

Pittsburgh Science and Technology Academy

Parent & Family Involvement Policy 2017-2018 School Year

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At the Pittsburgh Science and Technology Academy we recognize that a great school has great parental support. We need the help of parents and families who are active partners in creating a learning environment that is focused on excellence. It is our goal to create a school/parent partnership to foster the success of each and every SciTech student.

Parent School Community Council (PSCC)

The purpose of the Pittsburgh Science & Technology Academy PSCC is to provide ongoing communication between the school and parents, guardians and community groups regarding issues that are important to the success of our students. The council meets bi-monthly and meetings are open to all those who are interested in attending. All PSCC meetings will take place from 6:00-7:00 at the school, childcare and a light dinner are provided. Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities and meetings, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.

At the end of each year, time will be devoted during the PSCC meetings for parents to be involved with reviewing and improving the Parent Involvement Policy if necessary. In addition, parents will be involved with reviewing and improving SciTech’s Title 1 program each year. In addition, at the May PSCC Meeting attendees provide feedback for the development of the Parent Involvement Policy, Compact of Understanding and the Schoolwide Program Plan.

Throughout the school year there are various PSCC meetings about the curriculum at SciTech, tips and resources for parents, the different STEM concentrations students can choose from, as well as assessment data and results.

2017-2018 PSCC Meeting Schedule & Topics:

September 14th	Parent Survey, Graduation Requirements, School Year Opportunities
November 9th	Restorative Practices
January 11th	Social Networking Safety for Your Student
March 8th	Summer Opportunities for Your Student
May 10th	Equity, Restorative Practices, End of Year Celebration, Review Compact of Understanding

Parent Teacher Organization (PTO)

The Parent Teacher Organization meets bi-monthly on the same days as the PSCC from 7:00-8:00pm and the meeting is open to parents, teachers, administrators and community members. There are discussions about upcoming events, volunteerism, parent questions and concerns, utilization of PTO fundraised funds, etc.

For the 2017-2018 school year the following fundraisers and events are tentatively planned:

- Fundraisers: Box Tops for Education, Donation Drive, Memory Tiles, SciTech Gear
- Family Events: Fall Science and Technology Festival, Spring Cultural Dinner, Teacher Luncheon, Organizing Family Outings
- Student Events: Student Incentive Events Planned (for example, attendance celebrations)

Parent Volunteers

Parents are encouraged to become school volunteers. Volunteers are needed in the lunch room, during activity period, in the classroom as well as for field trips. The PTO will be responsible for contacting parents for other events they will be holding. SciTech staff members will contact parents for specific classroom needs. The FACE Coordinator will contact parents for general school volunteers. Instructions on how to obtain clearances are given at the first PSCC meeting of the year. Mrs. Theuret will inform you once you have been cleared to volunteer. Information can also be found on our website at www.pittsburghscitech.com/parents/volunteer.

Family Engagement Professional Development

Each year professional development around family engagement is provided to the SciTech Staff. Topics of the professional development are things such as: communicating and engaging families from the family perspective, parent teacher conferences, classroom resources for families, etc.

Staff Professional Development

Families are welcome to come to an annual meeting to learn about the professional development opportunities that staff participate in and share feedback on the opportunities. The meeting for the 2017-2018 school year is Tuesday, November 7th at 9am.

Parent Meetings and Conferences

Mandatory Meeting for New Students and Parents

When students are accepted to SciTech there is a mandatory meeting all new students and parents must attend. During this meeting a great deal of information is shared with students and parents about what they need to know as a new member of the SciTech family. Information is given in presentation form and hard copy that detail:

- Helpful School Contacts
- College and Career Preparation
- Dress Code
- Five P's
- Gifted Education
- Grade Level Labels
- Grading at SciTech
- Student Handbooks
- Laptops
- Parent/School/Community Council (PSCC) Meetings
- Parent Teacher Organization (PTO)
- Special Education
- Technology Use
- Activity Period 4
- Three and Five-Year graduation information
- Transportation
- Compact of Understanding (see on next page)

Compact of Understanding

We, the undersigned, endorse and agree to the following principles which represent the core values of the Academy and establish the expectations for student and stakeholder conduct. Success in the Pittsburgh Public Schools and at the Pittsburgh Science & Technology Academy depends upon students, teachers, parents and staff adhering closely to the agreement below.

As a STUDENT at The Pittsburgh Science & Technology Academy, I agree to follow “The Five P’s” at all times.	As a PARENT/GUARDIAN with a student at The Pittsburgh Science & Technology Academy, I agree to follow “The Five Ps” previously outlined and also to:	The STAFF at The Pittsburgh Science & Technology Academy agrees to follow “The Five P’s” previously outlined and also to:
Be Prompt - I am ready to work when the bell rings. - I turn in my work on time. - I follow directions immediately.	Be Insistent - Insist upon timely regular attendance. - Insist that my child take pride in their work. - Insist that my child strives for good grades. - Insist that my child plans for their future. - Insist that my child follows “The Five Ps”.	Be Fair - Communicate regularly with families and inform them of the best way to reach me. - Equitably enforce the Code of Conduct - Welcome and encourage family involvement including attendance at parent/teacher conferences. - Provide frequent reports of student progress.
Be Prepared - I come to class ready to work. - I do my homework assignments. - I study for exams. - I dress appropriately.	Be Involved - Make sure my child has all necessary materials. - Hold my child accountable for excellent work. - Support and collaborate with Academy staff. - Listen to the feedback of teachers and staff. - Act on the recommendations of staff members.	Be Firm - Maintain professional attendance. - Maintain professional conduct. - Provide rigorous and relevant instruction. - Maintain a safe and structured environment. - Expect respect, and show respect for others. - Consistently reinforce The Five Ps.
Be Polite - I listen and speak respectfully. - I allow others to express themselves. - I respect others’ personal space. - I give compliments. - I criticize constructively.	Be Interested - Talk about school with my child every day. - Maintain open dialogue with my child’s school. - Volunteer and participate in school activities.	Be Flexible - Recognize that every student can succeed. - Recognize that different students need different amounts of time and support. - Constantly improve lessons and instruction. - Develop positive relationships with students.
Be Productive - I participate actively in class. - I work to the best of my ability. - I work from bell to bell. - I work with team members. - I complete my class assignment. - I produce excellent work.	Be Informed - Consistently review my child’s grades. - Know and support my child’s adherence to the Student Code of Conduct. - Attend Parent/Teacher Conferences. - Listen to the feedback of teachers and staff. - Trust the intentions of teachers and staff.	Be Fun - Provide opportunities to Dream. Discover. Design. - Bring passion and creativity to your job. - Smile!
Be Positive - I believe in my ability. - I encourage my classmates. - I take pride in myself, my work and my school.		
Student Signature _____ Student Name (Printed) _____ Date: _____	Parent/Guardian Signature _____ Parent/Guardian Name (Printed) _____ Date: _____	Staff Signature _____ Staff Name (Printed) _____ Date: _____

Welcome Back Night

At the beginning of the school year SciTech hosts a “Welcome Back Night” for parents and students. The Welcome Back Night for the 2017-2018 school year is on Wednesday, August 23rd 2017. This event gives parents and students an idea of what the school year will entail and it also gave parents the opportunity to meet each one of their student’s teachers.

Title 1 Meeting

Our annual Title 1 parent meeting is held on Thursday, September 28th at 8am. All information from this meeting can be found on the school’s website at www.pittsburghscitech.com under the Families section. Below are topics covered at the September 2017 meeting:

- Curriculum at SciTech
- Title 1 Report
- Review of School Progress on State Exams
- SciTech Changes for the 2017-2018 School Year
- Parent Involvement
- Important Upcoming Dates

Comprehensive School Plan Parent Input Meeting

Families are invited to SciTech Tuesday, October 24th, at 9:00 a.m. to meet with the administration to review the Comprehensive School Plan for Pittsburgh Science and Technology Academy. During this meeting, there will be a discussion regarding the strategies and action steps being implemented to meet the established school goals.

Coffee and Conversation Hour with Administration

The first Tuesday of every month, starting September 5th there will be an open hour from 9:00am-10:00am where parents and guardians can drop in to meet with one of our SciTech administrators in a group setting. Families can come discuss upcoming events, what’s new with SciTech, their student and anything else they would like.

Parent Teacher Conference Day

Parent Teacher Conferences are scheduled for Monday, October 16th from 11:00am-7:00pm. These conferences provide and inform parents of their student’s academic progress. Students are encouraged to attend and lead this conference. Conference tip sheets are sent home to parents prior to the conference date in the weekly newsletter. Parents can sign up by contacting the teacher directly. Contact information for staff is included in the staff directory in the weekly email.

Individual Conferences

Any parent that wishes to have an individual conference throughout the school year may do so by notifying one of the student’s teachers, advisor or by contacting the main office at 412-529-7620. These conferences may occur at different times during the day. Staff contact information is distributed to all parents via a monthly mailing and is available on the SciTech website at www.pittsburghscitech.com.

Parent Communication

Weekly Email

On Monday of each week during the school year a “SciTech Weekly Email” email is sent to all parents that have asked to be on the email list. This email details all activities, events and important reminders for that current week. Any parent that would like to be added to that email list can go to <http://tinyurl.com/scitechemailist>. At different times throughout

the year this email also acts as a resource for parents where different content is added to help parents based on the anticipated needs of the students, such as: “How to Foster Success”, “3 Tips to Teach Study Habits to Teens”, “English and Literacy Strategies from SciTech Teachers”, and “Pittsburgh Promise Information,” etc.

Newsletters

Important information is mailed via hard copy twice per year, at the start of the school year and between semesters.

Monthly Calendar

A monthly calendar is sent home with students through advisory notifying parents of all events and important dates happening at SciTech. This is also included in the weekly emails and hard copies are available in the main office.

Monthly PTO Newsletter

A PTO newsletter is sent out via the SciTech email list to inform parents about what the PTO is doing and to encourage them to get involved. The newsletter details the specific focus of the PTO at that time. The newsletter also includes contact information of officers for those that want to become involved.

Advisory

Weekly students receive their academic grades during their advisory period. Parents are either informed via hard copy or email by their student on a weekly basis about their students’ academic progress.

Home Access Center

Parents can access grades via the Home Access Center through PPS. Login information can be requested by contacting Mrs. Theuret at stheuret1@pghboe.net or 412-529-7652.

Website

Information is updated and added regularly to the SciTech website which can be found at www.pittsburghscitech.com.

Facebook

Important updates and information is included on the SciTech Facebook page. In addition, there are various school highlights and photos shared regularly. Families can follow the Facebook page at www.facebook.com/pittsburghscitech.

Twitter

Important updates and information is available on Twitter. Families can follow SciTech on Twitter by using @SciTechParent.

Blackboard Connect Robocalls

In addition to the electronic distribution of information, SciTech uses Robocalls to advertise events and happenings at SciTech. It is important that if any family phone numbers change that the main office is notified immediately at 412-529-7620.

School Events

The SciTech PTO is planning to host a variety of events throughout the school year to increase parent involvement throughout the school. The PTO is also assisting student clubs and organizations when they need volunteers and chaperones. Various school events are also coordinated by class councils and other SciTech student organizations. These events will be advertised via the SciTech website, robocalls, weekly emails, Facebook and Twitter. When volunteers are

needed student organization supervisors will reach out to eligible parent or guardians.

Family Resources

Various resources are provided via the school email list to families. On our website www.pittsburghscitech.com under the “Families” section there are a variety of resources posted throughout the year.

Family Resource Area

When entering the building there is a Family-Student Resource Area. This resource area houses many hard copy resources for our families. These include topics such as: homework help for parents, discipline at home, middle school transitions, talking to your student about drugs/alcohol, knowing your students learning style, etc. There are also a variety of books available for families to borrow and return around working with their student.

Classroom Resources for Families

On the SciTech website, www.pittsburghscitech.com, there is a Classroom Resources for Families page. This page lists resources compiled by individual teachers to assist families in helping their students.