



2022-23 QUICK REFERENCE GUIDE UPPER SCHOOL PARENTS

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SCHOOL SCHEDULE

Bell Schedule | [View the Daily Bell Schedule](#)

1. First period begins at **8:10 a.m.** and ninth period ends at 3:38 p.m.
2. Students will follow a synchronous schedule.
3. Schedules that deviate from our regular bell schedule are posted on [Schoology](#) and [MyPineCrest](#).

STUDENT IDS

Students will be issued a student ID on the first day of on-campus learning. They are required to wear this ID on a lanyard around their neck throughout the entire day while on campus. If an ID is lost, damaged or forgotten, students will be required to purchase a new ID in the Upper School Office for \$10. Student accounts will be charged and a new ID will be printed for them.

STUDENT SUPPORT SERVICES

Extra Help: Students are encouraged to attend teachers' extra help sessions as needed. Please check Schoology or speak directly to the teacher for more information.

Technology: If you need any help with technology, please call (954) 492-4191 or stop by the Technology Office.

Learning Network: Flexibility. Initiative. Collaboration. These are just three of the skills students will need to blaze new trails. Help your child start the school year prepared to be a self-aware, critical thinker. As a resource, our Learning Network specialists prepared more information for Pine Crest students and parents: [Three Tips to Make Learning Stick](#). Please click [here](#) for more information on the Learning Network and registration.

DROP-OFF AND PICK-UP

Morning

- Student drop-off **before** 7:15 AM (*for sports or extra help*): Parking Garage
- Student drop-off **between** 7:15 and 8:10 AM: East Lot (Upper School Circle)
- Late arrival **after** 8:10: Parking Garage

Midday Appointments

- Pick up after the start of school for **an appointment between 8:30 AM and 2:30 PM**: Either the Bell Tower Lot or the Parking Garage (please coordinate with your child)
- Drop-off after **returning from the appointment between 8:30 AM and 2:30 PM**: Either the Bell Tower Lot or the Parking Garage

End of Day

- Early Dismissal (after 8th period) **2:45 to 3:15 PM**: East Lot
- Regular **End of Day** pick up: East Lot (Gate opens at 3:30 PM; **please help us reduce traffic on NE 62nd Street by not arriving before 3:30 PM.**)

Important Reminders

- Due to the high volume of cars exiting at the end of the school day, the Parking Garage is **not** an option for pick-up during schoolwide dismissal time (2:30-4:15)
- Please plan to **arrive after 3:30 PM** for after school pick-up in the East Lot; parents who arrive early will be asked to leave and return at the designated time.
- Throughout the year, special events such as the PSAT, Midterm Exams, etc., will warrant different pick-up and drop-off instructions. Those will be communicated separately leading up to those dates.

IMPORTANT NUMBERS

Upper School Office

954-492-4153

Attendance

954-492-4155

Health Office

954-492-4170

College and Academic Advising

954-492-4117

Technology

954-492-4191

Security

954-492-4152 (office)

954-553-2968 (after hours)

Business Office

954-492-4115

Athletics

954-776-2134

Fine and Performing Arts

954-776-2851

Transportation

954-492-4150

ADMINISTRATIVE TEAM

You will find the administrative team listed below with a brief introduction to their role in the office. If an issue is not resolved swiftly, the administrator will consult with the Head of Upper School, **Joseph Walters '95**.

Glen Pierson, Assistant Head of Upper School, Dean of Students

Mr. Pierson will promote positive behavior in compliance with the Upper School Handbook and oversee the Honor Court, and the Conduct Review Committee while monitoring students' conduct, attendance, the dress code, lockers, and parking on campus. He also manages Study Hall and the assessment calendar.

Dr. Krista Promnitz '97, Assistant Head of Upper School, Dean of Student Services and Executive Director of Educational Support Services

Dr. Promnitz will work closely with teachers and Academic Deans to monitor students' academic progress, oversee the implementation of student accommodations, and meet with students in an effort to promote positive emotional health and well-being. If your child is having difficulty in class for any reason, please feel free to contact the teacher and/or Dr. Promnitz.

Jessie Metzger, Director of Educational Design & Upper School Dean of Faculty Services

Mrs. Metzger oversees educational technology for Pine Crest School. If you have questions pertaining to technology, she will be able to assist you in finding solutions. She is also the point person for faculty services.

Jaimee Rashbaum, Upper School Dean of Student Life

Mrs. Rashbaum oversees all student media and Student Council activities, as well as coordinates our Upper School Advisory program. She also maintains the Upper School calendars and communicates regularly with all community members to highlight upcoming dates and events.

Jamie Morris '02, Upper School Counselor

Mrs. Morris will support students and faculty through any social or emotional issues via individual and group counseling. She also supports the Advisory program. Feel free to contact Mrs. Morris if you feel that your child is dealing with any social or emotional issues or if your family simply needs some support.

ABSENCES

What to do if your child is going to be absent:

1. **Parents are required to send an email** to usattendance@pinecrest.edu or call (954) 492-4155 **by 8:15 a.m.** each day their child is absent. Please call the office at (954) 492-4153 for all other matters.
2. Additionally, **please call** when your child will **arrive late** to school or **miss any part** of the school day.

What to do if your child has a planned absence:

1. Prior to all planned absences: Students must **make arrangements to make up all work and missed assessments** with their teachers and provide documentation from parent(s) in the form of an email (a phone call will suffice for single day absences).
2. Multiple-day absence: Students **must meet with Mrs. Lauren Alexanderson, Attendance Registrar**, in the Upper School Office one week prior to the absence and complete the Planned Absence Form (*yellow*). Multiple day absences require a note/email from a parent. (Exception: See College Visits below). Students are expected to complete some of the course work prior to the planned absences in order to help with catching up.
3. College Visits: If the planned absence is a college visit, the student will obtain, complete, and return the required College Visit Form (*orange*) to the **College Counseling Office** prior to departing.

Make-Up Work: Students are responsible for checking Schoology and making specific plans with their teachers regarding making up assignments and/or tests that are missed as the result of any absence from class --planned (in advance) or unplanned (upon return). Likewise, students are responsible for honoring the agreements they make with teachers. Failure to do so will result in late penalties, as applicable (*see below*).

Late Work: Assignments and tests are considered late when they are not submitted or completed on the due date or the agreed-upon make-up date. For each day late, the grade earned may be reduced by 10%.

PHONES AND ELECTRONICS

Cell phones should be turned off and put away and out of sight during class unless they are being used as part of an academic activity with a teacher's permission. Phones and smartwatches must not be accessible during an assessment.

FAMILY COMMUNICATION

It is our aim to encourage students and parents to communicate openly about academic performance.

Open Gradebook: In an effort to keep students and parents informed, grades will be accessible in [My Pine Crest](#) throughout the semester (following the Drop/Add period ending on Friday, September 9). In addition to the open gradebook, teachers may email you directly regarding academic questions or concerns.

Schoology: Please reference [Schoology](#) for more specific information about your child's academic classes. If you ever have trouble accessing Schoology, please send an email to Joanna Szymanski at joanna.szymanski@pinecrest.edu and write "Parent access to Schoology" in the subject line.

QUESTIONS ABOUT A CLASS

If students ever have a question or a concern about a particular class, they should discuss the matter with their teacher directly first. If you would like to discuss the matter with the teacher, you should always feel free to do so. All faculty members can be reached via email at firstname.lastname@pinecrest.edu.

MIDDLE AND UPPER SCHOOL PARENTS ASSOCIATION (MUSPA)

We encourage you to get involved with MUSPA throughout the year. For more information, go to [My Pine Crest](#) and click on the MS & US division tiles under the Resources tab. You will find MUSPA announcements and information on each division tile.



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