

Dear Junior School Families,

Shady Side Academy's Guiding Principles of Honesty, Kindness, Respect, Responsibility, and Safety are the foundation of our community and our partnership in your student's educational journey. This handbook states the rules and expectations specific to Shady Side Academy's Junior School community.

I urge you to take extensive time to read, re-read, and share this document as a family. In order to establish, maintain, and improve upon our learning community, it is critical we support these clear expectations and work together to help Shady Side's youngest citizens live, learn, and give in "The Shady Side Way."

It is a pleasure and privilege to work with so many who take pride in their roles as Shady Side Academy's employees, students, and families. We are here to help with the natural questions, concerns, and developmental issues that arise during your student's Shady Side experience. Please do not hesitate to contact a member of our Junior School community should you have any questions regarding this handbook.

Sincerely,

Peter Mathis
Interim Head of the Junior School

We encourage all Junior School families to visit the Shady Side Academy website for a copy of this handbook and additional helpful information. The current calendar and

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contained in this handbook, and these regulations are the official policies of Shady Side Academy's Junior School.

Shady Side Academy is a community of students and teachers learning and growing together in an environment of academic and personal integrity, trust, and respect for others. Shady Side expects each student to accept responsibility for his or her actions and to abide by the rules the Academy has established for the benefit of the Shady Side community. Each parent acknowledges and accepts those rules when the parent enrolls a child at Shady Side.

Shady Side Academy expects its students to have a strong sense of personal ethics. Shady Side does not accept behavior (academic, social, or personal) that compromises Shady Side's standards of honesty, respect for others, and safety of the school community.

SHADY SIDE ACADEMY MISSION STATEMENT

Shady Side Academy's mission is to challenge students to think expansively, act ethically and lead responsibly.

SHADY SIDE ACADEMY STATEMENT OF PHILOSOPHY

Shady Side Academy is a vibrant learning community that values intellectual curiosity, personal integrity and diverse perspectives. Through a rigorous and balanced curriculum of academics, arts and athletics, our students are challenged to explore their passions and excel beyond expectations. Supported by active alumni and parents, our unique culture of faculty-student mentorship inspires students to become lifelong learners and engaged, thoughtful citizens of their communities.

community, character, and academics. We celebrate ways, small and large, in which our students, faculty, and community members live and learn The Shady Side Way. We encourage all members of our community to become involved in our efforts to educate the whole child.

SCHOOL CREST

"On the face of the Shady Side Academy seal are a torch and a pen. The book is the emblem of that for which the Academy stands first, education. The torch represents man's desire for knowledge, that fire which burns and is consumed. The pen signifies a means by which one conveys his knowledge to others. In the circle below the symbol are the Latin words "Fide Semper Vincere". Interpreted it means, "They conquer always who have faith." (Source: Swetnam, George P. SO STAND THROUGH THE YEARS: A History of Shady Side Academy 1883-1919, 184-185).

We as a faculty always have faith in our students and believe in their abilities and will do our best to reach each child as a learner.

DECLARATION FOR A DIVERSE & INCLUSIVE COMMUNITY

In 2007, the Shady Side Academy Board of Trustees approved the following statement on the Academy's commitment to diversity:

As an Academy, we must cultivate, understand and embrace the differences among us as part of our educational endeavor. Academy leadership, faculty, staff, students, and parents must work together to create a

character. As we strive for academic excellence, so shall we strive for richness and depth in the community life at Shady Side Academy. Through curriculum and informal school experiences, students at Shady Side Academy must appreciate and respect the inherent value of all people.

SHADY SIDE ACADEMY HISTORY

As far back as 1894, Shady Side Academy posed the question of properly educating younger children, and in 1909 opened the Junior School in rooms on the first floor of a building on Ellsworth Avenue. When the Senior School moved to Fox Chapel in 1922, the Junior School occupied the full Ellsworth Avenue space. In 1940, when Arnold School and Shady Side Academy merged, the Junior School was moved to the Arnold property on South Braddock Avenue.

The Shady Side Academy Junior School has long had a special pride and character of its own. Those who have attended remember it fondly; those who send their children there do so with full confidence. Much of this is due to Erwin W. Cole, who joined the Junior School in 1913 and served as headmaster until his retirement in 1953. Known as "King" Cole to all his students and faculty, he created an atmosphere that was a combination of warm friendliness, firm discipline and sound educational philosophy. Historian George Swetnam called him "the true spiritual architect of the school as it stands today."

The Junior School of Erwin Cole is very much the Junior School of today. In so many ways, while the Junior School has changed since 1953, it has remained the same. Shady Side Academy Junior School is a school that cares for individual children in a tradition of high academic standards

children requires a total team effort. As educators, we at Shady Side Academy strive to provide the support, guidance, and instruction for children to both develop as people and, of course, as learners. Beyond the faculty, coaches, and administrators at Shady Side, the parents of our students are a crucial part of the equation. When our students are not in school, it is parents who are providing encouragement and guidance to their children, as well as helping to ensure that their children are making choices *outside* of school that would help them to be successful in school.

We all have the same essential goal: that each Shady Side student will be able to attain the knowledge, skills, character traits, and habits of mind required not just for the next step in their educational journey but so that they may live lives that are healthy, fulfilling, and productive. Since we have this common goal, it is essential that Shady Side personnel and families work in partnership to help students achieve this goal.

At the heart of any good partnership are a few foundational concepts. Here are some for the SSA/parent partnership.

- We all must start with one assumption: that school personnel and parents of students are making decisions that are *well intentioned*. We may always agree, but we may also sometimes disagree about a particular issue or course of action. Let us not lose sight of the fact that we all have the same goal, though. Let us try to understand and respect where each other is coming from.
- Like it or not, we all sometimes make mistakes. This is true of educators and of parents.

partnership. In addition to standard, scheduled communications (grade reports, interims, etc.), communication between school personnel and parents often entails e-mails, phone calls, and in-person conversations. If school personnel have a concern about a student, academic or behavioral, they should convey these concerns to parents in a timely fashion. The same is true of parents. What we ask is that the normal chain-of-command is followed:

- 1.) Individual teacher, advisor, or coach as needed in ongoing conversations
- 2.) Department Chair (where appropriate)
- 3.) Division Head
- 4.) Academy President

It is imperative that all communication between Academy personnel and parents/guardians is courteous and respectful.

- Finally, whenever there is an issue or problem with a student, we all need to do our best to ascertain what is really going on. A student's version of events might be different from a teacher or coach's version of events. While we are all trying to be supportive of our students, we would encourage a healthy skepticism until all of the information is gathered. Some students may try to pit their parents against particular school personnel, and that is not a healthy or productive situation for anyone.

The school day begins at **8:15 a.m. and ends at 3:00 p.m.** Students in PK - 5 are to report to their classrooms at 8:15 a.m. bell. **Children are to be picked up by 3:30 p.m. If they are not, and we have not received a phone call from you, they will be enrolled in the After School Explorers program and charged a fee.**

ATTENDANCE

Arrival Procedures

- Supervised before care begins at 7:30 a.m. in the gym. Students may only enter through the office door from 7:30-8. In the event that there is something being set up in the gym, before care will take place in the library.
- At 8 a.m. the wing hall doors will be unlocked and morning drop off begins.
- From 8-8:15 Faculty members and fifth grade Morning Greeters will be on hand to greet students as they arrive. Arrival times for every bus are documented.
- PK parents can pull to the right of the car pool and line up behind the faculty cars that are parked along the fence.
- Kindergarten through fifth grade students need to be dropped off at a spot in the circle where a faculty member will open their door.
- Students must be in their classrooms by 8:15 a.m. After 8:16, students are marked tardy.

Tardiness

(Students are not marked tardy if the assigned school bus is late.)

If a student has an appointment in the morning and comes to school late, he or she is considered tardy. However, if he or she brings in a note of explanation (doctor appointment, etc.) then it would be considered an excused tardy, depending on the reason. If there is no written reason for lateness then it is considered an unexcused tardy.

Leave Early

If your child **must** be excused from school early for whatever the reason, please send a note to the teacher. The student is required to make up all work missed. Parents are required to pick up their children in the main office so the classroom is not disrupted during school hours. **We respectfully request that you make medical appointments for your child after school or on Saturday, whenever possible.**

Dismissal Procedures

- **Dismissal is a cell phone free zone**
- **Any changes to your child's dismissal plans must be emailed to BOTH your child's homeroom teacher AND istransportation@shadysideacademy.org before 1:30p.m.** (If the change includes After School Explorers, please be sure to include Ms. Link (klink@shadysideacademy.org) on your email as well.) A list of all dismissal changes will be printed out at 1:45 and distributed to all classrooms.
- At 3:05, the bus bell rings and all bus riders are to

pull up to the car pool line every day. We often rotate car pool helpers so not everyone will recognize your car. If you lose yours or if someone else is coming to pick up your child then please be sure to make your car have a name tag. Having these name tags makes the car pool line run much more smoothly.

- Car poolers are dismissed from their classrooms at the wing hall at 3:10 after all of the busses have departed.
- Once the busses have departed, the car poolers in the faculty will arrange orange safety cones to prevent cars from passing (**we do not allow any passing during car pool**) and also small numbered yellow cones which serve as the students assigned number.
- Once cars begin coming through, the first person with the walkie-talkie will call students from inside the building to assign them to a numbered cone in seven car pool cycles. It makes the car line run much quicker. Students and parents go to that assigned number as soon as they see one another.
- A faculty member will walk your child to their car and open the door for them.
- At no time will we allow a student leaving the building to get into the front seat of the car. All students at the Junior School must leave the building in the backseat.
- For smaller students in five-point harness car seats, we ask that you please move forward and pull your child to the parking lot to get your child buckled in correctly.

dentist appointments after school or on Saturdays. If your child will be out of school and is not too ill to do homework, **please call the office before 10 a.m.** Your child's teacher will put together a home assignment for **you to pick up after 1:30 p.m.** or to be sent home with another Junior School student.

Absences for Reasons Other Than Illness

It is school policy that students are not to be absent from school except for serious reasons (illness, family emergencies, etc.). **Parents who, for justifiable reasons other than illness, wish to take their children out of school for periods of one day or longer must submit a written request to the child's teacher and the School Head at least a week in advance.** Upon approval, the individual teacher(s) involved will gather assignments, if appropriate, to be completed while away from school. Parents must recognize that to take a child out of school for a prolonged period may (and often does) affect that child's performance. Much of the work done at school can only be completed in the classroom and cannot be assigned to complete while away. (If the school feels that a family is abusing this policy, it may take appropriate disciplinary action.)

Accidents or Illness

In case of illness or an accident, your child will be taken to the school nurse for evaluation. You will be called following this initial evaluation. In the event you do not answer, one of your emergency numbers will be called.

If your child is home or sent home after he/she has vomited or because of a fever, he/she cannot return to

After School Explorers

After School Explorers is an all-inclusive program that provides parents and students a unique opportunity to have daily access to music, sports, games, and enrichment classes. Students can complete their homework in a study center run by a certified teacher as well as receive private music lessons by an experienced music teacher in a convenient and familiar setting. The program is run by consistent, highly qualified and experienced teachers who have a passion for working with children.

After School Explorers is available to all Junior School students and runs every weekday the Junior School is in session from 3:15 to 6 p.m. It follows a trimester schedule with three 12-week long sessions.

Program rates include annual, trimester and weekly options that fit a variety of families' schedules and students' interests. A drop-in rate is available to allow for access to the program on a daily basis.

For further details and information, please visit the website at www.shadysideacademy.org/ASE or call the After School Explorers Program Director at 412-254-4772. Registration is online.

"Late pick-up policy: After 6 p.m., a late pick-up fee of \$10/child will be added for the first 10 minutes. After 10 minutes, the late fee increases to \$10/child per minute. Families who are late more than 3 times in one trimester will be charged \$10/minute/child on subsequent late pickups. Charges will be added to the end of trimester bill.

dishes, soup, salad, and milk or juice. Fresh fruits and a salad bar with organic vegetables are provided daily, as well as a variety of sandwiches made to order. Our monthly menus are available on the website at www.shadysideacademy.org/menus. The Nugget Nutrition is our way of providing Nutritional Information to all of the students. Students may also bring a lunch from home.

Snack and Birthday Policy

Students at Shady Side Academy often celebrate their birthday with their peers. We encourage birthday celebrations to occur with a minimum disruption to our learning environment. Please be selective in the choice of snack due to children in our community with allergies and dietary restrictions. We are a **nut free** school. It is recommended you communicate with the classroom teacher in advance to make arrangements so that the teacher can plan accordingly.

In order to have a culture of caring, we strive to avoid hurting the feelings of any students; the following policy regarding private parties has been established:

Parties not sponsored by the school must be handled completely outside the school. Invitations, gifts and thank you notes may not be delivered at school. E-mail lists cannot be given out.

Dress Code

The dress code for the children at the Junior School is one of "common dress." Clothing may be purchased anywhere you wish. Sweatshirts and other clothing items are available from the Shady Side Academy store at

Sweater:

Navy or white, with or without a Shady Side Academy monogram.

Sweatshirt:

Shady Side sweatshirt only. Sweatshirts may not be oversized. Sweatshirts may be navy, white, or gray.

Pants:

Navy or khaki pants. Pants or slacks must be tailored and should not drag on the floor. No sweatpants, leggings, yoga pants, velour, or gaucho pants. If pants have belt loops, a belt must be worn.

Shorts:

Navy or khaki shorts - no running, gym shorts or short shorts. Shorts are to be shorter than mid-thigh in length.

Shoes:

Tie or velcro sneakers with non-marking soles. In inclement weather, students may wear boots and change into sneakers at school.

Socks:

All students must wear socks or tight-fitting socks every day.

Skirts/Skorts, Jumpers:

Must be navy or khaki. Skirts and jumpers are to be no shorter than 3" above the knee, or longer than mid-calf. Bike shorts must be worn under skirts and jumpers. Tights are not worn.

Additional Guidelines:

- Hats are not to be worn indoors.
- Uniforms may not be torn or ripped.
- Closed-toe, rubber soled shoes are required for all PE activities and to play on any of the playground equipment. For safety, tennis shoes or Merrell style shoes or comparable footwear are expected. Boots, open toe or heeled shoes are not allowed.

Dress-up clothes are required for special occasions, such as Moving-Up Day and Closing Exercises. Dress-up clothes include a dress shirt, tie, and slacks, dress shoes or a dress, skirt, jumper, or dressy pants and blouse with dress shoes (flats are appropriate). No dresses with spaghetti, thin straps or strapless dresses permitted.

Dress-Down Days

Dress-down days are usually sponsored by the school or a classroom and have a theme or charity donation involved. Students will be instructed what the theme or charity that particular day will be and what dress will be required. A notice will also be sent home to parents as well. Dress on dress-down days should still follow rules of good taste; e.g. no short shorts, no inappropriate sayings on T-shirts; jeans will be ok, and footwear should always follow the code listed above.

Clothing Requirements for Athletics and Recess

Third, fourth, and fifth grade students are required to change into PE clothing for PE class. Please note the following options:

- Any SSA T-shirt
- SSA “PE Shorts” or “SSA running shorts” (Found in the School Spirit Store)
- Any SSA sweatshirt
- Any navy or gray sweatpants
- Regular athletic shoes (required for safety reasons)

Please make certain all of your child’s clothes are marked with his/her name, including gloves, boots, and shoes.

...diverse needs, and the individual attention they provide is a hallmark of our Academy. Learning specialists are located on each of our campuses, reflecting a commitment to supporting our students, especially those with learning differences. This ensures a developmentally appropriate continuum of support services is provided to students as they advance through the Academy. Our learning support program consists of three main components: collaboration, implementation of educational accommodations, and academic support.

LEARNING SPECIALIST ROLE

The Pre-K through 1 and Grades 2 - 5 learning specialists and teachers collaborate to support the development of students with and without identified learning differences. As the students advance through the Junior School, the learning specialists’ primary focus is on the academic skills of reading, writing, and math. Students are supported in the classroom, in a small group, or in a one-on-one setting. Systematic interventions that incorporate multisensory strategies help students progress toward their learning goals. In partnership with the classroom teachers, the learning specialists also provide strategies to improve students’ organization, self-monitoring, and self-advocacy skills which are critical to their development as learners. For a student with a diagnosed learning difference, an accommodation plan is created by the learning specialist to identify the strategies and conditions needed to help the student’s success.

COLLABORATION

Collaboration is a vital part of supporting our students’ development as learners. As our teachers work closely

integral part of their educational experience.

Collaboration among the learning specialist, teachers, administrators, and outside professionals encourages a shared expertise to develop strategies that best meet the needs of each student. At the Academy, a culture of learning is strengthened through ongoing professional development that addresses the implementation of best practices in our classrooms. Additionally, the learning specialist is a resource for the faculty and administration to share current research based information on learning differences.

IMPLEMENTATION OF EDUCATIONAL ACCOMMODATIONS

Students with diagnosed learning differences are required to meet the expectations of our rigorous curriculum. In order for students to receive academic accommodations, a formal diagnosis as part of a psychological, psychoeducational, or neuropsychological evaluation completed by a licensed psychologist or neuropsychologist is required. This completed report must be submitted to the learning specialist and will be kept confidential. In order to continue receiving accommodations, students must be re-evaluated every three years. While all recommendations from outside evaluators are considered, each division's administration and learning specialist will determine which accommodations will be provided on that particular campus. Based upon these determinations, the learning specialist will write an accommodation plan. **Shady Side Academy, as an independent school, is not required to modify curriculum, provide dedicated 1:1 personnel for in class**

will be given based upon the recommendation of a qualified evaluator, with 50% as the standard. The learning specialist and administrators at a student division will determine the possible implementation of the recommendation of more than 50% extended

- Testing in alternative spaces may be made available.
- Additional testing methods, such as enlarged print testing, or testing with additional breaks, may be provided.
- In the classroom, students may use pre-approved assistive technology devices with the permission of administration and individual faculty.
- If the structure of the class permits, advance notes may be given. This will be determined through discussion between the subject teacher and learning specialist.
- Preferential seating, brief breaks, and allowances for appropriate movement in the classroom may be provided when recommended.
- In specific situations, temporary reduction of class assignments may be allowed following approval from the school counselor, learning specialist, school nurse, and administration.
- World language exemptions are rarely granted and are determined on a case-by-case basis as approved

rigorous curriculum, learning specialists are on each campus for students who need additional support. While the learning specialist can support all students, precedence is given to students with diagnosed learning differences. The support provided to the students aligns with their development as they progress through each division as described below.

CULTIVATING A POSITIVE LEARNING ENVIRONMENT

At Shady Side Academy, we understand the importance of ensuring students can learn in an environment that is physically and emotionally safe. Our goal is to help each child develop a sense of pride in themselves, their classmates, and the school. We expect the children to respect each other, school property, and the adults around them. We endeavor to teach our students to be considerate of others' feelings and to be polite and have a positive influence on our school community. Parental support of our decisions in promoting appropriate behavior is essential to cultivating a positive school experience for everyone.

The partnership between parents and the school is invaluable in helping students have a positive influence on the school community. Like learning an academic subject, students may also need support in making good choices, following school rules, and navigating social interactions with peers and adults. Many of these lessons are reinforced through morning meeting, assembly, wellness, and our individual interactions with students. These are just a few of the mechanisms that are used to foster a student's social emotional development and to cultivate a positive school community. At the Junior School, the responsive classroom

2. calm down so that they can begin to contribute positively to the class moving forward.
2. Loss of privilege - A student may lose a privilege if they are not contributing positively to the community.
3. You break it, you fix it - All students will make mistakes, this is where they have the opportunity to fix a relationship or a material if they break it. Students are never made to apologize, they are given the opportunity to consider how to repair a relationship after they have negatively impacted

In the instance when behaviors are more severe, the head of school will be involved. These behaviors include but are not limited to:

- Severe and/or continued classroom disruption
- Bullying behaviors (repeated unkind behavior towards another student)
- Severe physical altercations
- Disrespect of property
- Academic dishonesty (including plagiarism)
- Severe disrespect to a community member
- Inappropriate use of technology
- Theft
- Possession of weapons
- Possession of drugs
- Threats of physical harm

When a student meets with the head of school, the parent will be informed either by phone or email. In such instances, the student will discuss with the head of school the actions they will take to mitigate the effects of their negative

A parent conference with the head of school and teachers may be required as a result of behavioral difficulties. Such conferences will be mandatory after a student is suspended. In some cases, a student may be asked to leave the Junior School if behavioral difficulties have had too negative an impact on the community. While we want to provide a space for all students to grow social-emotionally, we must also take into consideration the impact of severe or continued negative behavior on the entire community of learners. We thank you for your partnership in helping us to create a positive school environment.

RELIGIOUS HOLIDAYS AND CULTURAL OBSERVANCES

Every member of the Shady Side Academy community should be free to observe religious and cultural holidays without concern that doing so will compromise his or her standing in our community, classrooms, or extracurricular venues. All students and faculty are entitled to reasonable excused absences for these observances. The School Heads and faculty will make appropriate arrangements for those students who must miss school because of a religious holiday. The following are prime examples of the considerations and accommodations that families can expect for a religious observance:

- No tests or major assessments should be scheduled on a major religious holiday or the day immediately following such observances. It shall not be expected that a student will complete projects or lengthy homework assignments for submission the day following a major observance.
- Since students are learning to plan their work in an organized fashion, they are responsible for making up any work that may be interrupted by a religious

observance. Parents may request such material several days ahead of the event.

- Consideration shall be given as well to a student's inability to prepare for tests during major religious observances.
- Students will be excused from athletic and other and extra-curricular commitments for religious observances.

As is true of nearly all that we—parents and school—on behalf of children, the success of this philosophical approach depends upon partnership, mutual response, and communication. The school asks parents at the beginning of the school year to convey to the Head of School their religious and cultural observances that might affect a student's school experience. During the year, a reminder that a specific observance is approaching also would be appreciated by individual faculty.

Parents are encouraged to approach the School Heads with their ideas, suggestions, or concerns related to religious and cultural observances.

THE JUNIOR SCHOOL

Promotion Policy

Although most Shady Side fifth graders go on to the Middle School, and most students completing Form II (eighth grade) go on to the Senior School, promotion from one division to the next is not automatic. On the other hand, fourth and eighth graders who have the endorsement of the School Heads and teachers are not required to take the regular entrance exams to the Middle and Senior School, respectively.

rigorous program for which he or she, for a variety of reasons, may not be ready.

If a student is in danger of not being recommended for enrollment at the Middle School, the Head of School will inform parents at the earliest possible opportunity.

TRANSPORTATION

The majority of Junior School students ride buses provided by their respective public school districts. **Shady Side Academy does not bus students to or from school.**

All changes to your child's transportation plans must be emailed to jstransportation@shadysideacademy.org with a copy to your child's homeroom teacher by 1:30 p.m. PLEASE DO NOT EMAIL OR CALL AFTER 1:30 P.M. UNLESS IT IS AN EMERGENCY. Calling or emailing late in the afternoon is very confusing for everyone, and messages get missed.

At 3:10 p.m. bus riders leave, so buses can depart before the car pool line begins moving in the driveway. All car pool children leave at 3:15 p.m.

Bus Rules

- The bus driver is in charge and is to be obeyed at all times.
- Students are to enter and exit in an orderly manner.
- Students **must** sit in specified seats, if seats have been assigned.
- Students are to remain seated at **ALL** times on the bus.
- Students must use seat belts if the bus is so

Riding the school bus is a privilege; it is not an automatic right. Any student who repeatedly disobeys bus rules will lose the privilege of riding the bus for a period of time to be specified by the bus company and the school. If the problem persists, the child will lose bus privileges for the year. The student's parents will be expected to arrange for alternate transportation to and from the Junior School.

Car Pool

You will receive a transportation notice form before the first day of school. This sheet **MUST** be on file in the office by the first day of school. **Changes in car pool or transportation arrangements made during the school year must be reported to the office. If you need to change your child's transportation arrangements on a specific day, please send a note in with your child and have the child give it to his/her teacher.**

Please have your child exit your car on the passenger side. If you are going into the school building for any reason, **please park in the places along the field but do not park in the space marked "Admission Guest."**

- Parents must wait in the car pool line unless permission has been granted by the School Headmaster. Parents who must arrive early to pick up their children may wait in the wing hall. The front parking lot is not office space.
- Please do not park in the faculty lot or designated parking areas when picking up your child.
- Students going home in car pool must be picked up by the parent or guardian.

Cars should form a line beginning at the sign at the top of the driveway, allowing space for buses to line up ahead of car pool. Pull up to the front of the loading platform as directed by teachers. Do not pull out of line to pass the cars in front of you, even if your car pool is loaded. Drive slowly at all times.

- No child will be permitted to leave the school with friends or with adults at any time unless specific permission - a note or a telephone call - has been received in advance from a parent. If your child is to leave school at any time other than the normal dismissal time, please notify the office by phone as early in the day as possible or email at jtransportation@shadysideacademy.org
- ***NOTE: SCHOOL DISTRICTS PROVIDING TRANSPORTATION FOR OUR STUDENTS DO NOT PERMIT CHILDREN TO RIDE ANY BUS OR VAN OTHER THAN THE ONE TO WHICH THEY HAVE BEEN ASSIGNED.**
- **All students must be picked up by 3:30 p.m. each day unless they are signed up for the After School Explorers program. Students remaining later than 3:30 p.m. will be enrolled in the After School Explorers program at the parents' expense.**

Safety Patrol

Fifth grade students assist in the arrival car pool each day. They can be identified by the orange safety patrol vest. Additionally, a security officer will be directing traffic both mornings and afternoons on South Braddock Avenue

very seriously. We are continuously reviewing and updating our policies and practices. As such, Shady Side Academy has adopted the ALICE protocol this year, which is a nationally recognized program that outlines a uniform set of options students can utilize in the event there is an armed intruder.

ALICE stands for:

- A - Alert -Get the word out in clear, concise language (who, what, where in plain language)
- L -Lockdown - a good starting point (lock doors, turn lights out, barricade)
- I -Inform (internal and external communication) - keep everyone informed)
- C -Counter (distract)
- E -Evacuate - as soon as it is safe to do so (Identify exits and where to exit; CRP -(Community Rally Plan)

All of our students will learn about ALICE this year. Much consideration is given as to how the information is presented to ensure it is age appropriate. Specific information will be provided closer to when those conversations are planned. All students will participate in one evacuation drill

Shady Side Academy, in collaboration with the Frick Collection Museum (FAM), has agreed that FAM will be the site for the drill which Shady Side Academy Junior School students, staff, and staff will evacuate in the event of an emergency at the school.

This is the procedure we will follow:

- Shady Side Academy Junior School Interim Head of School Peter Mathis (or his designate) will contact FAM to coordinate the drill. We will contact FAM for the date of the drill.

- Parents are asked to go, or send a representative, to pick up their children. Please do not call the school or the FAM.
- Shady Side Academy teachers will take roll once the students are at the FAM.
- As parents arrive, they will be instructed by (FAM) security to remain in their vehicle and will be asked the child's name. They will then radio security in the rotunda, who will advise Shady Side Academy personnel of a parent's arrival. Shady Side Academy personnel will escort the child to the parent's vehicle.
- Only Shady Side Academy personnel will be permitted to release children to parents/guardians.

Fire Drills

The Junior School holds monthly fire drills. Anyone in the building at the time must evacuate.

Shelter in Place (Lockdown) Procedure

Shady Side Academy Junior School will “shelter in place” in the event of an emergency requiring the school to be locked-down. This means sheltering the children in the classroom, or nearby, until further instructions are received. This may be ordered because it is safer for students and staff to remain in a secured area rather than to move through the building or to evacuate. The following might be times when we would need to “shelter in place:”

- Hazardous material incidents
- Natural or manmade disasters or weather

The Junior School holds periodic tornado drills. Anytime the building must follow tornado drill procedure.

SCHOOL POLICIES

Mobile Devices and other Electronic Device Policy

Junior School students are not permitted to carry mobile devices, including mobile phones, or other personal electronic devices. If there is a need for a student to make a phone call, telephones are available in the Junior School office. Special permission to have a mobile device (in backpack) must be granted by contacting the Junior School Head. The mobile device must be turned off. If used during the school day, such devices will be confiscated.

Class Placement Policy

We understand your student has an individual personality, learning style, and temperament. It is our role as educators to identify strengths, weaknesses, and interests specific to each individual student. Placing students in learning environments is a well thought-out and individualized process that we as professionals tend to each spring. We understand parents may have unprecedented considerations that might be unknown to their student's classroom teacher and suggest such extreme situations be communicated during the spring conference and to the Junior School Head in writing.

Computer/Internet Policy

Shady Side Academy has set guidelines in an effort to promote the responsible use of technology in education.

but not limited to, photos, web pages, text, or videos is subject to Shady Side disciplinary action. Dangerous or harassing Internet behavior is in violation of the school's Guiding Principles and may also be subject to disciplinary action.

Medical, Dental and Student Information Policy

Family Information Update forms must be completed online on the Parent Portal of the SSA website by Aug. 1 prior to each school year. Forms can be accessed at www.shadysideacademy.org/familyinfoupdate (portal login required). Once logged into the Family Information Update page, follow the instructions to complete the two-step process, which includes: (1) completing the online Family Profile Update Form and (2) accessing your Magnus Health account to complete required medical forms. Most forms are electronic and can be completed online. Forms that require a doctor's signature can be downloaded from Magnus, completed and signed by a doctor, and then re-uploaded to your Magnus account (do not mail or deliver forms to SSA).

All students must have physical exam forms and immunization records, completed and signed by a physician on file in Magnus in order to begin classes.

Family Information updates are completed online on the SSA Parent Portal website. To get to the Parent Portal, visit www.shadysideacademy.org and click "Community Login" in the top right.

Once you are logged in to the Parent Portal, look for the red box titled "Family Information Update" and follow the online instructions to complete the two-step process, which includes: (1) downloading the required medical forms for completion by your child's physician and/or dentist; and (2)

and enter your email address; you will receive a password reset email. If you have problems logging in and accessing the form, contact our Manager of Web Communications, Megan Grguras at mgrguras@shadysideacademy.org or 412-447-2243.

IMPORTANT: Your child will not be permitted to attend school until the completed health form is in the office.

THE STATE OF PENNSYLVANIA NOW REQUIRES EVERY STUDENT IN SCHOOL MUST HAVE UP-TO-DATE IMMUNIZATIONS OR THE STATE WILL NOT PERMIT A CHILD TO ATTEND SCHOOL.

Medication Policy

Every effort should be made to give medication at home. Under exceptional circumstances, a child is required to take medication during school hours and the parent cannot come to school to administer the medication, it may be given in school in compliance with the following regulations:

Oral Medication Only

Written instructions signed by the parent will be required and will include:

1. Child's name
2. Name of medication
3. Time to be administered
4. Dosage
5. Termination date for administering medication

All medications must be sent in the prescription-labeled container which cannot be returned daily. (If necessary, parents should request a duplicate container from the

If you have questions concerning medication, please call Mrs. Kari Theoret, the Junior School nurse, at 412-473-4189. Thank you for your cooperation.

Nut Free School Policy

To help make our school a fun and safe place for all of our students, Shady Side Academy Junior School strives to be a peanut and tree nut free school. In addition to cleaning hands before entering school, there are ways for you to help. Please send lunches and snacks with items that contain no peanuts, tree nuts or any kind of nut – almonds, pecans, walnuts, etc. or peanut butter. Also, please ensure birthday treats do not contain peanuts, tree nuts, or any kind of nut – almonds, pecans, walnuts, etc. or peanut butter.

Severe Weather Delay or Closing Policy

On the Family Information Update form, parents were asked to submit weather alert and school emergency phone numbers. These phone numbers are used to inform families of school closings, delays or emergency situations using School Messenger. School Messenger is a rapid notification service that allows the Academy to send a recorded voice message to all of these phone numbers within minutes. When receiving a call from the School Messenger system, the caller ID will show the main SSA number, 412-968-3000.

Shady Side Academy makes every effort to announce a weather-related delay or closing by 6:10 a.m. This decision is made by the president of the Academy, taking into account what other area school districts' decisions as well as local road conditions. The Junior, Country Day, Middle

www.shadysideacademy.org

4. Information will sent to local TV and radio stations WTAE, WPXI and KQV
5. A recorded message will be left on the SSA weather hotline: 412-447-2202
6. Information will be posted on SSA's social media channels.

No announcement will be made if the Academy is open on a normal schedule. If you do not receive a School Messenger phone call and the weather appears to be bad, please check one of the other sources as a backup before leaving home.

For students who travel by public school district transportation, SSA has a liberal attendance/arrival policy when its schedule conflicts with that of your school district. For example, if your district is closed (no buses) and we are open, we would encourage attendance but not penalize a student who arrives late or is unable to attend due to transportation or hazardous road conditions. We recognize our students come from all over the region, and weather conditions may vary widely. Always take a "safety first" approach when deciding whether to attempt to get your child to school. Please be sure to notify the school office if your child will be late or unable to attend due to weather.

Television and Radio Stations KDKA (TV/Radio), KQV (TV), KQV (Radio), WPXI (TV), WWSW (Radio)

NOTE: If severe weather conditions develop during the school day, it may be necessary to dismiss school early. It is the parents' responsibility to listen to the radio and/or watch the website during such questionable weather conditions for dismissal and/or pertinent announcements.

All fourth and fifth grade students participate in our extensive instrumental music program. Students may elect to continue playing the recorder (begun in third grade) or begin playing a woodwind, brass, or percussion instrument. Lessons are scheduled at appropriate times during the school day for small group lessons (once per cycle), as well as a large ensemble rehearsal (once per cycle). Private lessons are provided until a student has become proficient enough to benefit from small group instruction. Instruments may be rented through a school rental program or may be purchased by the family.

As their musical skills develop, students have increasing opportunities to perform alone or in ensembles at school assemblies and other community events.

Library Program

The library has over 13,000 print books, a growing collection of audiobooks, and access to a variety of subscription databases through the Library resource page. There are no fines for overdue books, but a child will be charged for the cost of the book if it is lost or not returned within four weeks. Please consider making contributions to our library for special occasions.

Birthday Books

Donating books to the Junior School Library in honor of a child's birthday has been a Shady Side Academy tradition. In past years, families have purchased a book from a designated list in honor of their child. This optional practice has helped keep the library shelves filled with books that the children love to read. Those who participate may choose a

In Kindergarten through fifth grade, students are appointed representatives so each student has the opportunity and is encouraged to be on Student Council.

Each cycle a representative from each homeroom announces at the Community Assembly his or her name for the class he or she represents, and an achievement or goal which the class would like the rest of the school to be aware of.

DAYS OF SPECIAL INTEREST

Community Assemblies

Assemblies are an exciting and valuable part of our learning community. We hope you will join us for these frequent community-builders. On scheduled assembly days beginning at 8:30 AM, all students and faculty will congregate in Withers Gymnasium. The program includes a reading, a recap of community service efforts, or a special event which emphasizes **The Shady Side Way**, special events, and the sharing of class accomplishments by Student Council representatives.

Shady Side Way Teams

In the Shady Side Way Teams program, we gather to learn and befriend each other, with the goal of promoting positive behaviors, skills and attitudes, and building community. The rationale behind this idea is simple: successful learning communities thrive on relationships and the stronger the relationships, the stronger the learning community.

Teams are made up of 18-20 students (representing all grade levels), teachers, and several staff members.

classroom teacher for a “Hopes and Dreams” conference. There is no substitute for such a conference. These conferences occur at the beginning of the school year. For 15 minutes, families will have the opportunity to meet their child’s teacher and share their thoughts and experiences concerning their child’s social, emotional, and intellectual journey. The teacher’s role is to listen and reflect upon the shared information. Then the teacher will have 15 minutes to provide parents and guardians with pertinent grade level information and resources that will assist the family throughout the year. We highly encourage all families to participate in these authentic and meaningful conferences as it often serves as the inaugural meeting for parents and teachers to start building their relationship.

Book Fair

The book fair takes place in our library and is sponsored by the Book Fair Committee. Parents receive prior notification and may determine the number of books and/or the amount that can be purchased by their child. The librarian, the Book Fair Committee, and teachers are available to help the students with their selections; however, it is suggested that parents come to assist, if possible. At the time of the book fair, parent volunteers are needed to assist in setting up the fair and in helping children choose books they wish to purchase.

Closing Exercises and Moving-Up Day

Closing exercises are held to honor the fifth graders. At this program, students are recognized for their leadership at the Junior School throughout the year. The students are formally welcomed to the Middle School by the Head of the Middle School and the Academy President. Parents, family

school year ends after the program.

Celebration of Warmth and Light

Our community comes together to celebrate the season of light in December. In a new tradition, students, faculty, and staff join together to learn about the winter holidays and traditions as they sing songs to celebrate the special season with light in its center.

Cydra Vaux Celebration of the Arts

In honor of our beloved art teacher Cydra Vaux, who passed away in 2013, students and faculty participate in a special day, celebrating the arts. This festival is a combination of music, art, and writing with displays and performances by our students and faculty. Music, poetry, stories, and dramatic presentations reflect the many religious and cultural traditions of the winter months. Parents are invited to join us for this wonderful performance.

Grandparents’ and Special Friends’ Day

Junior School students extend an invitation to their grandparents and special friends to join them for a morning of shared classroom activities, games, performances and other special events planned for their visit.

Halloween

This is a special day when students dress up, parade in the gym, and recite class poems, perform dances or sing songs. **No weapons, please!** There are no prizes - just a lot of fun. Parties are held for each classroom. Parents are invited to watch the parade in the gym.

Lynne Voelp Reed Day

Lynne Voelp Reed Day was a very fine and beloved first grade teacher who died in 1972. In 1973, it was decided the best tribute for her memory would be a “fun event”. The Senior School “Lifers” (students who began at the Junior School in Kindergarten and are now seniors) return to the Junior School for that day and assist in running games and activities for the children.

Picnic/Field Day

A day during one of the last weeks of school is reserved for fun, races and games for students of all grades. There is a cookout for all students, including those who normally bring their lunch. Students dress down and wear shirts according to their Shady Side Way Team color. They also participate in events with their Shady Side Way Team.

Valentine’s Day

Our younger students exchange valentines with their entire class. The homeroom parents often help with small parties in the lower grades. In the upper grades, the type of party varies among homerooms.

FOUR-SCHOOL PARENTS’ ASSOCIATION

We are a part of a Four-School (Junior, Country Day, Middle and Senior School) Parents’ Association. There is one board of elected members to represent all three schools. Also, each school campus has their own elected chairs. The Parents’ Association invites you to participate in various activities that will be presented at the beginning of the year. Junior School Parent Association contacts are

upcoming events, planning parties in the lower grade chaperoning classes on field trips.

FACULTY

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MAINTENANCE STAFF

MICHELE BOLT Custodial Supervisor
CEASON BURNAM Custodian
DAN BURNS Custodian

SUPPORT STAFF

MARY AIKEN Library Assistant
DON AUBRECHT Campus Officer
JOYCE GREECE Admissions Assistant
MARK SHURINA Campus Officer
MEGAN VRCIC Receptionist

Mon., 26

Mon., 26

Tues., 27

Wed., 28

September 2019

Mon., 2

Sun., 8

Thurs., 12

Mon., 30

October 2019

Wed., 9

Mon. to Fri, 7, 8, 10, 11

Fri., 11 & Sat. 12

Mon., 14

Wed., 16

Thurs., 24

Thurs., 31

November 2019

Mon. 4 thru Thurs., 7

Fri., 8

Sat., 9

Mon. 11 thru Thurs. 14

Social

@ the Junior School

9:30 a.m. – PK thru 5th Grade

Student Orientation

All PK & KG students must attend

9:45 a.m. – New Parent Orientation

the Cafeteria

Academy Opening Day,

Dismissal for PK & KG

First Full Day for PK and KG

LABOR DAY, ACADEMY

CLOSED

Parent Association Picnic

JS Hopes & Dreams Conference

NO CLASSES

ROSH HASHANAH – ACADEMY

CLOSED

YOM KIPPUR – ACADEMY

CLOSED

Spirit Week at the Junior School

Homecoming Weekend

IN-SERVICE DAY – NO CLASSES

9:15 a.m. – Admissions Open House

5:30 p.m. – Fall Readers' Night

8:45 a.m. – Halloween Assembly

3rd Grade ERB Testing

Fall Drama at the Middle School

10:00a.m. – Admissions Open House

4th Grade ERB Testing

Wed., 4 9:15 – Admissions Open House
Fri., 6 **JS PARENT CONFERENCE DAY – NO CLASSES**
Fri. 20 9:00 a.m. – A Gathering of Warmth and Light- Dismissal for Winter Break

January 2020

Mon., 6 Classes Resume
Fri., 10 Admissions Kindergarten Readiness Activities - **(NO CLASSES FOR KINDERGARTEN STUDENTS)**
Fri., 17 Admissions-Pre-Kindergarten Readiness Activities **(NO CLASSES FOR PREKINDERGARTEN STUDENTS)**
Mon. 20 **MLK DAY – ACADEMY CLOSED**
Fri., 31 6:30 to 8:30 p.m. – Bingo Night

February 2020

Fri., 7 International Day
Mon., 17 **PRESIDENTS’ DAY – ACADEMY CLOSED**
Fri., 21 **JS OPTIONAL CONFERENCE DAY – NO CLASSES**
Fri., 27 9:30 a.m. – Winter Musical at the Middle School

March 2020

Fri., 6 12:00 p.m. – Lynne Voelp Reed Day & Lifer Day
Fri., 13 3:15 p.m. - Student Dismissal for Spring Break
Mar, 30 **IN-SERVICE DAY – NO CLASSES**
Mar, 31 Classes Resume

Thurs., 23

May 2020

Fri., 8 PreKindergarten/Kindergarten Playdate
Mon., 18 **EVALUATION DAY – NO CLASSES**
Mon., 25 **MEMORIAL DAY – ACADEMY CLOSED**
Fri., 29 **PARENT CONFERENCES – NO CLASSES**

June 2020

Tues., 2 9:30 a.m. – Moving-Up Day
Grade Closing Exercises
11:30 a.m. Dismissal – Last School

***ON IN-SERVICE DAYS, EVALUATION AND CONFERENCE DAYS, PROGRAMMING OFFERED BY THE AFTER SCHOOL EXPLORERS**