEd/Health 6-8	<a href="mailto:jinesso1@pghschools.org">jinesso1@pghschools.org</a>	GYM
Rocio Bautz	ELA/Math	<a href="mailto:rbautz1@pghschools.org">rbautz1@pghschools.org</a>	001
Michelle White	Art 6-8	<a href="mailto:mwhite7@pghschools.org">mwhite7@pghschools.org</a>	006
Jennifer Stumpp	AS-PSE 6-8	<a href="mailto:jstumpp1@pghschools.org">jstumpp1@pghschools.org</a>	013
Marjorie Fulton-Gallagher	Student Support	<a href="mailto:mfultongallagher1@pghschools.org">mfultongallagher1@pghschools.org</a>	014
MiChele Holly	Principal	<a href="mailto:mholly1@pghschools.org">mholly1@pghschools.org</a>	Main Office
Pierce Pugh	Security Aide	<a href="mailto:ppugh1@pghschools.org">ppugh1@pghschools.org</a>	Front Kiosk
Clara Johnson	Math 6, 7	<a href="mailto:cjohnson2@pghschools.org">cjohnson2@pghschools.org</a>	101
Ayana McCormick	ELA 8	<a href="mailto:amccormick1@pghschools.org">amccormick1@pghschools.org</a>	102
Heather King	ELA 6	<a href="mailto:hking1@pghschools.org">hking1@pghschools.org</a>	103
Barbara Koos	Math 6-8	<a href="mailto:bkoos1@pghschools.org">bkoos1@pghschools.org</a>	104
Cameryn Herevia	Science 6, 8	<a href="mailto:cherevia1@pghschools.org">cherevia1@pghschools.org</a>	105
Rayna Battle	Nurse	<a href="mailto:rbattle1@pghschools.org">rbattle1@pghschools.org</a>	118
James Ogg	Social Studies 6, 8	<a href="mailto:jogg1@pghschools.org">jogg1@pghschools.org</a>	121
Yolanda Wilkins	ELA 7	<a href="mailto:ywilkins1@pghschools.org">ywilkins1@pghschools.org</a>	122
Jennifer Payne	Math 8	<a href="mailto:jpayne1@pghschools.org">jpayne1@pghschools.org</a>	126



Katherine Buick	Librarian	<a href="mailto:kbuick1@pghschools.org">kbuick1@pghschools.org</a>	127
Briana Weatherspoon	Science 6, 7	<a href="mailto:bweatherspoon1@pghschools.org">bweatherspoon1@pghschools.org</a>	203
Alexis Garland	Math 7	<a href="mailto:agarland1@pghschools.org">agarland1@pghschools.org</a>	204
Joshua Berkey	Music 6-8	<a href="mailto:jberkey1@pghschools.org">jberkey1@pghschools.org</a>	Auditorium
Lisa Erb	PSE 6-8	<a href="mailto:lerb1@pghschools.org">lerb1@pghschools.org</a>	206
Chay Tyler	Social Studies 6, 8	<a href="mailto:ctyler1@pghschools.org">ctyler1@pghschools.org</a>	207
Paul Brickett	Fireman	<a href="mailto:pbrickett1@pghschools.org">pbrickett1@pghschools.org</a>	

# SCHOOL CALENDAR

The 2025-2026 District Calendar can be found [HERE](#)

Event	Date
First Day of School	08/25/25
No School: Labor Day	09/01/25
Half-Day	09/12/25
No School: Rosh Hashanah	09/23/25
Half-Day	09/26/25
No School: Yom Kippur	10/02/25
Parent Teacher Conferences	10/17/25
Annual Title I Meeting: Family Literacy & Mathematics Night	10/30/25
Half-Day	10/24/25
Half-Day	11/04/25
No School: Veterans Day (Observed)	11/11/25
Half-Day	11/14/25
Thanksgiving Break (11/27/25-12/01/25)	
Half-Day	12/12/25
Winter Break (12/24/25-01/02/26)	
No School: MLK Day	01/19/26
Half-Day	01/23/26
Half-Day	02/06/26
Half-Day	02/20/26
Half-Day	03/13/26
Eid al-Fitr	03/20/26
Spring Break (03/30/26-04/03/26)	
Election Day	05/19/26
Last Day of School	06/12/26

# BELL SCHEDULES

## Daily Schedule

Arrival and breakfast begins at 8:30 am

Period	Start	End	Time
Period 1	8:40	9:25	10
Period 2	9:28	10:13	45
Period 3	10:16	11:01	45
Period 4	11:04	11:49	45
Period 5 6th Grade: (11:49-12:19) 7th Grade: (12:24-12:54) 8th Grade: (12:59-1:29)	11:49	1:29	66
Period 6	1:33	2:18	45
Period 7	2:21	3:06	45
Bus Transition	3:06	3:09	
Dismissal	3:10		

## Modified Schedule: Half-Day

Period	Start	End
Period 1	8:30	9:00
Period 2	9:03	9:33
Period 3	9:36	10:06
Period 5 6th Grade: (11:49-12:19) 7th Grade: (12:24-12:54) 8th Grade: (12:59-1:29)	10:09	11:45
Bus Transition	11:45	11:48
Dismissal	11:55	



# ATTENDANCE

## 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.

### Absences

Per the Pittsburgh Public Schools Code of Student Conduct, an absence is excused for the following reasons:

- Illness or injuries which make the student physically unable to attend school.
- Health Care—including doctor visits, emergency care, and/or quarantine.
- Bereavement and/or family funeral
- Religious Holidays and Religious Instruction
- Weather Emergency. If school is not canceled, a written explanation must be provided within three days. The principal will review for approval.
- School-Approved Activities—Includes field trips, service learning, assemblies, support groups, mentoring, and tutoring.
- Other Principal Approved Excusals— Principal may excuse attendance for educational vacations, counseling/support groups, social service agency appointments. A request for educational absences should be submitted in writing to the principal in advance of a trip for approval. The request should indicate what educational activities the student will complete. The student and family should also work with the teacher to complete make-up work.

Students are permitted 10 excused absences during a school year.

## **Unexcused/Excessive Absences**

Parents are required to submit a written note to the teacher for all excused absences. The school may request documentation where appropriate.

Please note the following PPS policies and procedures regarding unexcused absences for all students at Pittsburgh Sterrett as outlined in the Student Code of Conduct:

Legal Notices shall be sent to all students of compulsory school attendance after each instance of Unlawful and Unexcused Absence.

After 3 Unlawful or Unexcused Absences, the parent will be required to schedule an appointment with the Social Worker and create a School Attendance Improvement Plan (SAIP).

If additional unexcused absences continue a citation may be filed with the local magistrate.

## **Tardiness**

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

Students are admitted into the school as early as 8:30 AM. Students who are not present and accounted for by 8:40 AM will be counted as tardy.

Parents should send a note to school when they are tardy. The Main Office will contact the parent of a child if they arrive at school after 10:00 without a note.

The student will then take their tardy note to be given to their teacher.

Teachers are required to keep a record of tardiness. If a student is habitually tardy a parent conference will be scheduled, and further interventions may take place to solve the issue.

# **ACADEMICS**

The academic programs at Pittsburgh Sterrett ensure that all students have access to rigorous content in all their classes. The culture of learning at Pittsburgh Sterrett motivates all students to develop a growth mindset so every student can achieve excellence and ensure their success as they prepare to enter high school.

Below you will find a summary of the academic course offerings and programs that are offered at Pittsburgh Sterrett. Staff members will send home information regarding specific course information for your child at the start of every school year.

## **Course Offerings**

The following curricula are used at Pittsburgh Sterrett:

- My Perspectives (ELA), Illustrative Math and Carolina Science.
- Pittsburgh Sterrett students who are eligible for special education services are supported through the Program for Students with Exceptionalities.
- An Autistic Support Classroom is available for primary students in grades 6-8.

- Speech and Language services are available for eligible students.
- Art, Music, Gym, and Library are available for all students.
- Pittsburgh Sterrett offers Advanced Math. Students who qualify can take Advanced math, Algebra, and Geometry.

The school calendar is divided into 182 days. The day is divided into seven plus a half-hour for lunch and a 15-minute homeroom period. Students attend class five days per week, Monday through Friday. However, the schedule at Pittsburgh Sterrett 6-8 consists of six distinct days, which we refer to as Day 1, Day 2, etc. These days follow in sequence, and after Day 6, we start again on Day 1.

Classes are organized according to this six-day schedule. For instance, rather than having an Art class that meets on Mondays, Wednesdays and Fridays, you might have it as a class that meets on Days 1, 2, and 3, whichever days of the week those fall on.

We have adopted this schedule for two reasons. First, it allows students to enroll in a greater variety of classes than they could on a standard five-day schedule. Second, it prevents students who are regularly out of school on a day of the week (e.g., students in the Gifted Program, who are regularly out of school on Thursdays) from missing the same classes every week. Note: in the event of an unexpected school cancellation, we maintain our regular calendar schedule.

## **Homework**

Homework at Pittsburgh Sterrett 6-8 is part of the educational process and is sanctioned by the Pittsburgh Public School district. Students are expected to complete all assignments promptly and to the best of their ability. Homework turned in on the due day may earn up to 100 percent credit if the work is accurate and complete. Homework turned in the day after the due date may earn a maximum of 70 percent credit. After the second day, teachers do not have to accept homework for credit. Parents are encouraged to supervise homework. Students who have legal excuses for absences may make up missed homework when they check with their teachers. Students who continually fail to turn in homework will have deficiency notices mailed home. Extra-credit assignments will not be substituted for missed assignments.

## **Academic Performance: Eligibility for Curricular and Extracurricular Activities**

- All teachers will evaluate students.
- Students will receive deficiency notices for missed assignments/projects.
- Students will be declared ineligible for curricular and extracurricular activities if assignments/projects are not completed.

## **Make-Up Work**

It is the students' responsibility to get missed assignments/projects and or complete them on time. Parents can request homework through the office after 8:30 a.m. after two or more days of absence. In case of a prolonged absence due to illness or excused legal reason, arrangements must be made with each individual teacher to catch up on the work missed. All missed assignments are due upon a student's return to school. Students missing any classes due to other school related activities must contact the teachers whose classes were missed to arrange to make up any missed work.



# ACADEMIC INTEGRITY

## POLICY 226

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. Consequences for violating the academic integrity policy are outlined in the student code of conduct.

# ATHLETICS/EXTRACURRICULAR ACTIVITES

## POLICY 119

### Athletics

Students are encouraged to participate in before and after-school activities. Students should inform their parents whenever they are staying after school for any reason so that the parents do not worry when the students do not arrive home at the usual time. Rules for before and after school activities are the same as those during the school day.

Unless otherwise approved, a parent or guardian must accompany spectators at interscholastic sporting events.

### Eligibility

Participants must have a physical exam before they try out for any team. Physicals may be performed by the school nurse or your family doctor.

Participants and their parents must complete certain athletic forms to participate

Participants must have a valid physical exam for each interscholastic sport that they are playing. The physical must be dated not more than two months before the first day of practice.

Participants must maintain at least a 2.0 QPA and/ or five grades of C or better in the report period in which the activity occurs.

### Offerings

Fall Sports Activities	Winter Sports Activities	Spring Sports Activities
Co-ed cross-country	Girls' Basketball	Girls' Soccer
Volleyball - Boys and Girls	Boys' Basketball	Boys' Soccer
Flag Football		

## Extracurricular Activities

The following activities are available to students at Pittsburgh Sterrett 6-8. Students are encouraged to participate in one or more organizations or activities. These will take place two times a month and students will be changing their club activity mid-year.

- Soccer
- Cheerleading
- Student Envoys
- Sterrett Scholars
- Art
- Fitness
- Crafts
- Cooking
- STEM
- Powerful Imagery Without Words
- LEGO's
- History Club
- Creative Writing
- Student Voice
- Book Club
- Anime
- Coding
- Spanish

## DRESS CODE

### POLICY 221

Students are not permitted to wear headgear without prior approval from administration during the instructional day. Hoods, hats and scarves often distract from the learning environment. If there is a medical/religious need that necessitates your child wearing headgear, please contact the administration.

We take pride in the appearance of our students. Students' attire reflects the quality of the school. All students are expected to dress in clothes that are suitable for school activities and to groom themselves neatly. Parents should monitor their children's attire. The following are not permitted:

- Bare midriffs for boys or girls
- Appropriate footwear
- Sags (all pants should be belted and at the waist.)
- Shirts with obscenities or inappropriate language
- Shirts or other clothing with gang signs and/or symbols, vulgar or profane language or sexually explicit content.
- Short shorts/skirt (specific length at discretion of principal)
- Bandanas/headbands or adornments that expose hair are permitted.
- Halters

## ELECTRONIC DEVICES

### POLICY 216

All cell phones and Ipads will be collected during ingress. Cell phones/Ipads will be placed in a secure box. All boxes are identified by their dismissal rooms (bus/walker). All cell phones are handled by staff and secured in a locked storage room. Students are not permitted to mass collect or distribute phones. The cell phone boxes will be redistributed back to the students in their dismissal room. Students that fail to surrender phones are to be referred to Administration immediately. DTD Substitutes, Student or Intern Teachers will NOT collect phones. All Tardy students will turn their phones in to the Main Office. If a teacher confiscates a phone, they are to turn it into the main office immediately. If a student has an early dismissal, they must pick up the phone from the main office.

# GRADING

## POLICY 209

At the beginning of the school year, each teacher will provide an introductory letter or syllabus to each of the students. In this communication, your child's teacher will share how your child's grade will be calculated in their class. For example, homework, classwork, quizzes, and tests will be weighted differently to calculate your child's grade. This information will also be posted on the teacher's Schoology page. All classroom percentages will follow this uniform letter grade conversion.

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

### 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.

### Methods For Communicating Academic Progress with Families

Pittsburgh Sterrett utilized different methods to keep families informed of their child's progress in all their classes. Below you will find the different methods the staff at Sterrett will keep you informed of your child's progress.

### Home Access Center (HAC)

Parents can view real-time information through a convenient web portal anywhere and at any time to review the following information regarding their child:

- Schedules
- Attendance
- Student Grades on classroom assignments, quizzes, tests, and homework.

Families are encouraged to check their child's HAC account on a regular basis. If you need information on accessing your child's account, please call Ms. Kovacs in the main office.

### Interim Progress Reports

Communication between teachers and parents is 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 to determine the best way to help a child before marks are closed for a particular grading period.



# **HOMEWORK PROCEDURES**

## **POLICY 115**

Teachers will provide students with homework to reinforce skills already taught, prepare them for class discussions, extend learning to new situations, or apply a variety of skills to a specific task. Homework is also a way for parents to review the learning in which their children are engaged. Teachers review homework to understand how their students can perform outside of the classroom. Homework is 10% of each student's grade. Therefore, it is important that students complete their homework. Your child's teacher will provide you with information at the beginning of the school year for their practices for assigning and collecting homework. Please contact your child's teacher if you have any questions regarding your child's homework. Extra-credit assignments will not be substituted for missed assignments.

# **HEALTH SERVICES**

## **POLICY 206**

A nurse is assigned to Pittsburgh Sterrett 6-8 to conduct all state-mandated examinations.

- Major tasks include individual health counseling, testing, examinations, exclusions, first aid and re-admissions.
- If it is necessary for a student to take any form of medication at a school, a signed form from a parent and physician must be presented to the office. All medications will be kept in and dispensed through the office.
- Any staff person, including the nurse, cannot give aspirin and other such medication to students, unless appropriate documentation is on file in our office.

Each school year, you are required to provide the school with updated medical information regarding your child via the emergency care form. You will receive the emergency contact form in the opening year packet of information.

The "Emergency Care Form" offers the opportunity for all parents to authorize the school nurse practitioner to administer certain over-the-counter medicines to their children as needed through the current school year. We cannot allow the school nurse to administer over-the-counter medication without your written permission.

Please contact the school nurse as soon as possible if your child needs to take a specific type of medication throughout the school year. All medications must be turned into the nurse. Students are not permitted to carry medication on them.

### **Medication Forms**

Medication: There is a one-page form used in all Pittsburgh Public Schools, requesting both parent's and physician's signatures, for medication to be administered at school. This signed form is valid for the current school year only and will need to be completed before any medication can be administered at the school. This Consent for Administration of Medication and Medical Order can be found on the PPS website.

## Allergies

Students with a documented Food Allergy, Allergy to Insect Bite/Sting, or an Allergy to Latex need to have an Anaphylactic Allergy Action Plan, completed, and signed by both the physician and parent. Rescue medication such as Epi-Pens and Benadryl need to be provided by the parent and will be kept throughout the school year in the main office for emergencies. All necessary forms are available at the school and the PPS website. Please return completed forms and prescribed medications to the school.

Students who need accommodations for food allergies or have food restrictions will receive a Medical Plan of Care for School Food Service. This form needs to be completed by a physician and by the parent. Please return the completed form to the school.

## Asthma

Students with active Asthma need to provide the school with an inhaler to be used either for treatment or as a rescue medication. Again, consent for administration of medication and a medical order signed by parent and physician is necessary.

If you have any questions regarding the information above, please contact Nurse Battle

## Immunization Requirements

Effective July 2008, but enacted on September 30, 2009, the Allegheny County Health Department mandated that all public, private, parochial, cyber and home-school students in Allegheny County will not be permitted to attend school without proof of receiving the required immunizations.

### Immunizations required for students in all grades K-12:

- 4 doses of tetanus vaccine (1 dose must have been given on or after the 4th birthday)
  - \* Note: If series is started after 7 years of age, only 3 doses are required.
- 4 doses of diphtheria vaccine (1 dose must have been given on or after the 4th birthday)
  - \* Note: If series is started after 7 years of age, only 3 doses are required.
- 4 doses of polio vaccine (Dose 4 is not necessary if dose 3 was administered at age 4 or older and at least 6 months after the previous dose)
- 2 doses of measles, mumps, rubella vaccine (Usually given as MMR)
- 3 doses of hepatitis B vaccine (Dose 2 must be given at least 1 month after the dose 1. Dose 3 must be given at least 2 months after dose 2 and at least 4 – 6 months after dose 1.
- 2 doses of varicella vaccine, or written statement from physician/designee indicating month and year of disease or serologic proof of immunity

It is very important that students receive all required immunizations. Students that do not have the doses listed above must receive the required dose within the first five days of school or risk exclusion. If the next dose is not the final dose of a series, parents must provide a medical plan within the first five days of school. Children failing to show official documentation or a medical plan within the first five days of school will be unable to attend school.

# **INFORMATION TECHNOLOGY/ACCEPTABLE USE**

## **POLICY 813.1**

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.

### **Information Technology/Acceptable Use**

Every student at Sterrett will have access to a district provided electronic device, district computer network resources, and electronic mail.

To use these resources, all students must sign and return the Pittsburgh Public Schools Office of Information Technology Acceptable Use Form. If you have any questions or concerns about this permission form, or any aspect of the computer network, please contact Ms. Fulton-Gallagher.

### **General Use**

- DO NOT Change the local configuration of the desktop, laptop.
- 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.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Participating in any of the following is prohibited and may result in the loss of technological privileges as outlined in the student code of conduct.

### **Damage**

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**

The counselor devotes a major part of their time to individual counseling in academic-vocational, personal-social and adjustment areas. Students should view the counselor as a person with whom they can speak confidentially about their personal problems and academic progress. Primarily, the counselor serves as a liaison for all members of the professional staff in dealing with student problems and works with the principal in resolving adjustment/discipline problems. In a very real sense, the guidance function is the primary responsibility of all teachers, administrators, and non-professional staff.

## **Conferences and Pupil Records**

Parents are encouraged to arrange conferences with the teachers and the counselor to review student records and performance. To arrange an appointment, call the school office to contact the person desired. Visitors for conferences should report directly to the main office.

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.



## **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
- Physically, emotionally, or mentally harming a student; or
- Placing a student in reasonable fear of physical or emotional harm; or
- 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:

- 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.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- 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

#### Responsibilities and Expectations

- 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 expected to adhere to the PPS Code of Student Conduct.
- Students are responsible for participating in the schoolwide Positive Behavioral Intervention System (SWPBIS), which includes the Sterrett SONG:
- 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 ONLY when permitted by the classroom teacher. Students are responsible for dressing appropriately at school.
- Students are encouraged to participate in assemblies and school sponsored events, when appropriate.

## VISITORS

### POLICY 1004

All guests, please remember the following:

- All visitors must ring the doorbell on Page Street and let the building secretary know who and why they're at the building
- Please make sure to have a license or legal form of identification when you come into the school, as it will be scanned by the RAPTOR System. All guests will be checked in through metal detectors for the safety of our Sterrett Community.
- All visitors must have an approved appointment with someone in the building.
- Parents/Guardians must enter the building and check in at the front office for a planned early dismissal.

To request a student observation from a BSC, family service provider, mental health service provider, etc., email Chanelle Keasley, Social Worker, ckeasley1@pghschools.org, and Rachel Whealdon, Transition Counselor, rwhealdon1@pghschools.org to set up an appointment. All classroom visits will be kept from 15-30 minutes to minimize disruptions to learning. Visitors will also be accompanied by either Ms. Keasley, Ms. Whealdon, or a Sterrett Staff Members.

The background of the page is a solid blue color. Scattered across the upper two-thirds of the page are several abstract geometric shapes in a darker shade of blue. These shapes include circles, squares, and triangles, some of which are rotated at various angles. For example, there is a large circle in the upper left, a square in the upper right, and another circle in the lower right. The shapes are semi-transparent, allowing the blue background to show through them.

**PITTSBURGH STERRETT 6-8**