



Pittsburgh Brookline PreK-8

Student Handbook 2026-2027

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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Public Schools Parents, Students, and Families,

Welcome to the 2026-2027 school year! Whether you are joining Pittsburgh Public Schools for the first time or returning for another exciting year, I am honored to welcome you to a community committed to helping every student learn, grow, and thrive.

At Pittsburgh Public Schools, we believe every student deserves access to a high-quality education in a safe, supportive, and inclusive learning environment. Our dedicated educators and staff are committed to preparing students for success in college, career, and life by fostering curiosity, creativity, critical thinking, and a lifelong love of learning.

This school handbook is an important resource designed to help you navigate the school year. Inside, you will find valuable information about District policies, school expectations, student supports, attendance, academic programs, extracurricular opportunities, health and safety procedures, and ways to stay connected with your school community. I encourage every family to review this handbook together and refer to it throughout the year.

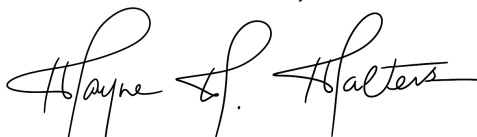
A successful school year is built on strong partnerships between schools, families, and the community. We know that students achieve more when the adults in their lives work together to support their learning and well-being. We invite you to stay engaged by attending school events, participating in Parent School Community Council (PSCC) meetings, communicating regularly with your child's teachers, and taking advantage of the many opportunities to share your voice and partner with us.

As we continue implementing our PPS Future-Ready Plan, we remain focused on creating learning environments where every student feels welcomed, valued, supported, and inspired to reach their full potential. Together, we are building stronger schools and brighter futures for every child.

Thank you for entrusting Pittsburgh Public Schools with your child's education. We look forward to a school year filled with learning, growth, achievement, and meaningful connections.

On behalf of the Board of Public Education and the entire Pittsburgh Public Schools team, welcome to an outstanding school year!

Yours in Education,



Dr. Wayne N. Walters

Superintendent, Pittsburgh Public Schools



PRINCIPAL'S WELCOME

Welcome to the 2026–2027 school year! I am excited to begin another year as principal of Pittsburgh Brookline PreK-8 and to continue serving this outstanding community. As we start a new year together, I look forward to partnering with our students, families, and staff to ensure that every child experiences a safe, supportive, and successful school year.

Brookline is a school community built on pride, perseverance, and a commitment to student success. This year, our theme is "Level Up." Together, we will challenge ourselves to grow academically, socially, and emotionally as we strive for continuous improvement in all that we do. Whether it is mastering new skills, strengthening relationships, improving attendance, or reaching personal goals, we encourage every member of our school community to take the next step forward and Level Up.

At the heart of our school culture is our Bobcat motto: Bobcats are Respectful, Responsible, and Safe. These values guide our daily actions and help create a positive learning environment where students feel valued, supported, and empowered to succeed. The safety and well-being of our students—both physically and emotionally—remain our highest priority.

Strong partnerships between home and school are essential to student success. I value open communication and believe that when families and educators work together, we create the best opportunities for children to learn, grow, and thrive. This handbook serves as an important resource and provides information about our school expectations, procedures, programs, and supports.

Thank you for entrusting us with your child's education. I look forward to welcoming new families, reconnecting with returning families, and celebrating the many accomplishments that await us throughout the year. Together, we will continue to build a school community where every student is known, challenged, supported, and inspired to achieve their very best.

Let's make this a year of growth, achievement, and success as we all Level Up!

With Bobcat Pride,

Dr. Tia M. Wanzo

Principal, Brookline PreK-8



SCHOOL INFORMATION



Pittsburgh Brookline PreK-8

500 Woodbourne Ave, Pittsburgh, PA 15226

Phone: 412-529-7380

Fax: 412-571-7386

Website: pghschools.org/schools/k-8/brookline

[Click here for Staff Directory](#)

School Colors Black and Yellow

School Mascot Bobcat

Motto All Bobcats will be Respectful, Responsible and Safe

VISION AND MISSION

Pittsburgh Brookline PreK-8's mission is learning for all. With this mission, we will collaborate on the academic, emotional, and social growth of each student in a positive and supportive environment with a shared focus of promoting life-long learning and 21st Century skills.

Pittsburgh Brookline shares the district vision that all students will graduate High School, College- or career-ready, prepared to complete a 2- or 4-year degree or workplace certification.

The common goal at Pittsburgh Brookline is to increase Literacy and Mathematics proficiency and independence at all grade levels. This is cultivated through alignment of curriculum and instruction to the Pennsylvania Common Core standards with a focus on data analysis.

COMMUNICATION PROCEDURES

Contacting the School

Please see the previously listed phone number, fax number and office email address to contact our school.

Effective communication is essential in providing students, teachers, parents, and the community with the necessary information to make appropriate decisions. Pittsburgh Brookline PreK-8 is committed to using communication processes and techniques to build a positive learning environment for students, staff, and parents, and to inspire and educate all students to succeed in becoming productive and valued citizens.

Parent/teacher conferences and two-way communication are a vital part of every child's education. Teachers are available for in-person, phone or virtual conferences upon request, but they may not be interrupted while instruction is occurring. Please call the teachers using their direct line or email address. Parents/guardians may also contact the Main Office at 412-529-7380 to schedule an appointment with any teacher to discuss a student's progress.

The school also uses Facebook, the District website, and TalkingPoints to communicate with families. These methods of communication inform parents of important meetings and events. Additional forms of communication may include school notices, flyers, bulletins and mailings. Primary students will be provided with an assignment folder.

Parents who have concerns regarding their student's progress, curriculum, homework, etc., should contact their student's teacher/team directly. Counselors may also be helpful as a liaison between parents and the teacher/team. The Administration should only be contacted after there have been discussions with the teacher/team and/or counselor. Parents and students are encouraged to check the Home Access Center (HAC) and Schoology accounts for assignments and announcements.

Additionally, it is important that all parents/guardians remember to ensure that their primary and emergency contact information is always updated. Having working telephone numbers on file is important for staff at Pittsburgh Brookline PreK-8 to reach families/friends in an emergency with a student or at the school. Furthermore, families should designate at least one emergency contact for a student. The emergency contact is responsible for picking up a student if a parent/guardian is unavailable. The faculty and staff will not release a student to an unknown adult.

BELL SCHEDULES

Staff Meetings: 7:45 am

Regular Bell Schedule

Doors Open/Breakfast/Bag Check	8:10	8:25
Homeroom	8:25	8:35
Period 1	8:35	9:23
Period 2	9:24	10:12
Period 3	10:13	11:01
Period 4	11:02	11:50
Period 5 + First Lunch <i>11:52 – 12:16: K-2 lunch/3-5 recess</i> <i>12:16 – 12:40: 3-5 lunch/K-2 recess</i>	11:50	12:38
Period 6 + Second Lunch <i>12:42 – 1:06: 6-8 lunch</i> <i>1:06 – 1:30: 6-8 recess</i>	12:39	1:27
Period 7	1:28	2:16
Period 8	2:17	3:05

Half Day Schedule

Bell Schedule	Start	End	Minutes
Teacher Start	7:45		
Teacher ESEP/Planning Time	7:45	8:10	
Doors Open/Breakfast/Bag Check	8:10	8:25	
Homeroom	8:25	8:30	5
Period 1	8:30	8:55	25
Period 2	8:55	9:20	25
Period 3	9:20	9:45	25
Period 4	9:45	10:10	25
Period 5 OR Period 6	10:10	10:35	25
Period 7	10:35	11:00	25
Period 8	11:00	11:25	25

2 Hour Delay Schedule

Homeroom	10:20	10:30	
Period 1	10:30	11:00	30
Period 2	11:00	11:30	30
Period 3	11:30	12:00	30
Period 5 + First Lunch	12:00	12:45	45
Period 6 + Second Lunch	12:50	1:35	45
Period 4	1:35	2:05	30
Period 7	2:05	2:35	30
Period 8	2:35	3:05	30

Virtual Day Bell Schedule

Check-In with Homeroom	8:25	8:35	10
Period 1	8:35	9:23	48
Period 2	9:24	10:12	48
Period 3	10:13	11:01	48
Period 4	11:02	11:50	48
Period 5	11:50	12:38	48
Period 6	12:39	1:27	48
Period 7	1:28	2:16	48
Period 8	2:17	3:05	48

SCHOOL CALENDAR

The 2026-2027 District Calendar can be found [HERE](#).

Event	Date
#PittsburghForPPS Back to School Event	8/17/2026
First Day of School: All Grades Except Kindergarten	8/24/2026
First Day of School: Kindergarten	8/27/2026
No School: Labor Day	9/7/2026
4th Annual Take a Child to School Day	9/17/2026
Half Day	9/18/2026
No School: Yom Kippur	9/21/2026
Q1 Interim Progress Report	10/6/2026
Parent-Teacher Conferences (6-12, 9-12, Special, South Hills, EHS)	10/12/2026
Parent-Teacher Conferences (Early Childhood, PreK-5, PreK-8, 6-8)	10/16/2026
Half Day	10/23/2026
No School: Election Day	11/3/2026
No School: Veterans Day	11/11/2026
Q1 Report Cards Distributed	
Half Day	11/20/2026
Thanksgiving Break 11/26/2026-11/27/2026	
Q2 Interim Progress Report	12/15/2026
Half Day	12/18/2026
Winter Break 12/24/2026-1/1/2027	
No School: MLK Day	1/18/2027
No School	1/19/2027
No School	1/20/2027
Q2 Report Cards Distributed	2/1/2027
Half Day	2/12/2027
Black Men Read	2/25/2027
Half Day	2/26/2027
Q3 Interim Progress Report	3/2/2027
Parent University	3/6/2027
No School: Eid al-Fitr	3/10/2027
Half Day	3/12/2027
Spring Break 3/22/2027-3/26/2027	
Women Who Lead	3/31/2027
Q3 Report Cards Distributed	4/15/2027
Q4 Interim Progress Report	5/12/2027
29th Annual Take a Father to School Day	5/14/2027
No School: Election Day	5/18/2027
No School: Memorial Day	5/31/2027
Breakfast of Champions	6/7/2027
Last Day of School	6/8/2027
Q4 Report Cards Distributed	6/17/2027

Testing Dates	
Keystone Exams Winter	1/4/2027-1/15/2027
PSSAs English Language Arts	4/26/2027-4/30/2027
PSSAs Math, Science, Make-ups	5/3/2027-5/7/2027
Keystone Exams Spring	5/17/2027-5/28/2028

School Board Meetings		
Agenda Review	Public Hearing	Legislative Meeting
8/19/2026	8/24/2026	8/26/2026
9/16/2026	9/22/2026	9/23/2026
10/21/2026	10/26/2026	10/28/2026
11/18/2026	11/23/2026	11/24/2026
12/16/2026	12/21/2026	12/23/2026
1/20/2027	1/25/2027	1/27/2027
2/18/2027	2/22/2027	2/24/2027
3/17/2027	3/29/2027	3/31/2027
4/20/2027	4/26/2027	4/28/2027
5/19/2027	5/24/2027	5/26/2027
6/23/2027	6/28/2027	6/30/2027
7/21/2027	7/26/2027	7/28/2027

ATTENDANCE

Teaching/Instruction begins at 8:35 am. Pittsburgh Brookline Prek-8 encourages attendance and promptness to school to minimize disruption to classroom instruction. Being absent or late to school has many implications. When a student is absent from or late to school, s/he misses out on valuable information, and this negatively impacts both the individual and the class. Tardiness interrupts instruction and the smooth operation of the classroom. Attendance and timeliness also form the backbone of important habits that lead to success in college and the broader workforce. Parents will be informed of excessive absences and consistent tardiness by the attendance officer, Shakeya Williams. A parent conference may be held to determine a plan to provide support for either of these circumstances.

Students who are absent from school must bring an excuse to the attendance officer within three days of their absence or the absence will be marked unexcused. This will prompt a district attendance letter notifying the parents of the unexcused absence. Parents may excuse up to 10 absences per school year. Medical excuses are not included in the ten parent notes. Excuses may be faxed to the school at 412-571-7386, messaged through Talking Points, or emailed to swilliams3@pghschools.org

A Homeroom Citizenship mark will be given to each student based on absences, tardiness, and behavior. Homeroom absences and tardiness will affect a Homeroom Citizenship mark:

No. of Times Absent per Report Period	Citizenship Mark Assigned	No. of Times Tardy per Report Period	Citizenship Mark Assigned
0-2	(O) Outstanding	0-2	(O) Outstanding
3-4	(S) Satisfactory	3-4	(S) Satisfactory
5-6	(N) Needs Improvement	5-6	(N) Needs Improvement
7 or more	(U) Unsatisfactory	Referral to Principal	(U) Unsatisfactory

Note: 7 or more of any attendance-related occurrences during a report period will lead to a referral to the Principal.

Early Dismissals

Early dismissals are to be kept to a minimum to ensure that your student is afforded the best opportunity to complete all intended learning for the day. With that in mind, a note from a guardian informing the school and teachers of an early dismissal helps to alleviate the disruptive nature of dismissals. Teachers can then prepare materials ahead of time and they also can plan for student transitions from class to homeroom.

The note from the parent must include the Student Name, HR Number/Teacher, and Time for dismissal. The student will present the note to their teacher, and the teacher will submit the note to the main office. At the time of the Early Dismissal, the parent or guardian will ring the bell at the main office, and your student will be escorted to the exit.

UNPLANNED EARLY DISMISSALS ARE NOT PERMITTED. Early Dismissals after 2:30 P.M will be only be permitted IF a note was provided at the beginning of the day or if it is an emergency.

Pittsburgh Brookline PreK-8

500 Woodbourne Avenue
Pittsburgh PA 15226
Phone 412-529-7380 Fax 412-571-7386
Brookline@Pghschools.org

SCHOOL ABSENCE NOTE

Today's Date _____

My Child, _____

Was absent from school on (date): _____

Because: _____

Parent / Guardian Signature: _____

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Pittsburgh PA 15226
Phone 412-529-7380 Fax 412-571-7386
Brookline@Pghschools.org

SCHOOL ABSENCE NOTE

Today's Date _____

My Child, _____

Was absent from school on (date): _____

Because: _____

Parent / Guardian Signature: _____

ACADEMICS

At the Pittsburgh Public Schools, all students have access to rigorous content and course offerings in a culture of high expectations. This will help to build motivated and independent learners who can succeed beyond high school. The District is committed to keeping all students engaged, challenged and prepared for success in high school and beyond.

Students at Pittsburgh Brookline PreK-8 follow a traditional eight-period 45-minute bell schedule, and they engage in standards-based classes that are supported by differentiated instruction, social and emotional lessons and positive behavior interventions and supports. More specifically, all students utilize DreamBox Math curriculum in their Math classes. The English curriculum is Open Court Reading for students in K-5, and myPerspectives for students in 6-8. In science classes, students explore life science, earth science and physical science, and in social studies, students learn about civics and government, economics, geography and history (US and world). Students also visit the library and have art, music and gym. All classes are taught by certified teachers and are aligned to the PA Standards.

Special education services are also offered to students who need and qualify for them. In addition to three Autistic Support classrooms, learning support, speech and language, itinerant hearing and vision, emotional support, occupational support and physical therapy services are provided to students who qualify for them. Gifted education is also provided at the Pittsburgh Gifted Center (PGC) for students with a Gifted Individual Education Plan (GIEP).

When students attend classes, they may receive books, supplies or other materials from their teachers. They are responsible for all books issued to them, including library books. Additionally, required books and supplies must be brought to class, including folders, homework and pencils. Being unprepared for class may result in a phone call home or a parent conference. Standard bookbags are permitted but must be placed in lockers. Students in grades 6-8 travel between demountable classrooms and can carry their bookbags during school.

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ACADEMIC INTEGRITY

The faculty and staff of Brookline PreK-8 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.

Any student who is caught plagiarizing or cheating on any assignment will meet with his/her/their teacher and counselor to discuss more effective ways of getting help with assignments. Additionally, the student's parents will be contacted to discuss supports and interventions that may be appropriate.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Athletics

Athletic participation provides healthy, supervised after-school activities for students in a safe and positive environment. Students who participate in athletics have been shown to have higher grade point averages, better attendance, lower dropout rates, fewer disciplinary problems and higher graduation rates. Participation in athletics teaches teamwork, goal setting, discipline, sportsmanship, leadership, and other valuable life-skills.

Students at Pittsburgh Brookline PreK-8 are the Bobcats, and there are several athletic offerings for students in grades 6-8. They include the following:

Fall Sports Activities	Winter Sports Activities	Spring Sports Activities
Flag Football (Co-Ed) Cross Country (Co-Ed)	Basketball	Soccer

Eligibility Guidelines

To participate in athletics, students must have a physical and CIPPE Form on file. Those files are available from the Main Office or by visiting the District's Athletics Homepage. Students are also required to maintain positive behaviors and grades in order to participate.

Extracurricular Activities

In addition to athletic options, Pittsburgh Brookline PreK-8 also has a partnership with the Pittsburgh-based STEM Coding Lab. The STEM Coding Lab provides computer science and coding education to K-8 students who may not otherwise have access to it. This year, the STEM Coding Lab will be working with Brookline's first – eighth graders during the school day, in addition to after school, free of charge.

Finally, students at Brookline PreK-8 may have the opportunity to participate in activities that will require them to be out of the school building for a field trip. Field trips will generally be educational in nature, and parents/guardians will be notified of the dates and purpose each field trip several weeks in advance. A general permission slip must be completed and returned to the student's homeroom teacher before s/he/they may participate in any field trips.

DRESS CODE

The Brookline PreK-8 Dress Code has been created with input from students, families, Parent School Community Council (PSCC) and the PTA. The school district recognizes the right of students to their freedom of expression in speech and the wearing of apparel, and our Dress Code has been established to foster a positive learning environment for all. Please be mindful of the school dress code as it applies to ALL students and reinforces the academic climate of the school.

No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

Students are expected to wear appropriate clothing at all times while at school. Clothing must not be of any style, length, or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited, including cropped tops. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

When the children are out on the playground and at gym it is important to remember they should wear proper footwear. For the safety of the children, we prefer them to wear sneakers/tennis shoes with socks.

Additionally, please keep in mind the following:

- Hats are not permitted to be worn in the building.
- Slippers are not permitted to be worn at school at any time.

Students will not be asked to leave their classroom or school for violating dress code. Schools will work with students whose dress is not in compliance with the dress code in a discreet manner to provide an acceptable solution (e.g., parent/guardian contact, permitting student to change into other available clothing, or have a variety of extra clothing articles available to students when their dress does not meet dress code requirements).

ELECTRONIC DEVICES

The Brookline PreK-8 Electronic Devices Policy has been created with input from students, families, Parent School Community Council (PSCC) and the PTA. Students in grades who bring an electronic device to school will be required to place it in their homeroom bin every morning and it will be returned at the end of the day.

Electronic devices include, but are not limited to:

- Cell phones and smartphones
- Smartwatches capable of communication
- Tablets, iPads, and personal laptops not issued by the District
- Personal gaming systems
- Digital cameras or recording devices
- Wearable technology (including smart glasses)
- Any non-District issued device capable of recording, taking photographs or video, transmitting messages, storing data, video streaming, or accessing the internet

School Expectations

If students bring electronic devices, they must be turned in and stored according to school procedures.

- Devices are prohibited in classrooms, hallways, cafeterias, restrooms, locker rooms, playgrounds, and all other school spaces during the school day.
- Electronic devices may not be visible or used during the school day unless specifically authorized by school staff.

If a student needs to contact home during the school day, they may use the main office or classroom phone with an educator's permission. Families needing to reach a student during the school day should contact the main office.

Consequences for Violations

If an electronic device is visible, used, or becomes a distraction during the school day:

- **First offense:** Parent/guardian contacted; device returned to the student at dismissal.
- **Additional offenses:** Parent/guardian must retrieve the device from the school.

- Repeated violations may result in additional disciplinary action in accordance with the Student Code of Conduct.

Responsibility for Personal Property

Students bring electronic devices to school at their own risk. While Brookline will securely store devices according to school procedures, Pittsburgh Public Schools is not responsible for the loss, theft, or damage of personal electronic devices.

Complete Policy

This document summarizes Brookline PreK-8 procedures. The complete Pittsburgh Public Schools Administrative Regulation 216 is available at:

[https://go.boarddocs.com/pa/pghboe/Board.nsf/files/DTSL5S54CBBE/\\$file/216-AR1%20of%201.pdf](https://go.boarddocs.com/pa/pghboe/Board.nsf/files/DTSL5S54CBBE/$file/216-AR1%20of%201.pdf)

GRADING

The demands of today's 21st century global society require students to learn many skills, in addition to the traditional knowledgebase. Being competitive in the work force requires that students master higher-order thinking, along with skills, such as collaboration, technology literacy, communication and work ethic. Traditional short answer or multiple-choice tests and worksheets are not the only appropriate format to gauge the knowledge or abilities of a student, and teachers are expected to utilize multiple forms of assessment in their instruction.

As a rule, all classes at Brookline PreK-8 will use the Pittsburgh Public Schools grading scale:

A 100% - 90%

B 89% - 80%

C 79% - 70%

D 69% - 60%

E 59% - 50%

General Practices for implementing Equitable and Restorative Grading Practices

- Late assignments are accepted without a grade-based penalty up to the midpoint of the report period when interim reports are calculated or up to the closing of grades at the end of the report period.
- Formative assessments, such as homework, are not graded unless specifically identified in district mandated curriculum grading calculations.
- Student behavior (participation/effort) is not incorporated in a grade, unless specifically identified in district mandated curriculum grading calculations.
- Retakes and re-dos are available for all students to have additional opportunities to demonstrate their understanding, and the grades will be averaged together.

This Pittsburgh Public School District uses the eSchoolPlus gradebook (TAC) for the maintenance of student grades, and parents can access their student's grades through the Home Access Center (HAC). Please note that report cards and other communication through the Home Access Center (HAC), will be distributed online only. Teachers should update grades weekly to ensure that parents/guardians have an accurate idea of how their

student(s) is/are doing. Furthermore, teachers should reach out to parents/guardians if they have any concerns about a student, OR if a student is in danger of failing.

In addition to grades, the Brookline PK-8 staff believes that Citizenship marks are reflections of the teacher's impression of the general behavior, attitudes, values and habits of an individual student in the school community. Students will receive Citizenship marks in homeroom and their classes based upon attendance and tardiness.

HOMEWORK PROCEDURES

Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. Pittsburgh Public Schools reaffirms the importance of assignment and completion of homework as an integral part of the school experience. Meaningful homework assignments assigned systematically provide additional time for learning, which contributes toward student academic growth. Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. Completing homework also develops student responsibility and promotes cooperation and family relationships with the school.

Students complete homework to:

- Reinforce learning through practice, application, integration and /or extension of knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- Foster students' personal development in areas, such as time management, responsibility, perseverance, and self-confidence.
- Stimulate imagination, originality, and creativity.
- Enhance home / school communications and provide for increased curriculum understanding.
- Encourage a follow up of worthwhile school activities into permanent leisure interests.
- Involve families in the learning process of their children.

Homework Tips

- Have a regular place and time for your child to do homework
- Make sure that the child puts away all electronic devices (i.e. cell phone, iPad, TV)
- Talk about assignments with your child
- Complement your children on their effort and accomplishments

HEALTH SERVICES

The school nurse is Steve Radaci, MED BSN RN CSN

Phone: (412) 529-7382

Fax: (412) 325-7765

Email: sradaci1@pghschools.org

Emergency Care Forms

All students will be given an Emergency Care Form during the first week of school. Parents/guardians are asked to complete the form and return it to school as soon as possible to assure that accurate information is on file in the Main Office.

Medication Procedure

If a student must take medication during school hours, please call the nurse's office at 412-529-7382 to secure the proper forms. A doctor's prescription and signed release are necessary before prescription drugs can be given by the school nurse. All medications must be brought to school in the original prescription container including over the counter drugs. No other staff members are permitted to accept or distribute medications, except for the school nurse.

Students with Special Healthcare Needs

Any student who may have specific allergies and/or health needs should contact the Main Office at 412-529-7380. Parents/guardians may also visit the District's Health Services webpage to learn more about policies and procedures that are in place to keep students healthy. They are also able to view Student Health Forms that may be needed.

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INFORMATION TECHNOLOGY/ACCEPTABLE USE

The District aims to provide a rich set of technical capabilities that are unique to each learning community within all schools. These capabilities include 1-to-1 laptops, tablets or, the use of classroom laptops, desktops or tablets and labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and District printers, scanners, and other related peripherals.

Students will receive an electronic device from their homeroom teacher during the first week of the school year. They are responsible for maintaining the device throughout the year and should tell their homeroom teacher if there is a problem with it. There are technology liaisons in the building who will address any student technology issues, whether this means fixing it or sending it to the Office of Technology for repair.

Also, all students must have an Acceptable Use Policy (AUP) on file with the school. This policy assures that parents/guardians and students are aware of the policies, procedures and expectations associated with having a school-issued device. Paper copies of the AUP are available in the Main Office, or it can be completed online by visiting the District website here: pghschools.org/forms.

STUDENT SUPPORT SERVICES

Social-Emotional Learning ('SEL')

We all know that it is essential for children to master important academic skills, such as reading and mathematics. That's why they go to school. But it is equally important for students to develop the "soft skills" that we all need to navigate the world successfully. These include things like how to manage their own feelings and emotions, how to respect others and how to build strong, positive relationships. This is called Social-Emotional Learning (SEL).

According to The Collaborative for Academic, Social, and Emotional Learning, there are five core competencies that will help individuals—both children and adults—navigate the world more successfully. They are:

- Self-awareness: Know your own strengths and weaknesses and have a "growth mindset."
- Self-management: Manage your stresses and impulses and be prepared to set and work towards goals.
- Social awareness: Be open to the perspectives of others and respect cultural differences
- Relationship skills: Work on your communication skills, your willingness to cooperate with others and accept constructive criticism.
- Responsible decision-making: Make good choices based on ethical standards, safety and social norms.

Positive Behavioral Interventions and Supports ('PBIS')

A positive school culture is everyone's responsibility and critical to achieving academic success. Positive Behavioral Interventions and Supports, or PBIS, is meant to formally instruct students on positive behavior choices and randomly reward students for their positive behavior, thereby cultivating not only the behavioral expectations of the school, but also creating intrinsic motivation to "do the right thing." PBIS, when delivered consistently and with fidelity, should be like any other subject in school. Students will be recognized for their positive behaviors with rewards including shopping in a school store and/or a treasure chest as well as other incentives throughout the year.

Our school slogan is 'Bobcats are Respectful, Responsible and Safe.'

Students are recognized for their positive behaviors with rewards including shopping in the school store and/or treasure chest, as well as other incentives throughout the year. Students are randomly assigned points for demonstrating (both individually and as a group) our school-wide expectations. Being Respectful, Responsible, or Safe will earn students points through our PBIS Rewards system. All staff members can give Points to reinforce positive behaviors. We hope that students become excited and energized to earn points and add points to their PBIS rewards account. These points can then be used to purchase items, trips, snacks, etc. as a reward for adding to a positive school environment and culture.

Restorative Practices

Restorative Practices is a positive way of living – NOT a disciplinary tool. Through Restorative Practices, students learn to connect with teachers and other students to build a strong community. They develop appropriate social-emotional skills, come to understand how their actions affect others, and work to repair any harm done. It is an approach built on respect, communication, and strategies for success. We understand that when everyone is treated with respect, classrooms are safe and healthy environments that support both teaching and learning.

Restorative Practices is not unique to Pittsburgh Public Schools. It is used successfully on college campuses, in the world of business, in counseling and social work, and in the criminal justice system. At Pittsburgh Public Schools, we start by setting expectations for students, then couple these expectations with support and communications. Teachers and staff in all PPS schools have been formally trained in Restorative Practices techniques in order to build a positive school culture. They participate in monthly meetings to discuss how Restorative Practices are working in their school.

Student Envoy and Efficacy

Pittsburgh Public Schools has partnered with the Efficacy Institute since 2015. Our work with the Efficacy Institute is focused on introducing educators and students to academic mindsets rooted in the belief that intellectual capacity is not static and can be built-up through sustained application of effective effort toward challenging tasks and high expectations.

The Efficacy Institute defines “efficacy” as—the capacity to mobilize the efforts of adults and children towards development. The development being referred to is both in terms of

academics and character. To support the mobilization of these efforts, the Efficacy Institute introduces staff and students to 5 Levers that can be applied directly to the work we're already doing within our building. Student Envoy is a group of students to be role models for the entire student body, engaging in a variety of activities to help students know and understand the 5 levers of Efficacy.

STUDENT EXPECTATIONS/PROCEDURES

General Rules and Expectations

The Bobcats at Pittsburgh Brookline PreK-8 are Respectful, Responsible and Safe. The behavioral expectations for ALL students are outlined in the matrix above.

Pittsburgh Brookline PreK-8 Behavioral Expectations – DAILY Learning

	Bobcats are...					
	Classroom 	Cafeteria 	Bathroom 	Recess 	Hallway 	Bus 
Respectful	• Keep your hands, feet, objects, and unkind words to yourself. • Use your inside voice. • Follow directions. • Eyes on the speaker.	• Keep your hands, feet, objects, and unkind words to yourself. • Use your inside voice. • Follow directions. • We will say "please", "thank you", and "excuse me".	• Keep your hands, feet, objects, and unkind words to yourself. • Use your inside voice.	• Keep your hands, feet, objects, and unkind words to yourself. • Use your inside voice as you enter the building. • Follow directions.	• Keep your hands, feet, objects, and unkind words to yourself. • Use your inside voice. • Follow directions.	• Keep your hands, feet, objects, and unkind words to yourself. • Use your inside voice. • Follow directions.
Responsible	• Cell phones off and out of sight. • Come to class prepared and ready to learn (binder, folder, book, pencil, etc.). • Bring your charged device and power cord. • Keep personal items with you at your seat.	• Sit at assigned homeroom table. • Remain in your seat and raise your hand if you need help. • Focus on eating and avoid playing with any food. • Keep your area clean.	• Flush the toilet. • Wash your hands with soap. • Dry your hands and throw paper towel in the trash. • Keep the bathroom clean.	• Line up at the beginning and end of recess upon signal and wait to be dismissed. • Be kind, thoughtful, and share with others. • Return all equipment. • Keep the area clean.	• Stay with your teacher. • Stay to the right when using stairs. • Keep the hallways clean.	• Enter and exit the bus orderly. • Keep the bus clean.
Safe	• Keep walkways clear. • Walk at all times when moving in the classroom. • Wear a mask when required to do so, per district policy. • Practice social distancing, per district policy.	• Enter and exit through the correct doors and in a single file line. • Walk at all times when moving in the cafeteria. • Wear a mask when you are not eating, per district policy. • Practice social distancing, per district policy.	• Leave the bathroom better than you found it. • Walk in and out quickly. • Wear a mask when required to do so, per district policy. • Wash hands with soap and water for at least 20 seconds. • Practice social distancing, per district policy.	• Stay in the recess area. • Walk in a single file line at all times. • Practice social distancing, per district policy.	• Stay to the right. • Walk in a single file line at all times. • Wear a mask when required to do so, per district policy. • Practice social distancing, per district policy.	• Sit at assigned table • Stay seated while facing forward • Walk while getting on or off the bus. • Wear a mask when required to do so, per district policy. • Practice social distancing, per district policy.

Breakfast and Lunch Program

Breakfast and lunch are free to ALL students everyday. Parents/guardians should ensure that students have a healthy start to their day. The breakfast and lunch programs begin on the first day of school. Students may carry a lunch to school OR receive a school lunch. Lunch menus will be available on the District website and attached to the monthly calendar that is sent home.

Bathroom Procedures

There should be no students in the hall for the first AND last 10 minutes of each class period. This ensures that all students are safely settled into their classrooms, and the halls are clear. Grades 3-8 will maintain daily bathroom logs, and only one student is permitted to leave the room at one time. S/he/they must have the class hall pass while in the hall. Whole class bathroom breaks are in place for students in K-2. Their teachers have designated specific bathroom times for the mornings and afternoons and are monitored by a staff member during those breaks.

Class Transitions

All students will be supervised during class transitions and walk in line with their teacher. No students will be left unattended or without adult supervision at any time. When in the hall, students are expected to walk to the right of the hallway in a quiet and orderly manner. Students will also be escorted to and from the cafeteria.

Hall Passes

Each classroom has been given a standard laminated hall pass. When students leave the classroom – for any reason – they must sign out and carry the hall pass with them. It should be returned to the student’s teacher upon return to the classroom.

Lockers

Students will be assigned a locker by their homeroom teacher, which they will have for the school year. They are responsible for the contents of their locker and are expected to keep it clean and organized. Students can go to their lockers at designated times during the school day: upon arrival in the morning, before and after lunch and at the end of the day. Administration reserves the right to search any student locker if necessary.

Daily Arrival and Dismissal Routines

The school doors open to students daily at 8:10 a.m., and they are dismissed at 3:05 p.m. Students are NOT permitted to wait outside of the school before OR after school hours, unless they are accompanied by a parent/guardian. Staff members will be available to admit students to the building at 8:10 a.m.

SAFETY FIRST! Student safety is the TOP priority during drop off and pick up. **Please be attentive, be patient, and drive safely!** Additionally, please exercise caution as you drop off or pick up students.

Vehicle ARRIVAL (drop off) and DISMISSAL (pick up)

- When dropping a student off in the morning or picking a student up in the afternoon, parents/guardians should adhere to the following guidelines:

- Obey posted “No Parking” signs. Do NOT park along the left side curb (read posted signage), as this is a passing lane.
- Drive Slowly!
- On Woodbourne, pull to the right (school side curb) and ahead as far as possible so that cars behind you can also drop off and to avoid a traffic jam on Pioneer Ave.
- Permit students to exit the right side of the vehicle directly onto the sidewalk (*do not have child/children exit on left or street side*).
- Do not block Woodbourne or Pioneer Avenue, the bus driveway, or the alley.
- ***Drop or pick up and immediately leave. No Standing permitted. Allow other vehicles to pass safely on your left.***
- Slowly pull away after your child exits the vehicle.
- Pioneer Street drop off/pick up: Parking is NOT permitted ***in front of*** or ***across from*** the school on Woodbourne, as posted. Please abide by the posted “No Parking” signs.
- Driveway (Bus/Van Drop off): Do not park in or block the ***bus/van lane*** of the driveway between Pioneer and Woodbourne. The driveway is for authorized school vehicles and/or special situations requiring assistance/support by school staff.

Walkers

A Crossing Guard is stationed at the corner of Woodbourne and Pioneer Avenues. Walkers should obey all posted rules, listen to the Crossing Guard and cross at crosswalks.

Pioneer Street drop off / pick up: Parking is not permitted ***in front of*** or ***across from*** the school on Woodbourne as posted. Please abide by the posted “No Parking” signs.

Driveway (Bus/Van Drop off): Please do not park in or block the ***bus/van lane*** of our driveway between Pioneer and Woodbourne. The driveway is for authorized school vehicles and/or special situations requiring assistance/support by school staff.

Bicycles to School

Students are now permitted to ride their bicycles to school and must adhere to the following guidelines:

- Upon arrival, students are asked to lock their bicycles at the designated area on the metal fence immediately in front of the school at the driveway. This spot is monitored by a security camera.
- Students are not permitted to leave their bicycle overnight or weekend.
- Students are not permitted to ride their bike on school grounds immediately before, during school, or at dismissal.
- Students are not permitted to bring any motorized bicycle, scooter, motorcycle, ATV, or any battery and gas-powered vehicle.
- Please remember that if your child decides to bring a bicycle to school that Pennsylvania law requires that any person under the age of twelve (12) riding a bicycle, as an operator or passenger, must wear a protective bicycle helmet.

Dismissal

Parents and guardians are to meet students on the sidewalk *in front of the school* at the following areas:

Kindergarten - Homeroom Teachers dismiss students directly to their parents/guardians at the lower door on Woodbourne.

Grades 1-2: Homeroom Teachers dismiss students directly to their parents from the main entrance sidewalk.

GRADES 3-5: Homeroom Teachers dismiss grades 3-5 at the side steps next to the teacher's parking lot entrance on Woodbourne.

GRADES 6- 8: Homeroom Teachers escort students to the Crossing Guard at Pioneer and Woodbourne.

Again, remember that student safety is our first priority during drop-off and pick up. **Please be attentive, be patient, and drive safely!** Please exercise caution as you pick up students.

VISITORS

All visitors to our school are required to follow the District's visitor procedures. Please share these procedures with anyone you have listed as an emergency contact for your child. Any visitor to the building will need to provide an ID and be registered through the RAPTOR system.

Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.

If you are planning to visit a classroom or other area of the school building during the school day, you should call the building office and pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.

Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.

Upon conclusion of the visit, the visitor must return to the office, sign out on the Visitor Register and return the visitor badge.

The District reserves the right to deny an individual entry to any school building, when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

ADDITIONAL INFORMATION

School Safety

At Pittsburgh Brookline PreK-8, the safety of students and staff is the top priority. Therefore, in an emergency, School Police or Pittsburgh City Police may recommend that the school be placed on 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, there are no outside events or activities (including recess) or field trips, unless they are explicitly cleared by School Police. While in modified lockdown, entry to and exit from the school will be restricted to those individuals with a pre-existing appointment. A modified lockdown may be a precautionary measure 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 full 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 will not be permitted to go outside or attend outside activities or field trips. School Police or Administration will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when the City of Pittsburgh Police or School Police warn the school of a fugitive in the neighborhood or when a threat has been received by the school.

Evacuation

Evacuation may occur if a threat, fire or other event makes the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. The Pittsburgh Brookline PreK-8 evacuation site is The Brookline Teen Outreach Center located at 520 Brookline Boulevard, Pittsburgh, PA 15226. In an evacuation, attendance is taken to ensure 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 reunification, families are directed to complete the following:

- Bring a valid form of identification (ID).
- Follow signage and parking directions of the reunification location.
- Complete the provided reunification form.
- Choose the check-in line that corresponds to the 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 student to you.

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

Standard Response Protocol (SRP)

The Standard Response Protocol (SRP) is based on the response to any given situation, not on individual scenarios. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

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Hold is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



Lockdown is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

Communication with Families During an Emergency

If Pittsburgh Brookline PreK-8 is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Brookline PreK-8 or at the district to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for the staff to quickly update parents, it is also important that the information that is sent is accurate. Please be aware that emergency situations

are fluid and always changing, and information received from non-District sources, such as the news media and social media, may be inaccurate. Depending on the type of emergency, the District may also utilize its website, Facebook and Twitter accounts to provide timely information to families.

- Along with a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other appropriate information, such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh Brookline PreK-8 has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm, and do not attempt to come to the school. The staff understands that the first reaction of many families is to come to the school; however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised at the school may hinder the emergency response and jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If a student calls or texts during a school emergency, please encourage him/her/them to remain calm, and follow the directions of the teachers and staff. Also encourage the student not to post information to social media sites, as it can lead to misinformation and confusion.

The District has strong partnerships with local law enforcement and will work collaboratively with the City of Pittsburgh Police to respond quickly to potential threats and always ensure student and staff safety. Please contact the Main Office if you have any questions regarding these procedures.

Inclement Weather, School Closings and Two-Hour Delays

The District posts school closing and two-hour delay announcements on its website (www.pghschools.org). The following radio and television stations announce school closings or delays: KDKA Radio, KQV, BOB-FM, WPXI, WTAE, KDKA.

Students will not be permitted to go outside for recess when the temperature is below 32 degrees and/or the wind chill factor is below 32 degrees.

Additional Safety Information

Because safety is a top priority at Brookline PreK-8, please be aware that metal detector checks will occur daily for all students in grades 5th through 8th grade and random checks will occur for all other students in the building throughout the school year. When this happens, students will pass through a metal detector upon entry to the building, and their bag(s) will be searched by staff members.

APPENDIX

Policy 115 – Homework

This policy establishes expectations for meaningful, purposeful homework aligned to instructional goals. Homework should reinforce learning, be developmentally appropriate, and not excessive.

Policy 119 – Athletics & Extracurricular Activities

This policy governs student participation in athletics and extracurricular activities, including eligibility, academic expectations, conduct standards, and equitable access to programs.

Policy 204 – Attendance

Students are required to attend school regularly in accordance with Pennsylvania law. The policy outlines excused and unexcused absences, documentation, and procedures to support consistent attendance.

Policy 206 – Health Services

Outlines school health services including screenings, medical support, and procedures that ensure student health, safety, and readiness to learn.

Policy 209 – Grading and Reporting

Defines how student performance is assessed and communicated, including grading practices, report cards, and expectations for fairness and consistency.

Policy 211 – Graduation Requirements

Specifies the credit requirements and criteria students must meet to earn a diploma, aligned with state regulations.

Policy 212 – Student Code of Conduct

Establishes behavioral expectations and outlines disciplinary procedures to maintain a safe and respectful learning environment.

Policy 215 – Anti-Bullying

Prohibits bullying and harassment and outlines reporting, investigation, and intervention procedures to protect students.

Policy 216 – Electronic Devices

Governs student use of electronic devices. Devices may be used for educational purposes but are restricted during the school day to maintain a focused learning environment.

Policy 221 – Dress Code

Ensures student dress supports a safe, respectful, and inclusive environment while allowing appropriate self-expression.

Policy 226 – Academic Integrity

Prohibits cheating, plagiarism, and other forms of academic dishonesty, reinforcing ethical academic behavior.

Policy 231 – Homeless Students

Ensures educational stability and access for students experiencing homelessness in alignment with the McKinney-Vento Act. The policy outlines rights related to enrollment, transportation, and support services.

Policy 1004 – School Visitors

This policy outlines procedures for visitors entering school buildings, including sign-in requirements, identification, and approval processes to ensure a safe and secure environment for students and staff.

Annual Child Find Notice

Pittsburgh Public Schools conducts ongoing 'Child Find' activities to identify, locate, and evaluate children who may be eligible for special education services under the Individuals with Disabilities Education Act (IDEA). This includes children ages 3–21, including those who are homeless, wards of the state, or attending private schools. Families can request an evaluation if they suspect a disability impacting learning.



Students first
Always, in all ways.



Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: Rachel Beers, Office of Employee Relations rbeers1@pghschools.org | 341 S. Bellefield Ave, Pittsburgh, PA 15213 | 412-529-HELP (4357)