



Pittsburgh-Allegheny Traditional Academy 6-8

School Handbook 2024-2025

Pittsburgh-Allegheny Traditional Academy 6-8

810 Arch Street

Pittsburgh, PA 15208

Phone: 412-529-4117

Fax: 412-323-4114

www.pghschools.org/Allegheny6-8



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Dear Pittsburgh-Allegheny Traditional Academy 6-8 Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh-Allegheny 6-8'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-Allegheny 6-8'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-Allegheny 6-8.

An electronic copy of the school handbook is also available on the 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-Allegheny Traditional Academy 6-8 Community:

I hope you have enjoyed a safe summer vacation with your children! As we begin the 2024-2025 school year, I look forward to meeting our new students and families and send a warm "Welcome Back!" to those who are returning to us this year. In the spirit of clear communication, I share our school's handbook to be used as a reference for your family throughout the school year.

This School Handbook provides you with the guidelines followed at Pittsburgh-Allegheny Traditional Academy 6-8. Every member of the staff is here to help you, and your student have a

successful and enjoyable year. Please read this book carefully, as it will answer many questions about your needs and what will be expected of you and your child at Pittsburgh-Allegheny Traditional Academy 6-8

During the first week of the school year, students and parents will be asked to complete, sign and return many forms. ***It is imperative that these forms be returned to school. It is important to keep the school up to date with correct contact information including your phone number and address.*** Accurate records are needed in case of emergencies and for mailing monthly calendars, grades, progress reports, etc.

Pittsburgh-Allegheny Traditional Academy 6-8 will maintain the foundation of character development and academic excellence as primary goals. Our children will behave appropriately, respect cultural diversity, and will develop self-confidence, self-discipline, and self-reliance. We will groom our students to positively impact our school and their communities.

We believe the collaborative efforts of our school team, students, parents and community partners will help us realize our goals for our students.

If you have any questions or suggestions, please feel free to contact the main office.

Yours in education,

Dr. Yarra Howze
Principal

Allegheny Traditional Academy 6-8

Vision Statement:

To establish a learning community that promotes excellence in education, socialization and emotional wellness for the entire school community.

Mission Statement:

We will refine our skills as educators by seeking professional development opportunities to build character and improve academic outcomes for our students.

Core Beliefs:

- Learning is a lifelong event that reaches beyond the walls of the classroom.
- Everyone in the child's environment, including parents, students, teachers, and the community, is a resource for learning.
- Through school, community and home, children will develop a system of mutual respect which recognizes the diversity among us.
- The school, parents and community must work collaboratively to establish a safe and caring learning community.
- Clear goals, expectations and instructional strategies must be set to enable each student to reach his/her full potential.
- Clear communication channels are essential to the entire learning environment.

ADMINISTRATIVE STAFF CONTACT INFORMATION

Dr. Yarra Howze: Principal - yhowze1@pghschools.org 412-529-4117

Joshua White: Instructional Teacher Leader - jwhite3@pghschools.org 412-529-5303

William C. Harris Jr.: Project Asst. - wharris1@pghschools.org 412-529-5295

Bahja Ritter: Secretary - britter1@pghschools.org 412-529-4117

Lakia Knight: Stud. Data Sys. Specialist - lknight1@pghschools.org 412-529-4104

Hillary Fehl: Nurse - hfehl1@pghschools.org 412-529-4107

Janiece Anderson: Social Worker - janderson2@pghschools.org 412-529-5265

COMMUNICATION PROCEDURES

School to Family Communication

Pittsburgh-Allegheny Traditional Academy 6-8 teachers intend to keep an open line of parent/teacher communication. This includes monthly calendars, letters carried or mailed home, progress reports, report cards, conferences, telephone calls, auditory school messenger system, email, and requested parent conference days.

Blackboard Connect and Talking Points

These are notification systems that give Pittsburgh-Allegheny Traditional Academy 6-8 the ability to reach you in minutes. These systems will be used to communicate time sensitive information, event invitations, and/or attendance notifications. They are the most efficient ways to keep our campus safe and to keep our families informed and involved. These messages can be relayed through phone calls, emails and by text. Parents have the option to set up the ways in which you would like to be notified.

Personal Student Messages

If there is a need to contact your child, please call the main office to avoid calling a student's personal cell phone. **Students are not permitted to use their cell phones during school hours.** However, students have access to a designated student phone in the main office to make authorized calls to their families. The office staff will not take a telephone message for a student unless it is a true emergency. Please plan with your child in the morning before arriving at school concerning changes in routine. We try to avoid interruptions during the instructional day. The school cannot be held responsible for telephone messages which are not urgent.

ALLEGHENY 6-8 STAFF ROSTER & DIRECTORY 2024-2025

Dr. Yarra Howze	<i>Principal - yhowze1@pghschools.org</i>	Main Office ext. 4117
William C. Harris Jr.	<i>Project Assistant - wharris1@pghschools.org</i>	Room 403 ext. 5295
Bahja Ritter	<i>Secretary – britter1@pghschools.org</i>	Main Office ext. 4117
Lakia Knight	<i>Student Data Systems Specialist – lknight1@pghschools.org</i>	Main Office ext. 4104
Hillary Fehl	<i>Nurse – hfehl1@pghschools.org</i>	Elem. Office ext. 4107
Janiece Anderson	<i>Social Worker - janderson2@pghschools.org</i>	Room 420 ext. 5265
Brittany Boyd	<i>Student Service Assistant - bboyd1@pghschools.org</i>	Room 421 ext. 5267
6th Grade Team	MR. WHITE (6th Grade Level ITL)	
Brian Stein	<i>6th Grade Sci. & Soc. Studies- bstein1@pghschools.org</i>	Room 259B ext. 5298
Jessica Oliver	<i>6th Grade ELA/SAC Coordinator – joliver2@pghschools.org</i>	Room 256A ext. 5366
Sara Webb	<i>6th Grade Math – swebb1@pghschools.org</i>	Room 256A ext. 5222
Adina Thuransky (Castillo)	<i>6th Grade Social Studies – athuransky1@pghschools.org</i>	Room 427 ext. 5225
7th Grade Team	MR. SMITH (7th Grade Level ITL)	
Andrew Smith	<i>7th Grade Math & Transportation Coordinator - asmith1@pghschools.org</i>	Room 337 ext. 5227
Patrick O’Neil	<i>7th Grade Science & Math ITL- poneil1@pghschools.org</i>	Room 331 ext. 5374
Michelle Newton	<i>7th Grade ELA - mnewton1@pghschools.org</i>	Room 336 ext. 5293
Laura Hurst	<i>7th & 8th Grade Social Studies ITL- lhurst1@pghschools.org</i>	Room 334 ext. 5296
8th Grade Team	MR. COYNE (8th Grade Level ITL)	
Jane Albright	<i>8th Grade ELA - jalbright1@pghschools.org</i>	Room 415 ext.5292
Lawrence Coyne	<i>8th Grade Math/ITL- lcoyne1@pghschools.org</i>	Room 416 ext. 5297

Makaela Blakeman	<i>7th & 8th Grade ELA ITL/ PSE Learning Support – mblakeman1@pghschools.org</i>	Room 329 ext. 5373
Seth Wermager	<i>8th Grade Sci. ITL – swermager1@pghschools.org</i>	Room 418 ext. 5229
Kathryn Dreger	<i>6th & 8th Grade Learning Support- kdreger1@pghschools.org</i>	Room 425 ext. 5221
Academic Support Team:		
Heidi Kacinko	<i>6th – 8th Grade Therapeutic Support Teacher– hkacinko1@pghschools.org</i>	Room 426 ext. 5226
Lindsey Hahne	<i>Y.A.P. Therapist Therapeutic Support –</i>	Room 426 ext. 5226
Karen Baxter	<i>RBT ES Program – kbaxter1@pghschools.org</i>	Room 417 ext. 4122
Merceda Gomez	<i>ELA Academic Coach- mgomez1@pghschools.org</i>	Main Office ext. 4117
Conner Wagner	<i>Math Coach – cwagner2@pghschools.org</i>	No Room ext. 4117
Megan Heller	<i>Mercy Therapist – megan.heller@pittsburghmercy.org</i>	Room 161 ext. 5299 412-225-4158
Erin Norwig	<i>Speech Language Pathologist – enorwig1</i>	Room 161 ext. 5299
Jaquayla Huger	<i>Impact Therapist jhuger@invohealthcare.com</i>	Room 161 ext. 5299
Special Subjects Team:		
Josh White	<i>6th Grade -Physical Ed 6th-8th Grade ITL – jwhite3@pghschools.org</i>	Gymnasium ext. 5303 Room 309 ext. 5303
Michelle Newton	<i>6th – 8th Grade Visual Arts - mnewton1@pghschools.org</i>	Room 359A ext. 5370
Adina Thuransky (Castillo)	<i>6th – 8th Grade Spanish- athuransky1@pghschools.org</i>	Room 427 ext. 5225
Cameron Sutherland	<i>6th- 8th Grade General Music Sub- csutherland2@pghschools.org</i>	Room 428 ext. 5368
Alexandra Dolinger	<i>6th – 8th Grade Library Sub - adolinger1@pghschools.org</i>	Room 328 ext. 4099
Thomas Hill	<i>6th – 8th Grade Instrumental Teacher – thill2@pghschools.org</i>	Room 164 ext. 4117
Auxiliary Team:		
Vincent Santucci	<i>Head Custodian - vsantucci1@pghschools.org</i>	Room 022 ext. 4129

Lenise Murphy	Food Service Manager - <i>lmurphy1@pghschools.org</i>	Café ext. 4128
Natalie McCormick	School Security – <i>nmccormick1@pghschools.org</i>	Grand Lobby ext. 4098

Pittsburgh-Allegheny Traditional Academy 6th-8th

BELL SCHEDULE 2024-2025

8:30 to 8:35 Intake and Cafeteria Students

{1} Homeroom / MTSS Please admit students until 9:00 AM After 9:00 AM, All students must sign-in at the main office.	8:40 A.M.-8:45 A.M. Announcements
MTSS	8:45 A.M.- 9:13 A.M.
1st Period	9:15 A.M.- 9:58 A.M.
2nd Period	10:00 A.M.- 10:43 A.M.
3rd Period	10:45 A.M.- 11:28 A.M.
4th Period	11:30 A.M.- 12:13 P.M.
5th Period & Middle School Lunch	12:15 P.M.-12:58 P.M.
6th Period	1:00 P.M.- 1:43 P.M.
7th Period	1:45 P.M.- 2:28 P.M.
8th Period	2:30 P.M.- 3:25 P.M.

Middle School Dismissal at 3:25 P.M.

Staff Dismissal at 3:35 P.M.
1/2 Day Student Dismissal 11:55 A.M.

2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 12, 2025



Students first
Always, in all ways.

August 2024

S	M	T	W	T	F	S
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September 2024

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October 2024

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November 2024

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January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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July 2025

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Calendar Key (All dates may be subject to change.)

- First/Last Days of School
- Professional Development Days
- All PPS Employee Holidays
- School Only Vacation Days
- Clerical Days
- Parent-Teacher Conferences Days
PrK-5, PrK-K-8, 6-8
Monday, October 14, 2024
6-12, High School, Special,
EHS- Friday, October 18, 2024
- School Board Meetings
- Quarter Interim Progress Report
- Report Card Distribution
- High School Graduation
- Snow Make-Up Days: TBD
- Pay Date: 12-Month Semimonthly
- Pay Date: Bi-weekly
- ▲ Pay Date: Non-Administrator Semimonthly

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-329-3950, TitleIXCoordinator@ppschools.org or 412-329-HELP (4357).

ATTENDANCE PROCEDURES

[PPS Policy 204](#)

Attendance

The educational, social, and emotional skills that a child develops during middle school will remain with them throughout their lives. The first part of the day is significant because it establishes the groundwork for the rest of the day; in the same manner as the first report card period sets the tone for the remainder of the school year. **Since Pittsburgh-Allegheny is a magnet school, students are required to maintain at least a 90% attendance rate to maintain enrollment in the magnet program.**

As of January 31, 2007, the following new attendance requirements in Pennsylvania became effective:

1. **Parents must submit excuses for absences within (3) days or the absence becomes permanently unlawful.**
2. Parents will receive a Notice of Unlawful Absence after the first and second absences.
3. If there is a third unexcused absence, parents will receive a **Notice of Unlawful Absences** and a warning that they may be liable in court without further notice. Parents and school staff will meet to establish a Truancy Elimination Plan.
4. A fourth unlawful absence will cause a citation to be issued by the District Magisterial Justice. Habitual truants may be fined or face other consequences.
5. Any student who misses more than 10 days –excused and/or unexcused absences - in one school year will be required to submit verification that the absence was due to illness, injury or hospitalization, impassable roads, religious observance, or bereavement.

Missing a class without a teacher's permission or legal excuse will be considered a class cut and the student will receive a consequence. This can include a parent conference, in-house suspension or suspension from school.

Perfect Attendance

This is defined as being in school on time, every day all day long. Any excused absence, tardiness, early dismissals, medical excuses, or out of school suspensions rule out having perfect attendance. Bus tardiness or bus absences are the only exceptions. For each marking period, students with perfect attendance may participate in the Honors Day Out fieldtrip.

Tardiness

Students who arrive to homeroom after 9:00 a.m. are considered tardy. Students arriving at school after 9:15 a.m. for any reason must first report to the third floor Main Office to sign in **BEFORE** going to class. Students entering after 9:15 a.m. must have a written excuse from their guardian for their tardiness. The only exception is the late arrival of a school bus. Excessive tardiness interferes significantly with the learning process and is disruptive to our educational environment. The school staff will work with parents to improve punctuality. Being on time to all classes is required. There are two minutes between classes for transitions and to take care of personal needs. If a student is detained by a teacher, that teacher will provide a pass for the student. Initial steps to correct the problem will include a verbal warning, documented phone call home and lunch detention or a different consequence.

- Two accounts of tardiness will result in parental contact and lunch detention.
- Three accounts of tardiness will result in a possible after-school detention.

Attendance and Grades

Chronic Absenteeism in Pennsylvania refers to when a school-aged child is absent for 10% or more of the school days in a given academic year, regardless of whether the absences are excused or unexcused. Chronic absenteeism can significantly impact a student's academic performance and overall success. Tardiness that results in a student missing class or subject period will be considered an unexcused absence when calculating grades. Parents can track student progress through Home Access Center (HAC).

Early Dismissal

Routine medical and dental appointments should be scheduled outside of the school day when possible. While it is not always possible to schedule appointments outside of school hours, it is important that families try to keep early dismissals to a minimum. When children are called from class early, it is not only interrupting their education but is also a disruption for all students in the classroom. Early dismissal arrangements should be made in advance. **The school must be notified in writing before 3:00 p.m.**, stating the time and reason for the early dismissal. Students should bring the written request to the main office during the homeroom period the day of the early dismissal. If it is necessary to excuse a student during school hours, parents are asked to do the following:

- Notify the child's teacher, in writing, stating the reason for the early dismissal and provide a telephone number to verify the early dismissal. The office will issue an early dismissal note after verification.

- **Report to the 3rd floor middle school Main Office to pick up the child** at the designated time and sign their student out of the building. Middle school parents will not be permitted to sign out middle school students from the elementary main office location. For safety reasons, no student is permitted to wait outdoors unsupervised.
- If someone is picking up the child other than the parent/guardian, inform the main office secretary. No child will be released to anyone other than a parent or legal guardian unless prior arrangements have been made and the person provides a valid photo identification.

ACADEMICS

Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares it to be the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or

from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: <http://go.boarddocs.com/pa/pghboe/Board.nsf/goto?open&id=C2GLCB559E51>
For information about our Title IX procedures, please visit: <https://www.pghschools.org/titleIX>

Honor Roll

Children who achieve a grade point average of 3.00 to 3.49 receive Honor Roll status. Children who achieve a grade point average of 3.50 to 4.00 receive High Honor Roll status. Please note the different units attached to courses. They can range from .5 to 2.0 units depending on the class. Grade point average (GPA) is weighted accordingly. Students who maintain a grade average of 3.4 and above could be eligible for membership into the National Junior Honor Society.

Homework

Homework provides many benefits to students and parents. Homework incorporates skill practice which is necessary for retention and mastery. It enriches and supplements the classroom experiences. It also provides parents with information about what is being taught in the classroom and the quality of their child's work. In addition to the academic benefits, the consistent completion of homework promotes the student's ability to improve their time management skills, ability to adhere to deadlines, and manage their organization skills. It also assists in the development of responsibility, self-discipline, imagination and creativity. Homework is assigned four nights a week.

Homework in grades six through eight can range from one to two hours daily. Homework for a particular subject is ten percent of a student's grade. Parents can help their student(s) successfully complete homework assignments by providing an appropriate home environment for their students to complete homework, establishing a consistent homework time, reviewing homework for neatness and accuracy, and contacting the teachers for clarification and assistance when needed. Parents are encouraged to create an email tree for establishing consistent communication with teachers throughout the school year.

ACADEMIC INTEGRITY

PPS POLICY 226

Purpose

The Board seeks to encourage the full participation of all students in a system of academic integrity which precludes any form of academic dishonesty, and seeks to foster positive parental involvement in promoting evaluation based upon the student's efforts and accomplishments.

Authority

The Board adopts a system-wide policy to promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments.

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.

Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as your own, and the unauthorized use of aids during examinations, projects and assignments.

Delegation of Responsibility

The Superintendent or designee shall develop and implement uniform procedures for the enforcement of this policy, which shall be binding upon all students and staff within the School District of Pittsburgh.

This policy shall be included in the Code of Student Conduct and distributed annually to students, staff and parents/guardians.

DRESS CODE

PPS POLICY 221

Allegheny 6-8 Student Dress Code

Students are permitted to wear only plain solid navy blue or khaki jumpers, skirts, slacks or walking shorts. **No sweat suits, hoodies, ski masks, velour/spandex pants, or jeans are permitted.** Skirts and shorts must be no more than two inches above the knee. Plain solid white, light blue or navy-blue blouses or shirts with collars or turtlenecks are required.

Members of the National Junior Honor Society are permitted to wear red shirts of the same description. Undergarments should be solid in color and must not be seen. Earrings should be no larger than a quarter, necklaces should not be longer than your shirt collar. Only white or dark colored socks or tights may be worn. **No sandals may be worn or shoes without closed heels (including CROCS and sport slides).** Students may wear plain solid white or navy-blue sweaters or vests. All uniform shirts must have collars. Logos should **NOT** be larger than a quarter. **Navy blue sweatshirts without hoods are permitted.** All belts must be plain black, brown, white or navy blue. Tennis shoes are permitted to be worn.

Students are expected to be clean and neat every day. **Failure to follow the code is a breach of the Pittsburgh Allegheny 6-8 Tradition Academy dress code policy. The consequences for failure to conform to the dress code are an immediate call home and placement in all day in-school suspension (RAC), unless the parent can bring in the proper uniform.** Students may not dress out of uniform for field trips unless specifically informed to do so in a letter to the parent.

ELECTRONIC DEVICES

[PPS POLICY 216](#)

Textbooks/School Issued Technology

Students are responsible for textbooks and technology assigned to them during class periods. They are expected to take good care of the books and technology and will pay for any damaged learning materials owned by the school that are abused or lost. Promotion certificates and report cards may be held until the required compensation is paid.

PPS Electronic Device Policy 216

Pittsburgh Allegheny 6-8 Cell Phone and Technological Devices Restrictions

All cell phones and other technological devices must be given to the school staff to be secured in a locked area during the school day. This technology includes Smartwatches, *Beats* headphones, tablets (not issued by the school), etc. The devices will be collected and sorted by bus rooms, then secured in the school's main office during the day. All properly turned in devices will be returned to students in their assigned bus rooms during dismissal. If a cell phone or other technological device is seen at any point during the school day, it will be confiscated. Parents will be notified to plan retrieval of the cell phone or item from the main office. Students who refuse to turn in their cell phone or other technological device when directed will receive an immediate school consequence.

The cell phone/technological device policy is in place to protect all students who attend Pittsburgh Allegheny Traditional Academy 6-8. This policy helps to decrease suspensions, bullying, and harassment situations. It helps to prevent students from video recording in the school and promotes an increase in on task behaviors in the classroom. Students needing to communicate with a parent or guardian during the school day can access the student-designated phone in the main office throughout the day, as needed.

Note: During the 2023-2024 school year, 31 student phones and other technological devices were confiscated, requiring a parent/guardian to pick up the items. In addition to this, several cell phones/other technological items were misplaced, stolen, and/or damaged by students. There were several reported incidents of students videotaping

fights, bullying, and engaging in other acts of intimidation. As a result, the cell phone policy will return for the 2024-2025 school year.

EXTRA CURRICULAR OFFERINGS

[PPS Policy 119](#)

Extra-curricular Activities

Extra-curricular activities offered at Pittsburgh-Allegheny Traditional Academy 6-8 include: Interscholastic Athletics, Intramural Sports, Extended Day Tutoring Program, National Junior Honors Society, Yearbook Club, Book Club, African American Challenge Bowl, Student Council, Leadership Clubs, and many other new and exciting activities will be introduced at the Back to School Night.

Interscholastic Athletics

Pittsburgh-Allegheny Traditional Academy 6-8 sponsors girls' and boys' teams for the following sports:

- **Fall** (September and October)
 - Volleyball
 - Co-ed team Cross-Country
 - Flag Football
- **Winter** (November – February)
 - Swimming
 - Basketball
- **Spring** (March – May)
 - Soccer
 - Wrestling

The teams are open to all middle school girls and boys who meet the following qualifications:

1. Have a 2.0 GPA or better on their report card and maintain that average or above throughout the season.
2. Pass a physical examination within six weeks of the start of each sport season.

Students may only participate in one sport per season. If a student is assigned to RAC or suspended, they cannot participate with the team that day.

GRADING
[PPS Policy 209](#)

HOMEWORK PROCEDURES
[PPS Policy 115](#)

HEALTH SERVICES

PPS Policy 206

Authority

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that students of the School District submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease in compliance with the School Code, or any modified schedule or manner of examinations approved by the Pennsylvania Department of Education.

Guidelines

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade conducted by the school physician, or in accordance with an approved modified schedule or manner of examinations.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dental hygienist or dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination. The District will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

The school nurse shall administer to each student vision tests, hearing tests, scoliosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the District. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

Parents/Guardians of students who are to receive physical and dental examinations shall be notified in advance and encouraged to be present. The notice shall encourage the parent/guardian to have the examination conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs. The District shall provide the notice described in the paragraph to the parent/guardian in their preferred language.

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to their religious beliefs shall be examined only when the Pennsylvania Secretary of Health or their designee determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special medical examination for the student.

In the event that the parent/guardian objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.

Health Monitoring

The Board directs District staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.[15]

A student may request an alternative method of monitoring as a religious accommodation, and designated District staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.

Health Records

The District shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.

All health records shall be maintained separately from academic records, shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.

The District may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.

Designated District staff shall request from the transferring school the health records of students transferring into District schools. Staff shall respond to such requests for the health records of students transferring from District schools to other schools.

The District shall destroy student health records only after the student has not been enrolled in District schools for at least two (2) years.

Delegation of Responsibility

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

Allegheny 6-8 School Nurse

Nurse Hilary Fehl is assigned to Pittsburgh Allegheny 6-8 Traditional Academy. She performs various testing services such as physical examinations and vision/hearing screenings. Nurse Hilary is certified to identify contagious conditions. When necessary, she makes referrals for parental follow-up. The nurse works closely with school personnel in case of suspected neglect or abuse. For students who take medication on a regular basis, the proper forms must be filled out and submitted to the nurse accompanying the medications. Students cannot carry medicine to school on their own. Lastly, students must have written adult permission to report to the nurse's station.

INFORMATION TECHNOLOGY/ACCEPTABLE USE

[Pittsburgh Public Schools Office of Information Technology Acceptable Use Form](#)

STUDENT ACCEPTABLE USE FORM

SIGNATURE FORM – REQUIRED FOR ALL PITTSBURGH PUBLIC SCHOOLS STUDENTS

Please read the Pittsburgh Public Schools Acceptable Use Policy. Upon reviewing that policy, please complete this form to indicate that you agree with the terms and conditions as stated. The signature of a parent/guardian is mandatory before students will be allowed access to any PPS computer or technology-based resource. This form is required annually of all students in the Pittsburgh Public Schools. This document reflects the entire agreement and understanding of all parties.

Introduction

We are pleased to offer our students at Pittsburgh Public Schools (PPS) a safe, stable, relevant and productive technical experience with the use of all district technologies. The district aims to provide a rich set of technical capabilities that are unique to each learning community among our full portfolio of schools. These capabilities include but are not limited to 1-to-1 laptop, tablet or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets and the use of labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and district printers, scanners and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all district technologies. Misuse of PPS equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family, and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the district and family. Inappropriate use may result in cancellation of permission to use district equipment which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner's family and school community.

Every student in PPS will have access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form to acknowledge the PPS Acceptable Use Policy. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign where appropriate. Any questions or concerns about this permission form, or any aspect of the computer network, should be referred to your school's administration.

A copy of the related technology policies can be found in the Boards 900 series that includes related topics such as our Student Code of Ethics, Internet Safety Guidelines, Network Use Guidelines and Mobile Computing Guidelines.

Guidelines: General Use

- DO NOT Change the local configuration of the desktop, laptop or tablet
- DO NOT deface or change the physical appearance of any district device
- DO NOT use any logon and password other than your User Account

Users are not allowed to do the following unless given permission by an administrator:

- Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software Install and / or play personal music, videos, or games.
- Use unauthorized programs installed on the laptop.
- Report any damage – accidental or not, immediately.
- DO NOT attempt to bypass PPS security or content filtering at any time.
- Food and drink may not be consumed next to or near a PPS device at any time.

Guidelines: Network Use

The network is provided for students to conduct research, complete assignments, communicate, and collaborate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Web content is filter using industry standard precautions, but ultimately the responsibility of using the internet rests with the student. If at any time a student feels that they have accessed something in error or accident that they question, they should raise the concern with a teacher or administrator. The PPS Office of Information and Technology may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district server, or on this computer, will be private. Participating in any of the following is prohibited and may result in recommended expulsion:

- Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission
- Accessing, modifying or tampering with information or files which you do not have permission
- Intentional introduction and/or distribution of virus programs to workstations or servers.
- Intentional tampering with another's laptop, files, and/or projects.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries, databases and web resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Staff, students, and parents should be aware that certain offenses carried out through the internet could result in the involvement of State or Federal authorities and that the PPS Office of Information and Technology will cooperate fully with those authorities should it be required. We believe that the benefits to students from access to the Internet, in the

form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PPS supports and respects each family's right to decide whether or not to apply for access.

Use of the Laptops, Desktops, and Tablets:

The rules applying to the use of computers in school apply to the use of computers or devices that are permitted to be taken home for some school communities. All settings must remain as they were configured when the laptop was checked-out. Problems with the laptops are to be reported to the assigning teacher immediately upon return. Damage to machines that does not occur due to obvious negligence, disrespect, or misuse will be handled by PPS. In some cases, parents and families may be called upon to discuss the circumstances of damage and may be found liable if obvious neglect and mishandling are mutually agreed upon. All other guidelines for general use, network use and Internet use must be followed.

Security

Students and parents should be aware of the following:

- All PPS equipment and systems are subject to monitoring for safety and use, while using district systems and equipment there is no expectation of privacy.
- Certain offenses carried out through the Internet could result in the involvement of State or Federal authorities. PPS will cooperate fully with those authorities if necessary
- District equipment use will be logged by PPS for all system functions – web histories, installed or attempted installed software and receipts of email/web correspondence.
- Video camera and audio functionality which will be enabled.

Proper Handling

Students should carry any district devices – laptop, tablet or other – with two hands at all times when moving to and from their desk, between other classrooms, and when used at home. If equipment is being transported to the home by a walking student, or in a car or the bus, they are to remain in their provided case until they reach their destination. Students must know where the district equipment is at all times.

Damage

When a student device is damaged, the District will cover parts and repairs for up to two (2) times per school year. After a device is damaged a third time, a \$100 service fee will be charged for replacement. A school year is defined as August 1 – to July 31. If a student loses a device, the cost for replacement is \$200. A stolen device with a copy of a police report will be fully covered by the District. Lost chargers are \$47 for Dell laptops, \$28 for iPads and \$79 for MacBook laptop

Common Sense

In this day-in-age, we ask the students and families use common sense when it comes to protecting the integrity of the services and equipment provided by PPS. We are proud to provide the equipment and services that we have available to our region and constantly strive to increase our capabilities and offerings. The ability to grow our capacity, rests largely with protecting our current investments and maximizing the use of the equipment currently available to our students and families. Please be kind. Please think. Please make sure our equipment and services are safely available for years to come for all.

Student Information

Student Name:

Student ID #: _____ Date of Birth:

School:

_____ Grade: _____

Date: _____

Parent or Legal Guardian Agreement

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Internet, World Wide Web, and electronic mail. Additionally, I acknowledge my responsibility in making sure my learner respects the services and equipment the district provides. I have read and agree to the Pittsburgh Public Schools Acceptable Use Policy and I understand that I may be held responsible for violations by my child if any disciplinary action is required. Due process will always be recognized and no financial penalty will occur without a mutual agreement by both parties. Additionally, I understand that some materials on the Internet and World Wide Web may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, exploring, and/or sharing information and media. I also recognize that the district provides content filtering and takes every precaution to provide a safe, reliable and productive working environment for all PPS students. Further, I understand that the device is equipped with a video camera and audio functionality which will be enabled so that my child can access any synchronous instruction offered by PPS.

I acknowledge

Parental Certification of Student's Unmet Need

Please certify if one of the following applies to your child. Neither can apply.

- I certify that the following student **does not have** a sufficient **COMPUTER** for remote learning when not physically attending school. **Sufficient Computer** refers to a laptop, desktop or tablet that the student can use whenever they need to complete homework or attend online classes. A smartphone is not considered a computer. **Remote learning** includes off-campus educational activities while the student is not physically in a school building. Homework and virtual online classes are both considered remote learning. I understand any computer device loaned to my student is the property of the School District, is expected to be returned undamaged and in working order, and I will notify the District immediately should the device be damaged, lost or stolen.
- I certify that the following student **does not have** sufficient **INTERNET ACCESS** for remote learning when the student is not physically attending school. **Sufficient Internet access** refers to Internet connectivity that is reliable and enables the student to receive and send electronic information for homework and online classes. **Remote learning** includes off-campus educational activities while the student is not physically in a school building. Homework and virtual online classes are both part of remote learning. I further certify that our family is not receiving benefits under the federal Emergency Broadband Benefit (EBB) program. I understand any Wi-Fi device loaned to my student is the property of the School District, is expected to be returned undamaged and in working order, and I will notify the District immediately should the device be damaged, lost or stolen.

Printed Parent Name:

Parent Signature:

Date: _____

STUDENT SUPPORT SERVICES

Student Services Personnel

A full-time social worker and student service assistant are members of our school team. The social worker and student service assistant will aid and guide students by supporting them in establishing educational, social and career-oriented goals. In addition, the social worker will support parents and caretakers by facilitating meetings, phone conferences, and acting as a liaison between families and the school staff.

We offer special programs that are designed to: assist students in accomplishing their individual goals, provide an orientation for new students to the school, assist students moving on to a new school, and support students who are selecting high schools and academic courses. To assist some students in adjusting to the unique demands of middle school, our campus offers the following services: counseling, mediation, MTSS, PBIS, community partnership programs, and agency outreach services. The SAP team (Student Assistance Programs) is partnered with external service provider agencies and the school's CORE team to support the needs of our students.

Student Expectations/Procedures

Policy 212

SCHOOL-BASED CODE OF STUDENT CONDUCT

Pittsburgh-Allegheny Traditional Academy 6-8 adheres strictly to the District Student Code of Conduct. In addition:

- Students are to **show respect for all staff**, other students, parents, visitors and property through consistent demonstration of appropriate behavior and appropriate language.
- Students will follow the directives of **all adults in charge**.
- Students will comply with all aspects of the Allegheny 6-8 uniform dress code, unless otherwise instructed.
- Students are to report promptly to their assigned areas when they arrive at school each day. For safety purposes, students must behave in a manner appropriate to the school's code of conduct and follow the directions of the adults in charge.
- Students will quietly visit their lockers four times each day (during homeroom, before and after lunch, and at dismissal) under teacher supervision.
- Students will sit in their assigned seats in all classes and common areas unless otherwise excused by the adult in charge.
- Students will remain in the classroom and assigned area unless permitted or directed to go elsewhere (with a hall pass).
- Students will utilize the bathroom during their transition time between classes (or during class for emergencies only).
- Money is not to be brought to school except for purchase of snacks and/or other approved school activities.
- Eating is permitted only at breakfast and lunch times (in the cafeteria) or during approved activities. Students are not permitted to bring candy, gum, beverages, or any other snacks to school to consume during class time.
- Toys, games, and any type of permanent markers (example: sharpies, etc.) are not to be brought to school except for pre-approved activities.

SCHOOL PROCEDURES

Morning Arrival

All students will arrive on Arch Street and report directly to the metal detectors entering the main building on Commons Street. **STUDENTS ARE NOT PERMITTED TO ENTER THROUGH THE ARCH STREET DOORS OR THE CAFETERIA DOORS. NO EXCEPTIONS!** Cell phones, smart watches, and ear buds should not be in use while entering the building (see the Electronic Device Policy). Students are not permitted to eat and drink while entering the school.

Open food or drink items will be thrown away. Teachers will report to the cafeteria at 8:30 a.m. to welcome their homeroom students. Students will sit at designated tables with their homeroom class. Dismissal from breakfast in the cafeteria will begin promptly at 8:55 a.m. Homeroom teachers will walk each class to their homerooms. Homeroom teachers and main office announcements will inform students of daily events. All students must be in their homerooms no later than 9:00 a.m. or a lunch detention will be issued. If the expected time slots for homeroom should change due to morning transportation schedules, students and families will be notified. Students who are tardy for school (after 9:15 a.m.) must report directly to the main office with a tardy excuse from their guardian upon arrival.

Breakfast

Eating breakfast at school is a privilege, and students may be excluded for improper behavior or loitering. Everyone is expected to clean up his or her own area. Students must leave the cafeteria when prompted in order to report promptly to homeroom. Food and drink are not permitted outside of the cafeteria. Students who arrive late will quickly finish breakfast in the cafeteria under the supervision of a staff member and then promptly report to HR with a pass from a staff member.

Lunch

The importance of appropriate cafeteria and recess behavior must be stressed with students. Good behavior at lunch sets the tone for the afternoon and maximizes instructional time. The following rules and procedures will make the cafeteria a more pleasant area:

- No food or drink will be permitted outside the cafeteria.
- Students must have a pass if they are leaving the cafeteria during lunch.
- Table manners are expected. Misuse of food or related items will result in consequences.
- Students will remain seated in the cafeteria until dismissed by teachers.
- A supervised recess will accompany each lunch session. Safety is our number one concern.
- Students will proceed quickly, quietly and in an orderly fashion to and from lunch/recess period with a teacher.

- Teachers will report to recess/lunch area at 12:55 p.m. to escort students to 6th period class.

Hall Behavior

Students are expected to walk and maintain appropriate levels of quiet in the hallways and stairways. Failure to demonstrate appropriate behavior during transitions throughout the day will result in a consequence.

Bathroom Usage

Students may visit the bathrooms during the two-minute transition time between classes. True emergencies will be the only exception of time out of the classroom. If a medical problem necessitates frequent bathroom visits, a note must be submitted to the main office from a doctor.

Lockers

Each student on campus is assigned a locker. Students are to quietly visit their lockers at designated times: before homeroom, before lunch, after lunch and at the end of each school day. Locks must be purchased and used by each Pittsburgh-Allegheny 6-8 student.

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies and outdoor garments. If school officials have reasonable suspicion that the student has illegal substances or weapons in the locker, the school will conduct a search of that locker.

Personal Items

Students are asked to be extremely careful about leaving valuable items unattended on desks, in classrooms, in the lunchroom and in unlocked lockers. The school is not responsible for lost or stolen articles. Students must secure their electronic devices (other than school issued computers) out of sight. If personal electronic devices are seen, they will be confiscated as indicated in the PPS Electronic Device policy 216. Parents will be notified to plan to retrieve the personal devices from the main office. Students who refuse to turn in their personal devices when directed will receive a disciplinary consequence.

Assembly and Auditorium Behavior

Assemblies will be held at various times throughout the school year. Each class has an assigned section in the auditorium. Students are to sit with their class unless otherwise instructed. It is important that children learn and demonstrate appropriate audience behavior. Students must sit quietly and pay attention to the speaker and/or performance. Students are expected to always be respectful and responsive. Entry and exit from the auditorium must be quiet and orderly. A student's inability to adhere to the auditorium behavioral expectations will result in a consequence in accordance with the student code of conduct.

Horse-playing and Rough-housing

Horse playing often leads to injury and more serious school disruptions. Students are reminded weekly at student meetings to refrain from engaging in horseplay. Violations may result in a disciplinary action. Policy 102 – Non-Discrimination in School and Classroom Practices

Dismissal Procedures

At 3:10 PM, a staff member will make an announcement for students to report to their bus rooms. Students will go to their lockers then report directly to their bus room. Cell phones will be returned to students at this time. At 3:15 PM, there will be an announcement dismissing the buses. Staff members assigned to the bus room will accompany students to their bus. Walkers and parent pickup students will also report to a room with staff that will walk them to the exit on Commons.

Bus Behavior

Students must behave appropriately and safely while being transported on the school bus. They must remain seated, talk softly, and open windows ONLY when directed by the driver. They may not “hang out” of windows, shout at passers-by, move about or eat on the bus, throw things, or touch other individuals. Video cameras are installed on school buses to ensure safety for all.

Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the bus and jeopardizes the safety of all the passengers. If a student incident is of a more severe nature, it may result directly in a bus suspension or out of school suspension. Continued misconduct by students on the bus will ultimately result in the complete loss of bus transportation privileges. ***Students do not have the autonomy***

to change their bus assignments for after-school destinations. For safety reasons, children must go home on their assigned bus. Students are insured only for their assigned buses and may not ride on unassigned buses.

Students are expected to follow the regulations of the Pittsburgh Public Schools Code of Student Conduct. They must also follow all staff established rules and procedures of Pittsburgh-Allegheny Traditional Academy 6-8. F

or more information, please contact the school's main office at 412-529-4117 or refer to the [Code of Student Conduct](#)

Field Trips

Field trips are scheduled to enhance the educational process or to provide opportunities for achievement, recognition, or reward. Attending field trips is a privilege. Therefore, if a student's behavior is thought to potentially disrupt the activity, the student may not be permitted to attend field trips. Classroom teachers and the principal make the final decision. Signed parental permission slips must be returned before any student leaves the campus.

VISITOR POLICY

[PPS Policy 1104](#)

Guidelines for Visitors

Scheduling of Appointments

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.

Reporting to the Office

School visitors shall be required to register at the school's main office and state the purpose of their visit. All visitors are required to receive and wear a visitor's badge. Upon completion of the visit, visitors are expected to sign-out and return the badge to the main office.

Types of Visitations/Observations

1. Meeting to discuss school/student issues.
2. Parent/Guardian classroom visit.
3. Tutoring and volunteering.

ALLEGHENY 6-8 PARENT INVOLVEMENT

Meetings with the principal are by appointment only. Requests for classroom visits are only honored upon the principal's review and approval. Parents are encouraged to participate in meaningful ways in our school culture. Opportunities are open for parents to meet with grade-level teams at the request of the parent or the team. Some opportunities for parent participation and involvement include: the Parent Teacher Organization (PTO), monthly evening Content Nights, Parent School Community Council (PSCC), and to represent Pittsburgh-Allegheny Traditional Academy 6-8 at district wide meetings. Volunteer work at our school is always encouraged, if the parent has filed the required clearances at the school. We urge parents interested in frequently volunteering for activities to obtain clearances and **approval from the school principal.**

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

CAMPUS INFORMATION

All visitors will be admitted into the building through the Commons Street entrance during the school day. Navigating the campus of Pittsburgh-Allegheny 6-8 can present challenges for new families and students. However, students quickly learn their way around the campus. The list of terms below will assist you with campus life:

- Arch Street Wing- the front section of the school that faces Arch Street and the Aviary
- Astros (star) - our official school mascot.
- Royal Blue & White- our official school colors
- The Annex- The annex houses most sixth- grade classrooms as well as the Spanish, music and art rooms.
- Student Services Suite-fourth floor office
- Grand Lobby- main entrance
- Main staircase- largest center staircase used by visitors, students, and teachers.

- RAC (Restorative Adjustment Center) – room assigned for in-school restorative suspension.
- Middle School- located on the third and fourth floors of the main building and the Annex building.
- Middle School Main Office/Principal's office- third floor

Fire Drill

The purpose of the fire drill is to establish a procedure for evacuating the building quickly and safely in case of an emergency. It ensures proper student and adult reaction to emergency situations. Students are to exit the classrooms and follow predetermined routes to the outdoors. It is essential that all children are silent and orderly.

When the fire alarm sounds:

- Students will form a line quickly, quietly and in an orderly manner.
- Teachers or monitors will close classroom doors; windows should be closed if it does not cause a serious delay. Attendance sheets will be carried out by teachers.
- No one is permitted to stop to obtain outer clothing or backpacks after the alarm sounds.
- Occupants will walk to the nearest unobstructed exit and leave the building in an orderly manner.
- Assistance will be provided according to a pre-arranged plan for those students who are incapable of moving at a moderate speed during the drill.
- Each class will proceed to the pre-determined point outside the building that provides enough distance to allow the fire department to carry out the necessary operations without interference from students.
- Each teacher will use an attendance sheet to account for all the students assigned to that class during the fire drill.

If for any reason a student is out of the classroom when the first drill or disaster drill is sounded, they are not to attempt to rejoin their class. If a fire alarm has sounded, they are to exit the building and meet their group in the designated area.

Severe Weather Drill

Pittsburgh experiences a variety of weather conditions during the school year which have caused weather emergencies. For high winds and tornado drills, an alarm will sound and there will be an announcement made for all students and staff to proceed to

the predetermined safe areas within the building. These safe areas will be located away from outside windows and walls. Further directions will be given as needed.

School Safety Drills

Annually, Pittsburgh Allegheny will hold a school safety drills. We follow the Emergency Operations Protocols from the [I Love U Guys Foundation](#) This information is posted throughout out school and will be communicated with students and families regularly.

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

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

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

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

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