

*Pittsburgh Allderdice High School*

## **Student Handbook 2024-2025**



### **Pittsburgh Allderdice High School**

2409 Shady Ave

Pittsburgh, PA 15217

Phone: 412-529-4800

Fax: 412-422-4803

[www.pghschools.org/allderdice](http://www.pghschools.org/allderdice)



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## SUPERINTENDENT'S WELCOME



Dear Pittsburgh Allderdice Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Allderdice's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Allderdice's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that

clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

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

An electronic copy of the school handbook is also available on school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters  
Superintendent

## **PRINCIPAL'S WELCOME**



Greetings Pittsburgh Allderdice Community:

On behalf of the staff, we would like to extend a warm welcome to returning students and their families, and to those who are new to Pittsburgh Allderdice High School. We look forward to meeting families during the year! Pittsburgh Allderdice High School has a reputation for delivering quality education to its students. Student learning is its cornerstone with an outstanding staff of dedicated professionals committed to teaching and striving for academic excellence. Parents and staff have high expectations for students' education – to become the most dependable, innovative, courteous, and engaged Dragons that they can be!

We are committed to the goal that Pittsburgh Allderdice High School will continue to provide an outstanding education in a safe, caring, and personalized environment where students are focused on academic achievement, have the necessary supports to be successful, and can be involved in extra-curricular activities of the highest quality.

Families are a valued and key factor in student success and school success. We hope you will continue to provide opportunities for our students to enable them all to learn and succeed. If we work together as partners, Allderdice students will improve in learning, become better citizens, and build stronger communities. Please contact the school if you have any questions or issues of concern. It is very important to us that the lines of communication between all members of our learning community be open and available. A weekly update is generated each week and is available to parents to subscribe to on the Pittsburgh Allderdice website ([www.tinyurl.com/allderdiceupdates](http://www.tinyurl.com/allderdiceupdates)). Please sign up for this bulletin to receive weekly updates, and reminders. There is important information for all community members in each week's bulletin.

To students, we are looking forward to getting to know you. We do hope that you find this school to be an enjoyable learning place. We encourage you to become involved in as many school activities as possible. Don't sit back and watch, but rather get out and participate in the rich and varied activities available to you at Allderdice. These activities will immeasurably add to your personal development, enrich your days at the school, and further prepare you for future endeavors.

Pittsburgh Allderdice will always give you its very best and we expect in return the very best effort from you. Your high school years should be ones in which you grow intellectually, mature socially, and prepare yourself for life-long learning and active participating in future communities. Take pride in yourself, in your accomplishment, in our school, and in our community. Make this your best year ever!

As the Pittsburgh Allderdice Motto states: **Know Something. Do Something. Be Something.**

Sincerely,

Dr. James McCoy  
Principal

## **SCHOOL VISION AND MISSION**

Pittsburgh Allderdice High School, a large and diverse school representing a variety of communities, provides an environment where all students can achieve academic excellence and excel in all aspects of life. The school promotes the relationship between and among students and caring adults, and believes that this is paramount to the social, emotional and academic success of all students. In a safe and welcoming environment, all students will be challenged to reach high academic standards, becoming lifelong learners and contributing members of their current and future communities.

**We Believe That:**

- Diversity is a strength of the school
- Each student can learn at high levels
- Education begins with a safe and healthy learning environment where all students feel a sense of belonging
- All students have a right to challenging classes that facilitate critical thinking skills and foster creativity
- The school promotes continued personal development for all students, recognizing their individual gifts
- An effective curriculum promotes understanding and appreciation of diverse people and cultural backgrounds
- Engaged, motivated students will apply what they have learned to their own lives
- Students pride in self, school and community will strengthen the Allderdice community
- All students are accountable for their own behavior and academic achievement
- Student participation in extra-curricular activities is an important component of a well-rounded education
- Teachers have a profound impact on student development and should have ample training, support and resources
- All staff members strive to serve all students
- Improvement in education is guided by consistent and effective leadership
- Engaged families are an essential part of the educational process
- A commitment from the entire community is necessary to build a culture that encourages student achievement

**SCHOOL COLORS**                      Green and White

**SCHOOL MASCOT**                      Dragon

**SCHOOL MOTTO**                      Know Something  
Do Something  
Be Something

**PRINCIPAL**                              Dr. James McCoy

## **SCHOOL CONTACT INFORMATION**

**Pittsburgh Allderdice High School**

**Address:** 2409 Shady Ave

Pittsburgh, PA 15217

**Phone:** 412-529-4800

**Fax:** 412-422-4803

**Office Email:** AllderdiceHS@pghschools.org

**Website:** www.pghschools.org/allderdice

**COMMUNICATION PROCEDURES**

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

**Weekly E-Bulletin** - A school update is generated each week and is available to parents to subscribe to on the Pittsburgh Allderdice website (tinyurl.com/AllderdicedUpates). Please sign up for this bulletin to receive weekly updates, news and reminders. There is important information for all Allderdice community members in each week’s bulletin.

**STAFF ROSTER**

This year the administrative team will be assigned as follows:

Venneasha Davis - Assistant Principal	Grade 9	vdavis2@pghschools.org
Casey Plouffe – Assistant Principal	Grade 10	cplouffe1@pghschools.org
Molly Humphreys – Assistant Principal	Grade 11	mhumphreys1@pghschools.org
James McCoy – Principal	Grade 12	jmccoy1@pghschools.org

This year, the student services staff will be assigned as follows:

Dana Hecht	Grades 9-12 A-E	dhecht1@pghschools.org
Christina Thomas	Grades 9-12 F-K	cthomas2@pghschools.org
Heather Meyers	Grades 9-12 L-R	hmeyers1@pghschools.org
Lyndsey Van Luik	Grades 9-12 S-Z	lvluik1@pghschools.org
Maggie Ionadi	Special Education	mionadi1@pghschools.org
Courtney Stonestreet	Special Education	cstonestreet1@pghschools.org
TBD	Social Worker A-K	TBD
Stephanie Marcus	Social Worker L-Z	smarcus1@pghschools.org

**Additional Staff Members:**

Anthony, Alvin Jr [aanthony1@pghschools.org](mailto:aanthony1@pghschools.org) x2971  
Banze, Jon T [jbanze1@pghschools.org](mailto:jbanze1@pghschools.org) x3449  
Barbour, Jennifer A [jbarbour1@pghschools.org](mailto:jbarbour1@pghschools.org) x4800  
Battaglia, Matthew [mbattaglia1@pghschools.org](mailto:mbattaglia1@pghschools.org) x4821  
Baumann, William [wbaumann1@pghschools.org](mailto:wbaumann1@pghschools.org) x2976  
Baumgart, Carl [cbaumgart1@pghschools.org](mailto:cbaumgart1@pghschools.org) x6146  
Bienkowski, Katherine W [kbienkowski1@pghschools.org](mailto:kbienkowski1@pghschools.org) x6401  
Bogolin, Andrew [abogolin1@pghschools.org](mailto:abogolin1@pghschools.org) x3086  
Brinkman, Matthew [mbrinkman1@pghschools.org](mailto:mbrinkman1@pghschools.org) x4839  
Britton, Lesley M [lbritton1@pghschools.org](mailto:lbritton1@pghschools.org) x3549  
Broderick, Timothy G Jr [tbroderick2@pghschools.org](mailto:tbroderick2@pghschools.org) x3445  
Brothers, Jennifer [jbrothers1@pghschools.org](mailto:jbrothers1@pghschools.org) x4841  
Carey, Michael P [mcarey1@pghschools.org](mailto:mcarey1@pghschools.org) x3392  
Carson, Teresa [tcarson1@pghschools.org](mailto:tcarson1@pghschools.org) x2986  
Castro, Traci L [tcastro1@pghschools.org](mailto:tcastro1@pghschools.org) x6198  
Chicas, Nicole [nchicas1@pghschools.org](mailto:nchicas1@pghschools.org) x4826  
Comer, Matthew [mcomer4@pghschools.org](mailto:mcomer4@pghschools.org) x4820  
Compel, Lauren [lcompel1@pghschools.org](mailto:lcompel1@pghschools.org) x4876  
Conner, John [jconner1@pghschools.org](mailto:jconner1@pghschools.org) x3465  
Criswell, Samuel [scriswell1@pghschools.org](mailto:scriswell1@pghschools.org) x6375  
Cuda, Robert [rcuda1@pghschools.org](mailto:rcuda1@pghschools.org) x3088  
Davis, Venneasha [vdavis2@pghschools.org](mailto:vdavis2@pghschools.org) x4806  
Dean, Jason [jdean1@pghschools.org](mailto:jdean1@pghschools.org) x3444  
Delduca, Melissa [mdelduca1@pghschools.org](mailto:mdelduca1@pghschools.org) x4837  
Deuschle, Robert [rdeuschle1@pghschools.org](mailto:rdeuschle1@pghschools.org) x2994  
Donnelly, Melissa [donnelly1@pghschools.org](mailto:donnelly1@pghschools.org) x3454  
Downer, Christie [cdowner1@pghschools.org](mailto:cdowner1@pghschools.org) x4805  
Dreger, Andrea [adreger1@pghschools.org](mailto:adreger1@pghschools.org) x3448  
Felton, Jennifer [jfelton1@pghschools.org](mailto:jfelton1@pghschools.org) x6203  
Ferraro, Arlene [aferraro1@pghschools.org](mailto:aferraro1@pghschools.org) x2980  
Fischer, Cortney [cfischer2@pghschools.org](mailto:cfischer2@pghschools.org) x2991  
Fischer, Jessica [jfischer1@pghschools.org](mailto:jfischer1@pghschools.org) x3446  
Froncek, Kathleen [kfroncek1@pghschools.org](mailto:kfroncek1@pghschools.org) x3447  
Gaido, Lori [lgaido1@pghschools.org](mailto:lgaido1@pghschools.org) x3395  
Galla, Ryan [rgalla1@pghschools.org](mailto:rgalla1@pghschools.org) x4881  
Galloway Barr, Amy [agallowaybarr1@pghschools.org](mailto:agallowaybarr1@pghschools.org) x6144  
Garnett, Tamara [tgarnett1@pghschools.org](mailto:tgarnett1@pghschools.org) x4846  
Goldman, Keith [kgoldman1@pghschools.org](mailto:kgoldman1@pghschools.org) x4881  
Graham, Jennifer B [jgraham1@pghschools.org](mailto:jgraham1@pghschools.org) x4847  
Grimm, Jahn D [jgrimm2@pghschools.org](mailto:jgrimm2@pghschools.org) x4820  
Grogan, Madison [mgrogan2@pghschools.org](mailto:mgrogan2@pghschools.org) x2995  
Halloran, Michele [mhalloran1@pghschools.org](mailto:mhalloran1@pghschools.org) x6192  
Haslett, Jerry [jhaslett1@pghschools.org](mailto:jhaslett1@pghschools.org) x4827  
Hecht, Dana [dhecht1@pghschools.org](mailto:dhecht1@pghschools.org) x4834  
Henze, Sonia [shenze1@pghschools.org](mailto:shenze1@pghschools.org) x6180

Herrmann, Sara [sherrmann1@pghschools.org](mailto:sherrmann1@pghschools.org) x6204  
Hoffer, Bradley J [bhoffer1@pghschools.org](mailto:bhoffer1@pghschools.org) x3095  
Humphreys, Molly [mhumphreys1@pghschools.org](mailto:mhumphreys1@pghschools.org) x4831  
Ionadi, Margaret E [mionadi1@pghschools.org](mailto:mionadi1@pghschools.org) x4832  
Isaac, Michael [misaac1@pghschools.org](mailto:misaac1@pghschools.org) x6220  
Kellogg, Holly [hkellogg1@pghschools.org](mailto:hkellogg1@pghschools.org) x4848  
Kelly, Michele [mkelly1@pghschools.org](mailto:mkelly1@pghschools.org) x3453  
Khalil Khouri, Elaine [ekhalilkhouri1@pghschools.org](mailto:ekhalilkhouri1@pghschools.org) x4838  
Kramer, Wendy [wkramer1@pghschools.org](mailto:wkramer1@pghschools.org) x3458  
Lee, Brian [blee3@pghschools.org](mailto:blee3@pghschools.org) x4893  
Lites, Demarco [dlites1@pghschools.org](mailto:dlites1@pghschools.org) x4800  
Madden Harrold, Teresa [tmaddenharrold1@pghschools.org](mailto:tmaddenharrold1@pghschools.org) x6402  
Marcus, Stephanie [smarcus1@pghschools.org](mailto:smarcus1@pghschools.org) x4884  
Mastroianni, Michele [mmastroianni1@pghschools.org](mailto:mmastroianni1@pghschools.org) x4824  
Matson, Mark [mmatson1@pghschools.org](mailto:mmatson1@pghschools.org) x3459  
Mazzocco, Jennifer [jmazzocco1@pghschools.org](mailto:jmazzocco1@pghschools.org) x2999  
McClelland, Amanda [amcclelland1@pghschools.org](mailto:amcclelland1@pghschools.org) x3092  
Mccoy, James [jmccoy1@pghschools.org](mailto:jmccoy1@pghschools.org) x4800  
Mcgonagle, Jennifer [jmcgonagle1@pghschools.org](mailto:jmcgonagle1@pghschools.org) x3455  
Mcguire, Joseph [jmcguire3@pghschools.org](mailto:jmcguire3@pghschools.org) x3394  
Meddings, Steven [smeddings1@pghschools.org](mailto:smeddings1@pghschools.org) x3090  
Meyers, Heather [hmeyers1@pghschools.org](mailto:hmeyers1@pghschools.org) x4813  
Mielke, Timothy [tmielke1@pghschools.org](mailto:tmielke1@pghschools.org) x6542  
Milcic, John W [jmilcic1@pghschools.org](mailto:jmilcic1@pghschools.org) x3091  
Milius, Christopher [cmilius1@pghschools.org](mailto:cmilius1@pghschools.org) x2989  
Miller, Brittany [bmiller1@pghschools.org](mailto:bmiller1@pghschools.org) x3440  
Monroe, Helen [hmonroe1@pghschools.org](mailto:hmonroe1@pghschools.org) x3442  
Monroe, Mariah [mmonroe1@pghschools.org](mailto:mmonroe1@pghschools.org) x2996  
Moyer, Jacquelynn [jmoyer1@pghschools.org](mailto:jmoyer1@pghschools.org) x4886  
Mueller, Sarah A [smueller1@pghschools.org](mailto:smueller1@pghschools.org) x3462  
Neely, Anne H [aneely1@pghschools.org](mailto:aneely1@pghschools.org) x2968  
Nesbitt, Rudy [rnesebitt1@pghschools.org](mailto:rnesebitt1@pghschools.org) x4800  
Nolte, Brian [bnolte1@pghschools.org](mailto:bnolte1@pghschools.org) x6194  
O'Brien, Richard [robrien1@pghschools.org](mailto:robrien1@pghschools.org) x3089  
O'Connell, Christy [coconnell1@pghschools.org](mailto:coconnell1@pghschools.org) x3548  
Pacheco, Jose R [jpacheco1@pghschools.org](mailto:jpacheco1@pghschools.org) x3441  
Parker, Jonathan [jparker1@pghschools.org](mailto:jparker1@pghschools.org) x2979  
Pindroh, Devin [dpindroh1@pghschools.org](mailto:dpindroh1@pghschools.org) x4883  
Piquette, Wendelyn M [wpiquette1@pghschools.org](mailto:wpiquette1@pghschools.org) x3087  
Plouffe, Casey [cplouffe1@pghschools.org](mailto:cplouffe1@pghschools.org) x4830  
Porter, Jessica [jporter2@pghschools.org](mailto:jporter2@pghschools.org) x3452  
Price, Janelle A [jprice1@pghschools.org](mailto:jprice1@pghschools.org) x6205  
Reilly, Melissa [mreilly1@pghschools.org](mailto:mreilly1@pghschools.org) x4845  
Rhad, Joseph [jrhad1@pghschools.org](mailto:jrhad1@pghschools.org) x4881  
Ricketts, Christian [cricketts1@pghschools.org](mailto:cricketts1@pghschools.org) x2988



Roebuck, Lashawn [lroebuck1@pghschools.org](mailto:lroebuck1@pghschools.org) x4394  
Schaltenbrand, Paul W [pschaltenbrand1@pghschools.org](mailto:pschaltenbrand1@pghschools.org) x3399  
Scheuering, Karina [kscheuering1@pghschools.org](mailto:kscheuering1@pghschools.org) x4824  
Scheuering, Travis [tscheuering2@pghschools.org](mailto:tscheuering2@pghschools.org) x4881  
Schmiedlin, Nicolle D [nschmiedlin1@pghschools.org](mailto:nschmiedlin1@pghschools.org) x3451  
Slifkin, Josh M [jslifkin2@pghschools.org](mailto:jslifkin2@pghschools.org) x3547  
Slosky, Jeffrey [jslosky1@pghschools.org](mailto:jslosky1@pghschools.org) x2969  
Snelsire, Cheryl [csnelsire2@pghschools.org](mailto:csnelsire2@pghschools.org) x4800  
Stanopiewicz, Jordan [jstanopiewicz1@pghschools.org](mailto:jstanopiewicz1@pghschools.org) x3387  
Stefaniak, April [astefaniak1@pghschools.org](mailto:astefaniak1@pghschools.org) x3389  
Stonestreet, Courtney [cstonestreet1@pghschools.org](mailto:cstonestreet1@pghschools.org) x4836  
Straussman, Saul [sstraussman1@pghschools.org](mailto:sstraussman1@pghschools.org) x6577  
Taylor, Troy [ttaylor1@pghschools.org](mailto:ttaylor1@pghschools.org) x2987  
Thomas, Christina [cthomas2@pghschools.org](mailto:cthomas2@pghschools.org) x4812  
Turner, Dietra [dturner1@pghschools.org](mailto:dturner1@pghschools.org) x4800  
Van Luik, Lyndsey [lvanduik1@pghschools.org](mailto:lvanduik1@pghschools.org) x4890  
Veltre, Michael [mveltre1@pghschools.org](mailto:mveltre1@pghschools.org) x3388  
Wolfe, Nathaniel [nwolfe1@pghschools.org](mailto:nwolfe1@pghschools.org) x4823  
Worgul, Elizabeth [eworgul1@pghschools.org](mailto:eworgul1@pghschools.org) x6380  
Wright, Kayla [kwright3@pghschools.org](mailto:kwright3@pghschools.org) x3467  
Yakicic, Daniel [dyakicic1@pghschools.org](mailto:dyakicic1@pghschools.org) x2992  
Yalch, Kristie [kyalch1@pghschools.org](mailto:kyalch1@pghschools.org) x4875  
Yergin, Ilana [iyergin1@pghschools.org](mailto:iyergin1@pghschools.org) x6382

## BELL SCHEDULES

<b>Student Entry</b>	<b>7:10 - 7:40</b>	
<b>Period 1</b>	<b>7:40 – 8:24</b>	
<b>Period 2</b>	<b>8:28 – 9:11</b>	
<b>Period 3</b>	<b>9:15 – 9:58</b>	
<b>Period 4</b>	<b>10:02 – 10:45</b>	
<b>Period 5</b>	<b>10:49 – 11:32</b>	For those with HR/Lunch Homeroom: 10:49-11:02 Lunch: 11:02-11:32
<b>Period 6</b>	<b>11:36 – 12:19</b>	For those with HR/Lunch Homeroom: 11:36-11:49 Lunch: 11:49-12:19
<b>Period 7</b>	<b>12:23 – 1:06</b>	For those with HR/Lunch Homeroom: 12:23-12:36 Lunch: 12:36-1:06
<b>Period 8</b>	<b>1:10 – 1:53</b>	
<b>Period 9</b>	<b>1:57 – 2:40</b>	

# SCHOOL AND PPS CALENDARS

The 2024-2025 District Calendar can be found [HERE](#).

Below are important dates and events for Allderdice this school year.

<b>Event</b>	<b>Date</b>
In Person Schedule Change Request Grade 9 only – 7:30 am to 2:00 pm	August 21, 2024
9 <sup>th</sup> Grade Welcome and Orientation (in-person) – 5:30-6:30 p.m.	August 22, 2024
10 <sup>th</sup> Grade Family Orientation on Teams – 6:30-7:00 p.m.	August 22, 2024
11 <sup>th</sup> Grade Family Orientation on Teams –7:15-7:45 p.m.	August 22, 2024
12 <sup>th</sup> Grade Family Orientation on Teams – 8:00-8:30 p.m.	August 22, 2024
First day of School – All students	August 26, 2024
Labor Day – SCHOOL HOLIDAY - No School	September 2, 2024
ACT Exam	September 14, 2024
PTO/PSCC Meeting - Starting at 6:00 PM – Annual Title I Meeting	September 19, 2024
Registration Deadline for October SAT Exam	September 20, 2024
Registration Deadline for October ACT Exam	September 20, 2024
Early Dismissal - 1/2 day - Teacher PD	September 20, 2024
Homecoming Week	September 23-28, 2024
Homecoming Dance – 7:00-10:00	September 28, 2024
School Custodian Appreciation Day	October 2, 2024
NO SCHOOL – Vacation Day – Rosh Hashanah	October 3, 2024
SAT Exam	October 5, 2024
AP Registration	October 7 – November 2, 2024
PSAT Exam Date (10 <sup>th</sup> /11 <sup>th</sup> )	October 9, 2024
PTO/PSCC Meeting – Starting at 6:00 PM	October 17, 2024
Parent Teacher conferences – Thursday 4:00pm -7:00pm and Friday 8:00am – 11:00am (times subject to change)	October 17-18, 2024
Registration Deadline for November SAT Exam	October 18, 2024
Pictures for ALL grade levels	October 22-23, 2024
Annual Cabaret – 7:00 pm	October 24, 2024
Early Dismissal – 1/2 day – Teacher PD	October 25, 2024
ACT Exam	October 26, 2024
Magnet Fair/PPS Offerings & Options Fair	October 26, 2024
Closing of grades for the 1 <sup>st</sup> quarter	October 30, 2024
2 <sup>nd</sup> marking period begins	October 31, 2024
Magnet Application Opens in Home Access Center (HAC)	November 1, 2024
SAT Exam	November 2, 2024
Election Day – NO SCHOOL for students	November 5, 2024

Registration Deadline for December ACT Exam	November 8, 2024
Veteran's Day – SCHOOL HOLIDAY (All PPS Staff)	November 11, 2024
Distribute Report Cards to Students	November 13, 2024
Discover Allderdice for Prospective Families 5:30 p.m. to 7:00 p.m.	November 14, 2024
Early Dismissal - 1/2 day - Teacher PD	November 15, 2024
Substitute Appreciation Day	November 15, 2024
Make up day for pictures – ALL grade levels	November 19, 2024
PTO/PSCC Meeting – Starting at 6:00 PM	November 21, 2024
Fall Play	November 21-24, 2024
Registration Deadline for December SAT Exam	November 22, 2024
Thanksgiving – SCHOOL HOLIDAY – No school for students	November 28 – December 2, 2024
SAT Exam	December 7, 2024
PTO/PSCC Multicultural Dinner (6:00) and Winter Concert (7:00_	December 12, 2024
Early Dismissal - 1/2 day - Teacher PD	December 13, 2024
Allderdice Junior and Senior Semi-Formal	December 13, 2024
Deadline for Applications for the Magnet Lottery	December 13, 2024
ACT Exam	December 14, 2024
Winter Break – SCHOOL HOLIDAY	December 23 – January 1
Registration Deadline for February ACT Exam	January 3, 2025
Keystone Winter Administration Window	January 6-17, 2025
PTO/PSCC Meeting - Starting at 6:00 PM	January 16, 2025
Midterm Exams	January 17-22, 2025
ML King Day - SCHOOL HOLIDAY (All PPS Staff)	January 20, 2025
Closing of grades for second report period	January 22, 2025
End of Semester Clerical and In-Service Days (Pupil Only Holiday)	January 23-24, 2025
3rd Marking Period begins	January 27, 2025
Black Student Union Open Mic Event	TBD
School Counselor Week	February 3-7, 2025
Distribute Report Cards to Students	February 5, 2025
Early Dismissal - 1/2 day - Teacher PD	February 7, 2025
ACT Exam	February 8, 2025
PTO/PSCC Meeting – Starting at 6:00 PM	February 20, 2025
Registration Deadline for March SAT Exam	February 21, 2025
Early Dismissal – 1/2 day – Teacher PD	February 21, 2025
Annual Allderdice Scholarship Night	February 27, 2025
Registration Deadline for April ACT Exam	February 28, 2025
School Social Worker Week	March 3-7, 2025
SAT day for juniors – in school	TBD
Early Dismissal - 1/2 day - Teacher PD	March 7, 2025

SAT Exam	March 8, 2025
PTO/PSCC Meeting - Starting at 6:00 PM	March 20, 2025
Early Dismissal - 1/2 day - Teacher PD	March 21, 2025
Closing of grades for third report period	March 28, 2025
Eid al-Fitr – School Only Vacation Day	March 31, 2025
4 <sup>th</sup> Marking Period begins	April 1, 2025
Paraprofessional Day	April 2, 2025
Spring Musical	April 3-6, 2025
School Library Appreciation Day	April 4, 2025
ACT Exam	April 5, 2025
National Assistant Principal Week	April 7-11, 2025
Distribute Report Cards to Students -	April 11, 2025
Spring Vacation – No School	April 14-18, 2025
Registration Deadline for May SAT Exam	April 18, 2025
School Bus Driver Appreciation Day	April 22, 2025
National Administrative Professionals Day	April 23, 2025
PTO/PSCC Meeting – Starting at 6:00 PM	April 24, 2025
Hall of Fame Event - Hosted by our AFA (Alumni and Friends of Allderdice)	TBD
Senior Signing Day Celebration – Soldiers and Sailors	TBD
Prom Tickets Go on Sale in the Cafeteria during all lunches. See Coach Haslett for more information.	TBD
SAT Exam	May 3, 2025
Teacher Appreciation Week	May 5-9, 2025
AP Exam (AM –Biology) (PM-European History, Microeconomics)	May 5, 2025
AP Exam (AM – Human Geography, Chemistry) (PM – US Government & Politics)	May 6, 2025
AP Exam (AM – English Literature and Composition) (PM – Comparative Government and Politics, Computer Science A)	May 7, 2025
School Nurse Day	May 7, 2025
AP Exam (AM – African American Studies, Statistics) (PM – Japanese Language and Culture, World History: Modern)	May 8, 2025
National Honor Society Induction 7:00 p.m. Auditorium (date subject to change)	May 8, 2025
AP Exam (AM – US History) (PM – Macroeconomics)	May 9, 2025
Registration Deadline for June ACT Exam	May 9, 2025
AP Exam (AM – Calculus AB, Calculus BC) (PM – Music Theory, Seminar)	May 12, 2025
AP Exam (AM – French Language and Culture, Precalculus) (PM – Environmental Science, Physics 2: Algebra-based)	May 13, 2025
AP Exam (AM – English Language and Composition) (PM – Physics C: Mechanics)	May 14, 2025
AP Exam (AM – Art History, Spanish Language and Culture) (Computer Science Principles, Physics C: Elec. and Mag.)	May 15, 2025
PTO/PSCC Meeting – Starting at 6:00 PM	May 15, 2025
AP Exam (AM – Physics 1: Algebra Based, Spanish Literature and Culture) (PM – Psychology)	May 16, 2025
Memorial Day –NO SCHOOL	May 26, 2025
Registration Deadline for June SAT Exam	May 22, 2025

Spring Concert - Allderdice Auditorium 7:00 p.m.	May 22, 2025
Take a Father to School Day	TBD
Senior Prom 7:00 p.m. - 11:00 p.m.- Westin Convention Center	May 29, 2025
Move Up Day – Rising sophomores, juniors, and seniors	May 30, 2025
SAT Exam	June 7, 2025
Underclassmen Final Exams - *Cannot be missed without legal, medical, or religious excuse. Please note June 9 <sup>th</sup> as a possible date for finals, as well.	June 10-12, 2025
Closing of grades for fourth report period (Last pupil day)	June 12, 2025
Last day of school for students	June 12, 2025
ACT Exam	June 14, 2025
Commencement Practice – Mandatory for all Graduates	TBD
Commencement Ceremony	TBD
Last Day of School for Teachers	June 16, 2025
Report Cards Mailed	June 24, 2025

## ATTENDANCE PROCEDURES

[PPS Policy 204](#)

Please see the PPS Policy 204 link above for the PPS Board Policy regarding attendance.

### **Attendance Information**

We realize that it will be necessary for students to be absent on occasion when a student is prevented from attendance for certain reasons (illness, health care, bereavement, religious holidays, school activities). It has been proven, however, that students who attend school regularly achieve more than those who do not. Class attendance and participation are imperative for academic achievement and necessary for the accomplishment of curricular objectives. Therefore, it is the policy of the school district that all students be in attendance unless absent for an approved reason.

Excuses should be emailed to [allderdiceHS@pghschools.org](mailto:allderdiceHS@pghschools.org) the day after an absence. Another option is to turn in a paper copy to the main office. If a student does not bring in an absent note from a parent or guardian after three days following the absence, the absence is then considered unexcused. Unexcused absences violate the Pennsylvania school compulsory attendance laws and can lead to a citation being filed with the local magistrate.

It is important to note that the Pittsburgh Promise uses attendance as one of several criteria when determining eligibility for scholarships. Suspensions and unexcused absences shall count against a student when determining eligibility for the Promise. All excused absences are not counted against a student in determining eligibility for the Pittsburgh Promise.

### **Definitions Regarding Absences**

- **Absence:** non-attendance in school in an individual class, the entire school day or a combination of both. Absence includes tardiness to class and/or school as well as early dismissals.
- **Excused Absence:** includes the absence of a student for any of the following reasons:
  - Illness or other urgent reasons - Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent's written note will excuse a student's absence. A maximum of ten (10) days of cumulative absences verified by parental notification may be permitted during a school year for illness reasons. All absences beyond ten (10) cumulative days require an excuse from a physician.
  - Health Care - A student may be excused during school hours to obtain non-school professional health care, including emergency care, hospitalization and/ or quarantine. Documentation from the treating licensed health care professional shall be obtained and provided to the school.
  - Bereavement - A student may be temporarily excused from school for bereavement and/or to attend the funeral of a family member. All such excusals must be reported to and approved by the School Principal or principal's designee.
  - Religious Holidays and Religious Instruction - A student shall be excused from school for absences occasioned by the observance of the student's religion recognized by the Board of Education as a religious holiday.
  - Weather Emergency - A student may be excused from school for weather emergencies, impassable roads and school transportation issues. The school principal or principal's designee determines whether a student's absence will be excused for these reasons.
  - Involuntary Exclusions - A student who is lawfully absent from school or class due to involuntary exclusion shall be excused. An involuntary exclusion includes suspensions (in-school and out of school), temporary alternative placements and incarceration or home-detention.
  - School-Approved Activities - A student absent from class or school due to participation in a school, principal or teacher approved activity, including, but not limited to field trips, service learning, assemblies, support groups, counseling, mentoring, or tutoring shall be lawfully excused.
  - Other Principal-Approved Excusals - A School Principal or Principal's designee may excuse a student from attendance for lawful reasons. Administrator- Approved Excusals are: educational vacations, college visitation, counseling or support groups, or social service agency appointments including, but not limited to Children, Youth and Families. **Approved absences exceeding five days that are not medical, legal or religious will be subject to only five days of excused absences. The remaining days will be marked unexcused. To make a request for an approved absence, the student/family should request a "Request for Approved Absence" form from the school.** This form should be completed at least one week before the first requested day of absence. Based on the PA state code, these days will count towards the 10 acceptable parent excuses per school year.

**STUDENTS ARE ONLY ABLE TO MISS THEIR FINAL SEMESTER EXAMS WITH AN EXCUSE THAT IS MEDICAL, RELIGIOUS, OR COURT-RELATED. FAMILIES SHOULD NOT SCHEDULE VACATIONS DURING FINAL EXAMS.** There is more information on this later in this handbook.

- **Unexcused/Illegal Absence:** All absences that are not excused pursuant to this policy will be considered unexcused. If a student is under age 17, then an absence that is not excused pursuant to this policy will be considered unlawful and unexcused. Tardiness that results in a student missing class without a written lawful excuse will be considered an unexcused and/or unlawful absence. Parents/guardians shall submit written explanations for excused absences within three (3) calendar days of the absence. If the school does not receive a written explanation within three (3) calendar days of any absence, the absence will be permanently counted as unexcused and/or unlawful. Early dismissal requests should be emailed to [allderdiceHS@pghschools.org](mailto:allderdiceHS@pghschools.org) or turned in on paper to the main office.

### **Early Dismissals from School**

We understand that there are times when requesting an early dismissal for your student is unavoidable. However, we do ask that these early dismissals occur only when it is necessary. We all need to be committed to keeping our kids in the classroom all day, every day as consistently as possible. Please keep in mind that all students/families must provide a request for an early dismissal in writing to the office stating the nature of the dismissal before the student is allowed to leave the building. This should be sent into the office before 12:00 PM. In your communication, please make sure to also include the best number to reach you to confirm this early dismissal request. These early dismissal requests should be emailed to [allderdiceHS@pghschools.org](mailto:allderdiceHS@pghschools.org) OR a paper copy can be turned into the main office.

## **ACADEMICS**

### **Course Offerings**

The Allderdice course list can be found on our course selection sheet, which can be accessed [HERE](#).

### **School Profile**

The latest version (23-24) of our school profile, can be found [HERE](#).

### **Enrollment**

Enrollment, transfers and withdrawals are handled through the student services department. Please contact the student data systems specialist (SDSS). For enrollment purposes, immunization records, two proofs of residency, birth certificate, most recent report card and achievement test scores must be provided.

### **Scheduling**

Class scheduling is done in school in the late winter or early spring by the Student Services Department. Parents should see the students' selection of courses and approve the choices.



It is very important that students think carefully about the courses they select. Factors considered in the course selection process include teacher and counselor recommendation, student choice, parent input and previous academic performance. Changes will only be made when there is an error or the student is placed in the incorrect level of a class. Convenience changes will not be made. Also, changes will not be made for teacher preference or lunch preference.

Students who are placed in the incorrect level of a core academic class may change level once permission is obtained from the principal including written teacher consent and parental approval. Grades from the previous level will be transferred to the new section.

Students must remain in elective courses through the entire semester and those who select AP Level Courses will complete the entire course unless special permission is granted by the principal. Schedule changes will not be made unless there is an error with the student's schedule.

Students may possibly elect to dually enroll at post-secondary institutions at the expense of the family and with counselor/principal approval. Students who complete courses through these programs will generally not receive a high school transcript, but they should receive a college transcript that can be shared as part of the college application process.

**There will not** be a schedule change period at the start of the 2024-25 school year for any students that attended Allderdice during the previous school year.

## **ACADEMIC INTEGRITY**

### [PPS POLICY 226](#)

Please see the PPS Policy 226 link above for the PPS Board Policy regarding academic integrity.

#### **Academic Dishonesty**

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 their own, and the unauthorized use of aids during examinations, projects, and assignments. In addition to guidance interventions, consequences for violation of this policy can be found in the 6-12 infractions guide [HERE](#) and may include other appropriate alternatives to out of school suspension.

## **ATHLETICS**

### [PPS POLICY 119](#)

Please see the PPS Policy 119 link above for the PPS Board Policy regarding athletics.

#### **Sports Offered at Allderdice**

- Fall – Girls Volleyball, Football, Cross Country, Girls Tennis, Field Hockey, Golf, Boys Soccer, Girls Soccer
- Winter – Boys Basketball, Girls Basketball, Boys Swimming, Girls Swimming, Wrestling
- Spring – Baseball, Boys Volleyball, Boys Tennis, Girls Lacrosse, Boys Lacrosse, Softball, Boys Track and Field, Girls Track and Field
- A Variety of Club Sports - Crew, Fencing, Boys Ultimate Frisbee, Hockey, Girls Ultimate

#### **Athletic Eligibility**

To maintain eligibility for an athletic team, you must meet the following requirements for each marking period prior to the season in question.

All students enrolled in grades kindergarten through twelve must meet certain academic standards to be eligible for participation in any athletic, extra-curricular or co-curricular activity. The Board directs that the academic standards set in PPS Policy 119 shall apply in grades kindergarten through twelve. Participation in interscholastic athletics for enrolled students ages 18-21 may be subject to additional eligibility requirements.

## **DRESS CODE**

### [PPS POLICY 221](#)

Please see the PPS Policy 221 link above for the PPS Board Policy regarding dress code.

Students are expected to always wear appropriate clothing while at school. Attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises. Any clothing or jewelry that advocates or promotes sexual activity, profanity or acts of violence, ethnic slurs, or the use of alcohol or drugs or demeans or degrades another because of race, sex, gender identity or expression, religious persuasion, national origin, handicap, or disability is prohibited. Bandanas of any color or kind are not permitted in school or at school sponsored events. Sunglasses and balaclava face masks compromise the safety of our school and are not permitted.

## **ELECTRONIC DEVICES**

[PPS POLICY 216](#)

Please see the PPS Policy 216 link above for the PPS Board Policy regarding electronic devices.

As noted in the PPS Code of Conduct, students who violate the electronic device restrictions may be subject to disciplinary action and confiscation of the device. More information related to electronic devices (111/214) can be found in the Student Code of Conduct [HERE](#). We appreciate all families' support in reminding students to keep the phones off and away during instructional time. Parents, guardians, and/or family members should not contact student cell phone during school hours and should contact the main office, instead. Please note for the 2024-2025 school year, the school requires students to leave their phones in a phone locker during classes. More information will follow on this before the start of the school year.

## **EXTRA CURRICULAR OFFERINGS**

[PPS Policy 119](#)

Please see the PPS Policy 119 link above for the PPS Board Policy regarding electronic devices.

### **Clubs at Allderdice**

A club catalogue will be shared throughout the school year through Dr. McCoy's weekly email to families. Students wishing to create a school club must have this approved by Dr. McCoy. After approved, a description of this club will be placed in the club catalogue and the club may begin promoting around the school.

Please see the section on Athletics for more information regarding district athletics.

## **GRADING**

[PPS Policy 209](#)

Please see the PPS Policy 209 link above for the PPS Board Policy regarding grading.

### **Accessing Student Grades**

Parents can view real-time information through a convenient web portal (HAC) anywhere and at any time including:

- Schedules
- Attendance
- Published Assignments
- Class Averages
- Report Card Information
- Transcript Grades

Information will be provided at the outset of the school year explaining how to access grades through this portal or you can reach out to the students' counselor for assistance.

### **Progress Reports**

Notices are available in the Home Access Center (HAC) at the mid-point of each grading period. Parents will be alerted via email blast and automated phone call.

More information can be found in the district Grading and Reporting of Student Progress policy [HERE](#) and the district Report Cards policy [HERE](#).

### **Semester Final Exams**

Final exams are given in all classes in January and June. These final exams count for 20 percent of the course grade. No student is exempt from final exams. Students are only able to reschedule their finals for reasons outlined below. Please note that family vacations (in the US or abroad) are not acceptable reasons to reschedule a final or midterm examination. **All Allderdice parents/guardians should ensure their students are in attendance on the scheduled dates for midterms and finals.**

1. Illness or injury that necessitates home recuperation which must be verified in writing by the parent/guardian, school nurse or physician.
2. Religious holidays.
3. Bereavement and/or to attend the funeral of a family member.
4. Involuntary exclusions from school or class such as suspension or as mandated by legal or medical professionals.

## **GRADUATION REQUIREMENTS**

### **[PPS Policy 211](#)**

Please see the PPS Policy 211 link above for the PPS Board Policy regarding graduation requirements.

The PPS Board recognizes its responsibility to adopt the graduation requirements students must achieve in accordance with state regulations. The Board shall award a regular high school diploma to every student enrolled in the School District who meets the requirements of graduation established by the Board and set forth in the policy.

Guidelines - The Board hereby establishes minimum requirements for graduation from the District, as outlined in the Graduation Requirements policy [HERE](#). Each student shall complete the course credit requirements, the student portfolio requirements set forth in this policy or meet the requirements of their Individualized Education Program (IEP) to meet the minimum requirements for graduation. IEPs should include the graduation requirements set forth by this policy to the maximum extent the requirements are appropriate.

Course Credit Requirements – Students currently are required to graduate with 26.5 credits. Beginning with the graduating class of 2028, each student shall be required to meet the minimum requirements of twenty-four (24) credits or to meet the requirements of their IEP for graduation.

### **Transcript Request**

Current students requesting transcripts to be sent to colleges, universities, scholarship programs and/or for internships or employment, must complete a transcript release form and submit this to their school counselor.

For seniors, transcript requests to colleges and universities must also be made in Naviance in addition to the completion of the transcript release form.

Transcripts requests may take up to 15 days to process, once received by the counselor. Requests must be made 15 days before any application deadline.

## **HOMEWORK PROCEDURES**

[PPS Policy 115](#)

Please see the PPS Policy 115 link above for the PPS Board Policy regarding homework. The Board of Directors of the School District of Pittsburgh supports the importance of homework as a regular part of the educational program. Homework is defined as any independent work planned/approved and assigned by the teacher to be completed by the student with or without support outside of the regular classroom without the immediate and direct supervision of the teacher.

## **HEALTH SERVICES**

[PPS Policy 206](#)

Please see the PPS Policy 206 link above for the PPS Board Policy regarding health services.

At Allderdice, we have two nurses on our full-time staff. Here is their contact information:

Yalch, Kristie                    [kyalch1@pghschools.org](mailto:kyalch1@pghschools.org)                    x4875

Compel, Lauren                [lcompel1@pghschools.org](mailto:lcompel1@pghschools.org)                x4876

## **INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY**

[PPS POLICY 813.1](#)

Please see the PPS Policy 813.1 link above for the PPS Board Policy regarding information technology/acceptable use policy.

### **Technology & Laptop Program**

Students and parents/guardians are responsible to know and follow the policies, procedures, and information in this section and the District Acceptable Use of Technology Policies. Please note that teachers may have additional expectations regarding the use of technology in their classrooms.

### Student Understandings & Expectations

1. Laptops are property of Pittsburgh Public School District. Use of a school-issued laptop is a privilege, not a right.
2. Allderdice reserves the right to repossess laptops or any technology or equipment that belongs to Pittsburgh Public School District.
3. Students are responsible for the care of the laptop at all times.
4. Allderdice reserves the right to log network and internet use, to monitor files backed up on Schoology, the computer, or network spaces, to restrict access to external network sites, and to monitor email and Schoology usage, while respecting the privacy rights of the school's users.
5. A comprehensive warranty covers most accidental damage (but not loss, theft, or intentional damage). Note that even if damage is covered under warranty, students who misuse laptop or who act negligently will be subject to consequences and financial responsibility.
6. Students are responsible to bring their laptop computers to school each day, with batteries fully charged. Students are permitted to bring their chargers to school if needed. There will not be extra computers at the school for students to use.
7. Network accounts should only be used by the authorized owner of the account and for its authorized educational purpose. Students are not permitted to provide their login information to another student.
8. Students should check their Schoology pages and Microsoft Teams each day. Important information regarding class expectations and assignments can be found on each class Schoology page. Important messages will also be sent out through Microsoft Teams, including important schoolwide information. Schoology and Teams must only be used for school-related purposes.
9. Students are not permitted to take apart, remove or repair any part of a laptop even if they know how to.
10. Students should not delete or tamper with files not created or owned by the student.
11. Students should back up work daily to either cloud storage or an external drive.

### **Unacceptable Use of Technology**

Students must comply with all rules, regulations and policies outlined in the District Acceptable Use Technology Policies as well as this addendum. All policies in the District Acceptable Use of Technology Policies also apply to students' laptop computer and Internet usage, regardless of whether students use school laptops or technology at home, school, or elsewhere. Pittsburgh Allderdice High School declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking network privileges, and/or initiating legal action for the following:

#### Level 1 – 114. Misuse of Electronic/Telecommunication devices.

1. Using technology for non-school related purposes
2. Using technology for non-classroom related purposes
3. Using or mishandling another student's laptop
4. Playing games on the laptop
5. Laptop not being transported in a laptop bag or separate compartment
6. Leaving laptop unattended in school or out of school
7. Instant messaging (Oovoo, AIM, Skype, MSN Messenger, Gmail Chat or anything similar)

Level 2 – 214. Misuse of Computers/Computer Network/Electronic Devices.

1. Hate mail, discriminatory remarks, and offensive and inflammatory communications
2. Sexting or accessing obscene or pornographic materials
3. Transmission of sexually suggestive language or images
4. Installing, streaming, downloading, and/or using in any capacity, unauthorized or illegal software (ex. games, music, computer programs, file converters, internet browsers, remote desktop connections, torrent browsers, etc.)
5. Destruction, modification or abuse of network hardware, software, or information
6. Impersonation of another user, anonymity, and pseudonyms
7. Creation of links to other networks whose content or purpose would tend to violate the district's Network Usage and Safety Policy
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy
9. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.
10. Physical damage to a district provided laptop (including marking a laptop with markers/stickers/any material that would need to be cleaned off the machine)
11. Severe negligence with care, safety, or respect for technology
12. Vandalism, which includes but is not limited to any attempt to "hack" into the school's network, any malicious attempt to harm or destroy any data, hardware, or software, including the uploading or creation of a computer virus

Level 3 – 314. Misuse of Computers/Computer Networks/Electronic Device

1. Hate mail, discriminatory remarks, and offensive and inflammatory communications
2. Sexting or accessing obscene or pornographic materials
3. Transmission of sexually suggestive language or images
4. Loading or use of unauthorized games, programs, files, or other electronic media
5. Destruction, modification or abuse of network hardware, software, or information
6. Impersonation of another user, anonymity, and pseudonyms
7. Creation of links to other networks whose content or purpose would tend to violate the District Network Usage and Safety Policy
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy
9. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.
10. Physical damage to a district provided laptop (including marking a laptop with markers/stickers/any material that would need to be cleaned off the machine)
11. Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities
12. Intentionally disrupting network traffic, which attempts to crash or interrupt the network
13. Using the District computing resources for commercial or financial gain or fraud
14. Stealing data, equipment, or intellectual property
15. Gaining unauthorized access of others' files, accounts (ex. Moodle, Google Apps for Ed, etc.), and/or vandalizing the data of another user
16. Invading the privacy of others

17. Use of inappropriate language or profanity on the network
18. Use of the network to submit, publish or display defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material

Screening software is used to monitor network and Internet use. Access or attempted access to inappropriate or restricted files or Internet sites may result in loss of technology use.

Note: Specific restrictions on laptops, technology, the Internet, and the network at school are discussed in the Pittsburgh Public Schools District Acceptable Use of Technology Policies.

### Consequences

Consequences for violation of any policies outlined in this document or the District Acceptable Use of Technology Policies may include but are not limited to:

- Level 1
  - Laptop will be taken
  - Student will have to fill out a reflection form within a 48-hour window
  - Teacher will log the incident as a referral (114)
  - Student will receive their laptop back when the reflection form is complete and other necessary guidance interventions have taken place, based on the decisions of school administration.
- Level 2
  - Laptop will be taken
  - Teacher will log the incident as a referral (214)
  - Student will receive laptop after the necessary guidance interventions and/or disciplinary actions have occurred. Disciplinary action may include detention, suspension, or other actions outlined in the PPS Code of Conduct.
- Level 3
  - Laptop will be taken
  - Teacher will log the incident as a referral (314)
  - Student could be held responsible for fiduciary responsibilities of the laptop/network
  - Consequence will be determined by the appropriate entity (School administration, OIT, School Police)

### Parent/Guardian Responsibilities

- Families will be responsible for monitoring student use of the laptop at home or away from school.
- Families are asked to monitor Internet activity while student is away from school.
- Families will be responsible for reviewing the Acceptable Use Policy with their student(s).

### **Caring for Your Laptop**

#### Transport

- Always transport your laptop in an appropriate bag to support the safety of the laptop.



### Laptop Screen

- Never lift the computer by the laptop screen
- Do not place anything near the laptop, on the laptop or in the carrying case
- Do not touch or poke the screen
- NEVER leave an object on the laptop's keyboard as the object—such as a pencil or pen, it may crack the screen when the laptop is closed
- Clean the screen only with a soft, dry cloth or an anti-static cloth. Using other cleaning products, like Windex, alcohol, or even water, may damage the screen.

### Charging Batteries

#### At Home

- Establish a routine where you leave your computer turned off and charging overnight.
- Place the computer on a safe, dry, flat surface near a wall outlet in order to charge it.

#### At School

- Students are urged to label their charger and power chords with some type of adhesive label, however, they are not permitted to engrave anything.
- Spare laptop chargers and batteries are NOT available for loan so students must be sure they have them if needed.

### Power Tips

- Run all batteries until the “Low Battery” warning comes on to ensure best battery life.
- Students may not be able to plug in their laptops at school because not all classrooms have easily accessible outlets.
- Laptops should be put to sleep or in hibernation when not in use in order to conserve battery life.
- Power down laptops at the end of each day.

### **General Information**

#### Equipment Evaluation

Each laptop may be inspected periodically to verify its condition and compliance with Allderdice policy. Laptops may be reimaged if the user has violated Allderdice policy, and re-imaging fees may be assessed. Allderdice is not responsible for the loss of any data due to re-imaging or re-formatting.

#### Technical Support

Allderdice provides on-site technical support to our students. If students have any questions, they can see the Tech Liaison at the designated time.

#### What You Should Know About Laptop Loss, Theft, & Damage

Students are responsible for ensuring that laptops are kept safe and secure at all times. If a student believes a laptop has been stolen, the student and the student's parent/guardian must immediately file a report with Pittsburgh Public School Police and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after filing the report with the police, the student must provide a copy of the police report to Allderdice administration.

Allderdice will investigate all incidents of laptops reported as lost and may refer such incidents to Pittsburgh School Police. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a PPS-owned laptop will be prosecuted to the fullest extent of the law.

If a laptop is destroyed or damaged and it is not deemed unintentional, students will be responsible for paying for damages or to replace the laptop. If the student refuses to pay the financial obligation, the student will be prosecuted to the fullest extent of the law. Judgments against students will be determined in a court of law and may include liability for cost of repairs or replacement of damaged school property.

Allderdice reserves the right to decline to issue a replacement laptop if it determines, in its sole discretion, that the risk of loss or damage to the replacement laptop is unacceptable or the student is unable to handle the responsibility of following AUP. If a student's laptop privilege is revoked; it is challenging for that student to succeed academically.

## STUDENT SUPPORT SERVICES

This year, the student services staff will be assigned as follows:

Dana Hecht	Grades 9-12 A-E	<a href="mailto:dhecht1@pghschools.org">dhecht1@pghschools.org</a>
Christina Thomas	Grades 9-12 F-K	<a href="mailto:cthomas2@pghschools.org">cthomas2@pghschools.org</a>
Heather Meyers	Grades 9-12 L-R	<a href="mailto:hmeyers1@pghschools.org">hmeyers1@pghschools.org</a>
Lyndsey Van Luik	Grades 9-12 S-Z	<a href="mailto:lvanduik1@pghschools.org">lvanduik1@pghschools.org</a>
Maggie Ionadi	Special Education	<a href="mailto:mionadi1@pghschools.org">mionadi1@pghschools.org</a>
Courtney Stonestreet	Special Education	<a href="mailto:cstonestreet1@pghschools.org">cstonestreet1@pghschools.org</a>
TBD	Social Worker A-K	TBD
Stephanie Marcus	Social Worker L-Z	<a href="mailto:smarcus1@pghschools.org">smarcus1@pghschools.org</a>

## Student Expectations/Procedures

### [Policy 212](#)

For additional information regarding student expectations and procedures, see the Policy 212 and PPS Code of Conduct links above.

### **Student Responsibility**

- During the school day, you are responsible for acting in a way that will help you do your best and permit others to do their best. Use common sense and good manners to create a pleasant school environment. Please see the PBIS guidelines listed in this handbook.
- All students are expected to arrive to all classes on time. Students have five minutes between classes. You will be prepared for your classes each day by being on time with completed homework, a pencil or pen, notebook, and textbook. Demonstrate respect for others and for your school materials.
- During class time, students are not permitted to be in the halls without a pass.

Students are not permitted to sell any items on school grounds unless the items are part of a school-sponsored activity. No items of any kind may be sold during class periods.

Once you arrive at school, you are not permitted to leave the building until the end of the school day unless you are participating in an organized program, supervised by a staff member outside of school or you are officially dismissed by the school.

Students are expected to attend school regularly, push themselves academically, and meet the standards and expectations for all Allderdice students. Students, parents, and faculty share responsibility for making Pittsburgh Allderdice High School a great place to learn. No student has the right to interfere with any students' education.

## **PBIS**

Pittsburgh Allderdice follows a Positive Behavior Interventions and Support model.

What is PBIS?

Positive Behavior Interventions and Support (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Goals of PBIS

- Increase instructional time
- Create a positive school climate
- Create more positive interactions between staff and students
- Decrease disruptive and unsafe behaviors
- Decrease time spent disciplining students

Basic Principles

- Staff agree on a set of consistent and positively stated school-wide rules and expectations (DICE) for the students
- Staff consistently acknowledge appropriate student behavior
- Staff proactively address and correct rule-violating behaviors
- Staff work in a unified manner to achieve common goals for students
- ALL staff are encouraged to have a voice and be an active participant in problem solving teams
- Data drives decision making to benefit student learning

## **Student Behavior Expectations**

Allderdice students are expected to follow the “DICE” expectations at all times and in all environments.

Every day, in every classroom, between classes, and on their way to school each student is expected to act in accordance with the “DICE” expectations. This page contains the overarching examples of what “DICE” looks like in our classrooms.

**Dependable**

- Arrive on Time

- Complete your work
- Be and stay seated with materials
- Maintain norms with substitute.

#### **I**nnovative

- Think Creatively
- Ask questions
- Encourage classmates

#### **C**ourteous

- Maintain personal space
- Use appropriate language
- Allow peers to express themselves

#### **E**ngaged

- Assist peers
- Complete work
- Be on task
- Participate

### **Arrival to School**

The building will open at 7:10 a.m. Walkers are encouraged to arrive before 7:20 a.m. Students are expected to remain on the first floor until 7:25 a.m. Classes begin at 7:40 a.m. In compliance with the district’s School Safety Plan, all students and visitors must enter through the metal detectors. All visitors must register at the main entrance. Please note that students should be on time each day. Arriving late or not reporting to homeroom will affect your attendance. Arriving on time to school and class is an important factor to school engagement and success. Repeated unexcused absences or their equivalent, including unexcused tardy minutes, constitute truancy as defined in this guide. Schools will provide interventions and support for class and school tardies before assigning disciplinary consequences. Additional information related to attendance can be found in the district Student Attendance policy [HERE](#).

Excessive tardiness will result in intervention by: teacher, counselor, social worker and administration, when necessary.

Remember: Items such as Swiss army knives, penknives, aerosol sprays (e.g. mace, pepper spray, etc.) razor blades or any other object that can be deemed as a weapon are strictly prohibited. Violation of this rule will result in disciplinary action. Students are responsible for any items that they bring into the building. Students should make sure to always check their bags before entering school. More information related to weapons (406) can be found in the Student Code of Conduct.

### **Students Leaving the Building**

Students are not permitted off the school campus during the school day. Students who leave the campus without an appropriate early dismissal will be disciplined in accordance with the School Discipline Code. Additionally, if a student assists another student in entering the building through any door except the main entrance, this is a serious infraction and disciplinary consequences would result. More information related to unauthorized presence (209) can be found in the Student Code of Conduct.

### **Food and Beverage**

Open beverages will not be permitted past metal detectors. Sealed beverages will only be consumed during a students' lunch period. Water bottles must be empty and filled at ingress or later in the day.

Students are not permitted to order food from outside and or have food delivered to the school (Uber Eats, Doordash etc.)

- All food will be confiscated.
- Parents can bring lunch, but must be consumed at their assigned lunch period.

### **Cafeteria Expectations**

The cafeteria is located on the first floor. All food and drinks must be consumed inside the cafeteria. Orderliness and cleanliness are vital in making the cafeteria a pleasant place to eat. To that end, please wait your turn in the cafeteria line. Leave your table clean by depositing your tray and waste in the containers provided as you exit the cafeteria.

Breakfast will be served from 7:10 a.m. to 7:37 a.m. No snack items will be sold during breakfast. Students may eat in the cafeteria only and need to dispose of all items properly. Students will have one lunch period.

### **Locker Expectations**

Each student will be assigned a locker for the storage of books and other belongings. It is the student's responsibility to see that their locker is always secured. The school will not be responsible for lost or stolen property. Students must only use their assigned lockers. Good judgment should be used in what you bring to school. It is not wise to wear expensive jackets, jewelry, etc. Lockers are school property and may be searched at any time if reasonable cause exists to do so. Students will also be provided with a lock once during their time at Allderdice. Students are to keep this lock throughout their time at Allderdice and if this is lost, it is the responsibility of the student/family to purchase a new lock.

Each student is responsible for securing their belongings with a lock in the gym locker rooms. The school will not be responsible for lost or stolen property. Students must supply their own lock and remove it after each gym class. Lockers are school property and may be searched at any time if reasonable cause exists to do so.

More information can be found in the district's Care of School Property policy [HERE](#).

### **Student Identification Cards**

To continue to ensure safety, photo identification cards will be given to all students. These cards will include the student's name and picture. The following policies will be in place for the ID cards:

- Students will receive the card and they will be responsible for maintaining it.
- Student ID cards will be required to scan in when entering the building each day and when entering the cafeteria during each student's lunch period.

- A \$3 replacement fee will be initiated in order to pay for reprinting a new card. This cost will be added to the students' account balances if not paid immediately.
- Students who withdraw from Pittsburgh Allderdice will be required to return the ID card.
- Students will be permitted to use the photo ID over the summer for travel, job applications, SAT/ACT testing, etc.

## **VISITOR POLICY**

[PPS Policy 1104](#)

Please see the PPS Policy 1104 link above for the PPS Board Policy regarding the visitor policy.

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time. There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment. Principals will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request.

## **ADDITIONAL PPS DISTRICT POLICIES AND INFORMATION**

Please click on the link below to learn more about our District's Code of Conduct

- [Code of Conduct](#)

Please click on the link below to learn more about our District's Non-Discrimination Policy

- [Non-Discrimination Policy](#)

Please click on the link below for information about Education for Children and Youth Experiencing Homelessness

- [Education for Children and Youth Experiencing Homelessness](#)

Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)

## **ADDITIONAL SCHOOL INFORMATION**

### **Commencement Ceremony**

If a student is eligible to attend the commencement ceremony, to participate in the ceremony, the student must be present for the mandatory commencement practice. If the student does not attend, they will not be permitted to participate in the ceremony.

Please note that valedictorians will consist of graduating seniors with the highest unweighted grade point average. All valedictorians will be seated on the stage during the ceremony, although not all valedictorians will be able to speak during the ceremony.

### **Fire Drills**

Consider all fire alarms as either a drill or emergency and proceed with evacuation of the building unless cancelled via the intercom. Every fire alarm must be treated as a potentially serious event.

### **Hanging Signage in the School**

Please note that signs of any sort may only be displayed in the school when they are approved by a member of the school administration.

Additional information can be found in the district's Student Expression policy [HERE](#).

### **Lost and Found**

Students who find lost clothing, library books and textbooks are asked to take those items to the main office. The main office is located on the first floor. Items not collected will be donated at the end of the school year.

### **Personal Items**

Faculty will not be responsible for accepting or holding student's personal items. It is strongly recommended that students refrain from bringing to school large sums of money, valuable jewelry, or expensive outer coats.

### **Safety and Crisis Management Information**

Maintaining a safe environment at Pittsburgh Allderdice High School involves collaboration among the staff, students, families, and community.

- All building entrances are locked except for the front doors.
- Visitors to our schools will be required to report to the main office and wear visitor badges. If the visitor does not have a child at the school, they must contact the main office and make an appointment in advance of the visit.
- The principals will maintain high visibility.
- Teachers will stand in the hallway between classes to supervise students.
- Deliveries will not be accepted unless related to school business.

### **Senior Prom and Other School Dances**

Please note that students planning to attend senior prom or other school dances **must attend school on the date of this dance**. Students may lose the privilege to attend these events for violation of level 3 or 4 infractions in the code of student conduct. The appropriateness of this decision is at the discretion of the principal and the administrative team. If a student loses the right to attend prom or another school dance, their ticket money will not be refunded. Also, the school will announce the last day that tickets will be sold. No tickets will be sold after this publicized date. We encourage students to buy their tickets as soon as possible, because some dances only have limited space.

**Textbooks/Calculators**

Students are responsible for all schoolbooks or calculators issued to them. If damaged or lost, it is the student's responsibility to replace them.

More information can be found in the district's Care of School Property policy [HERE](#).

**Transportation**

School buses are provided for students who live two miles or more from the school. PRT bus passes are provided to some communities outside of our feeder pattern. Students board the buses on Tilbury Street or Forward Avenue. These assignments are provided at the start of the school year.

Activity buses are provided after school. The bus departure times change each season.

**Work Permits**

Application for work permits may be secured from the Student Services Office – Room 104. You may also call the Work Permit Office at 412.622.3500 for additional information. All students under the age of 16 must have a work permit to get a part-time or full-time job.

**We are looking forward to a wonderful 2023-2024 school year!**