

Allegheny Traditional Academy PreK-5

Student Handbook 2024-2025



Allegheny Traditional Academy PreK-5

810 Arch Street

Pittsburgh PA, 15212

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www.pghschools.org/alleghenyprek-5



TABLE OF CONTENTS

- Superintendent's Welcome Message
- Principal's Welcome Message
- Introduction
- Mission, Vision
- School Contact Information
- Communication Procedures
- Staff Information
- Arrival and Dismissal Procedures
- Bell Schedules
- School Calendar
- Attendance (Policy 204)
- Academic Integrity (Policy 226)
- Dress Code (Policy 221)
- Electronic Devices (Policy 216)
- Grading (Policy 209)
- Homework (Policy 115)
- Health Services (Policy 206)
- Information Technology/Acceptable Use Policy
- Student Support Services
- Student Expectations/Procedures (Policy 212)
- Visitor Policy (Policy 1104)

- Additional Information
 - PSCC
 - Volunteering

SUPERINTENDENT'S WELCOME

Dear Pittsburgh Allegheny PreK-5 Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Allegheny PreK-5'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 PreK-5'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 PreK-5.

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 PreK-5 Families,



As the proud principal of Allegheny Traditional Academy, I want to welcome you to an exciting academic school year filled with fun, engaging, and enriching learning opportunities.



Students, your time at Allegheny Traditional Academy will be spent exploring texts, solving real-world math problems, thinking critically, and learning collaboratively. Let this handbook be your guide in ensuring a successful school year by reminding you of our high expectations.

Throughout the year, you will be challenged in your thinking to reach your full potential. Remember that your classmates, teachers, and family members are here to support you in your academy journey. We believe that your contributions of genius and joy are a critical asset to our school community.

Parents and guardians, I invite and encourage you to become familiar with our school policies and procedures. This information is critical in helping you support your child's success during these essential years of schooling. We value you as indispensable partners in making sure we put students first. Always, in all ways.

We are the Allegheny Traditional Academy North Stars. It is our time to lead the way!

Sincerely,

Mr. Michael Barbone
Principal

SCHOOL VISION AND MISSION

School Vision for Learning

At Allegheny K-5 we are a collaborative and innovative community dedicated to ensuring that all students become life-long learners, problem solvers, and thinkers who will succeed in any endeavor and all learning environments.

Teaching practices are both reflective and responsive to the needs of our students. Decisions are based on data and the needs of ALL children. We encourage children to take risks, be intellectually engaged and always challenge themselves.

Ultimately, we want our teachers and students to be responsible, respectful, reflective and productive citizens who make positive choices for themselves; in turn creating more expansive opportunities.

District Vision

All students will graduate high school college, career and life-ready prepared to complete a two-or four-year college degree or workforce certification.

District Mission

The Pittsburgh Public Schools will be one of America's premier school districts, student focused, well-managed, and innovative.

We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

SCHOOL CONTACT INFORMATION

School Contact Information

Pittsburgh Allegheny K-5 is in the Northside neighborhood of Pittsburgh. All parties entering the building must use the West/North Commons Street entrance.

Main Office: (412) 529- 4100

Fax: (412) 323-4109

Address: 810 Arch Street Pittsburgh PA 15212

[School Website](#)

COMMUNICATION PROCEDURES

Please review the types of communication that our school utilizes. We use a variety of methods to ensure an equitable approach so that all families are communicated with timely, respectfully, and effectively. We encourage you to advocate your communication needs in case you anticipate a potential barrier to receiving information. Please also know that our teacher's primary responsibility is to create a positive, safe, and rigorous learning environment with children under their supervision. An electronic message may not be responded to immediately. If you need to communicate an emergency, please call the main office at 412 529 4100. Leaving a message ensures a guarantee that a staff member will return your call as soon as possible.

Methods of School Communication

- Printed handouts - letters, flyers, and activity calendars
- Phone – Automated Robocall (District and School Updates)
- Talking Points – Automated Texting Service (used for Transportation Updates)
- Microsoft Teams – Virtual meetings, conferences, and synchronous instruction during virtual days
- Facebook – School events, additional school updates and reminders
- [eSchoolPLUS Home Access Center \(HAC\)](#) – Schedules, attendance, published assignments, class averages, report card information, transcript grades, and interim grades may be viewed on HAC and will not be distributed to students. Report cards will continue to be printed out and distributed to students. [Link](#)

Methods of Teacher Communication

- ClassDojo – App-based service where families can text directly to teachers and see pictures of classroom activities
- Email – email using staff addresses ending in @pghschools.org
- Phone call – each staff member has a room phone and extension
- Scheduled in-person conferences
- Parent letters brought home by students

Methods of Administration Communication

- Email and Phone Calls
 - Principal Michael Barbone – mbarbone1@pghschools.org ext. 4105
 - Assistant Principal Julie Swiderski - jswiderski1@pghschools.org ext. 4103
- Printed letters
- Scheduled in-person conferences

STAFF ROSTER

[DIRECTORY LINK](#)

Principal	Michael Barbone	3rd/4th Grade	Leslie Anders
A. Principal	Julie Swiderski	5th Grade	Elizabeth Fulton
Secretary	Aimee McWhorter	5th Grade	Kimberly Sherman
Nurse	Hillary Fehl	5th Grade	Sara Sporrer
Security	Natalie McCormick	Art	Megan Kaulius
Social Worker	Laura Ward	Science 2-5	Cindy Skundrich
Social Worker	Claire Kelly	Music	Jaelissa Akers
SDSS	Lakia Knight	P.E.	Mandy Miller
H. Custodian	Vincent Santucci	Instrumental	Marylou Bushyager
Cafe Manager	Lenise Murphy	ELA Coach	Merceda Gomez
Kindergarten	Nicole Banks	Math Coach	Nikki Maclsaac
Kindergarten	Kathy Pajak	Speech T.	Nicole Venus
Kindergarten	Dena Metz	Speech T.	Erin Norwig
Kindergarten	Angela Getty	Para.	Erika Braun
Kindergarten	Jennifer Violi	Para.	Shannon Isaac
1st Grade	Jamie Davis	Para.	Rhonda Parker
1st Grade	Mary Potts	Para.	David Goscinski
1st Grade	Adria Rau	Para.	Lakesha Lowry
1st Grade	Nicole Odorisio	O. T.	Kelly Gaguzis
1st Grade	Lisa Drwal	Hearing T.	Liz Marston
2nd Grade	Eugenia Wilt	Tutor	Geraldine Brown
2nd Grade	Bobbi-Jo Gintner	PSE Teacher	Erin Bellinger
2nd Grade	Lory Nelson	PSE Teacher	Teri Aldrich
2nd Grade	Chelsea Glover	PSE Teacher	Amy Holtgraver
3rd Grade	Jennifer Daize	PSE Teacher	Shona Jiggetts
3rd Grade	Jaime Pontillo	PSE Teacher	Ashley Krivosh
4th Grade	Courtney Esken	ESL Teacher	Aimee DeLucia
4th Grade	Jennifer Quinn		
3rd/4th Grade	Patricia Duty		

ARRIVAL AND DISMISSAL PROCEDURES

Regular School Day: 8:30 AM – 3:25 PM

Doors Open: 8:30 AM

Arrival & Breakfast: 8:30 AM – 8:50 AM

Dismissal: 3:25 PM

Two-hour Delay Doors Open: 10:30 AM

Half-Day Early Dismissal: 11:55 AM

Student Entry

All students will enter Pittsburgh Allegheny K-5 using the West/North Commons Street entrance. Upon entry students will walk through a metal detector and have their bags checked for any prohibited items.

Morning Drop off: No drop off on Commons Street

Student drop-off will begin at 8:30 AM. **Parents are asked to drop students off in the designated area beside the large basketball court on Arch Street.** Staff will monitor students as they transition to the Commons entrance of the school. **PARENTS ARE NOT ABLE TO ENTER THE BUILDING.**

Passes for 15-minute parking at the Children's Museum are available if parents want to escort their student(s) across the crosswalk to the school entrance.

Dismissal will begin at 3:25. THERE IS NO PARKING ON ARCH STREET, IN THE SCHOOL LOT, OR DRIVEWAYS.

Parents are to park at the Children's Museum lot and use the crosswalk to pick up students at the auditorium doors (grades 2-5). Kindergarten and First-grade students will once again be picked up at the cafeteria side door on Astro Way. All dismissal changes must be sent in the morning to your child's homeroom teacher. We will not accept dismissal changes after 2:30 PM.

BELL SCHEDULES

Student Bell Schedule Doors open at 8:30 AM		Half Day Schedule		2-Hour Delay
Breakfast	8:30-8:45	No Breakfast		
Homeroom	8:45-8:50 (Breakfast ends at 8:50)	Report to Homeroom		
Period 1	8:50- 9:30	8:50-9:30	House Team Lunch boxes and coats brought to meeting	
Period 2	9:30-10:10	9:30-10:10 Lunch K-2	K-2 students to Lunch/ Recess 3-5 Remain in the house with 3-5 Teachers	Doors open 10:30 AM (no breakfast)
Period 3	10:10-10:50	10:10-10:50 Lunch 3-5	3-5 students to Lunch/ Recess K-2 Remain in the house with 2-5 Teachers	
Period 4 K-2	10:50-11:35	10:50-11:35	House Team	
Period 5 3-5	11:35-12:20	Dismissal 11:55 PM		Period 5
Period 6	12:20-1:05			Period 6
Period 7	1:05-1:50			Period 7
Period 8	1:50-2:35			Period 8
Period 9	2:35-3:20			Period 9
Dismissal	3:20-3:25			Dismissal

SCHOOL AND PPS CALENDARS

Important Dates:

- August 21, 2024 Back to School Event 5:30-7:30 PM
- August 26, 2024 First Day for students 1st-5th grade
- August 29, 2024 First Day for Kindergarten Students
- September 2, 2024 Labor Day, No school
- September 20, 2024 Half-Day for students
- September 25, 2024 PSCC/PTO Annual Title 1 Meeting 5:30-6:30
- October 3, 2024 No school – Rosh Hashanah
- October 7, 2024 Parent Teacher Conferences
- October 9, 2024 School Pictures
- October 23, 2024 PSCC/PTO, Virtual – 5:30-6:30 Virtual
- October 25, 2024 Half-Day for students
- November 5, 2024 Election Day – No school for students
- November 11, 2024 Veteran’s Day, No school
- November 13, 2024 PSCC/PTO, Virtual – 5:30-6:30 Virtual
- November 15, 2024 Half-Day for students
- Nov. 28 – Dec. 2, 2024 Thanksgiving Break, No school
- December 11, 2024 PSCC/PTO, In-person @10 AM
- December 13, 2024 Half-Day for students
- Dec. 23 – Jan. 1, 2025 Winter Break, No school
- January 15, 2025 PSCC/PTO, Virtual – 5:30-6:30 Virtual
- Jan. 20 – 22, 2025 MLK Day and School PD, No school
- February 7, 2025 Half-Day for students
- February 19, 2025 PSCC/PTO, Virtual – 5:30-6:30 Virtual
- February 21, 2025 Half-Day for students
- March 7, 2025 Half-Day for students
- March 19, 2025 PSCC/PTO, Virtual – 5:30-6:30 Virtual
- March 21, 2025 Half-Day for students
- March 31, 2025 Eid-al-Fitr, No school
- April 14 – 18, 2025 Spring Break, No school
- May 20, 2025 Primary Election Day, No school
- May 21, 2025 PSCC/PTO, Virtual – 5:30-6:30 Virtual
- May 26, 2025 Memorial Day, No school
- June 12, 2025 Last Day of School

ATTENDANCE PROCEDURES

[*PPS Policy 204*](#)

Attendance Expectations

Class attendance and participation in classroom activities are the basic underlying components of a student's academic work and are necessary for the accomplishment of curriculum objectives. All students ages 6 through 18 must attend school. This is known as the compulsory school attendance requirement. When students do not attend school on a regular basis, they are tardy or truant. Intervention strategies will be utilized with the goal of improving school attendance for truant students, with a special focus on eliminating barriers to school attendance. Below is a summary of important school attendance rules and procedures. PPS's Attendance Policy can be found in full on the District's website at: Board Policy 204 - Attendance. Out-of-school suspensions and unexcused absences shall count against a student when determining eligibility for the Promise. All other absences are not counted against a student in determining eligibility for the Promise.

Key Attendance Terms

- **Unexcused Absence** When Student is not in attendance at school and a written excuse is not provided within 3 days.
- **Tardy** Arriving after the posted start time for class or school without a written excuse. Truant Student has had 3 or more unexcused absences. Habitually Truant Student has had 6 or more unexcused absences.
- **SAIC** (School Attendance Improvement Conference) where reasons for missing school are reviewed in an effort to improve a student's attendance.
- **SAIP** (School Attendance Improvement Plan) The plan outlining efforts to improve student's attendance.

Absence Notification

When a student is absent, their parent/guardian receives notice from the school in the parent/guardian's preferred language, on the day of the student's absence. Parents/ guardians have 3 days from the date the child missed school to turn in a written excuse. Until the excuse is received, the absence is treated as unexcused. Parents/guardians can submit an excuse for up to 10 absences per school year. After that, an excuse from a licensed healthcare provider is required. Parents/guardians can submit absence excuses in paper form, or electronically by sending an email.

Attendance Procedures

Homeroom teachers are responsible for maintaining accurate school attendance records and making contact with the parents after three (3) illegal absences. These absences need not be consecutive. The teacher contact should be by telephone, but if this is not possible, the contact should be by mail. Legal notices shall be issued to parents or guardians of students who are

illegally absent for any extended period and in every instance no later than the third day of illegal absences in any semester. Prosecution procedures shall be initiated if illegal absences continue after a legal notice has been sent.

If you have further questions, please contact our school social worker, Mrs. Ward at 412-529-4106 or lward1@pghschool.org

Excused and Unexcused Absences

Absences for the following reasons are considered Excused Absences. • Illness • Health Care or Therapy • Quarantine • Family Emergency or Death • Recovery from Accident • Court Attendance • Religious Holidays • College Visits • Other Approved Urgent Reasons.

An Unexcused absence is when a student is not in attendance at school and a written excuse is not provided within 3 days.

Early Dismissal

If an early dismissal is necessary, please write a note indicating the reason and the time the student will need to leave school. After the student shows the note to the homeroom teacher, it will be shared with the office staff so they know of the dismissal when the parent/guardian arrives to pick up the student. The student will not be released from class until the parent has arrived at the office. Please make sure you sign your child out in the early dismissal book. Early Dismissals will not be honored after 2:30 PM unless a note has previously been submitted.

Tardy to School or Class

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 the student code of conduct. Tardiness and early dismissals affect attendance since students who arrive late or leave early are missing some of their classes. Arriving late deprives the tardy student of important instructional time. In addition, tardiness interrupts the instruction of those students who do arrive on time because the teacher must stop instruction to tend to the tardy student. The same holds true for those students who leave early. They lose out on instruction and hold the class back the following day because the teacher must help the student with the material the student has missed.

ACADEMIC INTEGRITY

[PPS POLICY 226](#)

Academic integrity is a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action.

It is the responsibility of teachers to ensure that all students understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Teachers must ensure that all student work is prepared according to the requirements and must explain clearly to students that the assessed work must be entirely their own.

DRESS CODE

[PPS POLICY 221](#)

The Uniform Dress Code for Pittsburgh Allegheny K-5 is an integral part of the Traditional Academy Agreement/Contract signed by all parents, teachers, and students.

Students are expected to always follow the dress code. Parents are responsible to dress their children accordingly. Children are to keep their shirts tucked in, shoes tied, and belts buckled. Failure to follow this code is a breach of the Agreement/Contract. Faculty and staff will be responsible for enforcing this dress code.

The Pittsburgh Allegheny K-5 PTO has established a Uniform Exchange to help enforce the above policy. The Uniform Exchange helps to recycle uniform clothing that your child outgrows and is still in good condition. These are then made available to any child at a very nominal fee. Contact the school office or attend a PTO meeting to purchase. Donations are accepted at any time.

Shirts: All blouses, polo shirts, oxford cloth, turtlenecks or dress shirts must be solid white, solid light blue or solid navy blue with a collar.

Plaid Skirts: These skirts are blue, or navy, and white plaid. The plaid skirts/skortis can only be purchased through Land’s End or the spirit shop. Please note these skirts are not mandatory, they’re in addition to the navy skirts we already have.

Pants/Jumpers/Skirts/Skortis/Shorts: All bottoms must be solid navy blue (NO DENIM).

Socks: Socks may be white or dark colored anklets, knee-highs, or tights.

Belts may be dark brown, black or navy with a plain buckle and must be worn with all clothes requiring belt loops.

Sweaters/Sweatshirts/Sweater Vests: May be plain navy, light blue or white without writing, pictures, or logos.

Hats and Hoods may be worn to school but must be removed off the head upon entering the building. (Scarves, Do-Rags, athletic headbands, etc. are not permitted).

Spirit wear: Anything purchased from the spirit shop is considered uniform and may be worn at any time. Any shirt given to your student by the school may be worn at any time (grade level t-shirts, tie-dye day t-shirts).

Footwear:

Acceptable Colors	Acceptable Styles	Unacceptable Styles
All tennis shoes and dress shoes must have a primary color of black, dark blue or brown. Soles can be white, black, dark blue or brown. The logo of the shoe must be the color of the shoe and/or white or black.	Shoes must always be worn. Shoes should not have a heel higher than 1 ½” and should be securely fastened to the foot. <ul style="list-style-type: none"> • Tennis shoes • Dress shoes Snow/Rain boots may only be worn during inclement weather.	<ul style="list-style-type: none"> • Flip-flops, slides, or Crocs. • Sliders, Heelys, or roller shoes. • Cleats. • Tap, ballet, or dance shoes.

If you have any questions or in need of support, please reach out to the school at 412-529-4100.

ELECTRONIC DEVICES

[PPS POLICY 216](#)

Students are not permitted to carry their cell phone. Cell phones are to stay turn off and stowed away. If a student is found using their cell phone, the cell phone will be confiscated and placed in the main office. Parents/guardians must physically come to the school in order for their child's phone to be returned.

Rationale: Having devices out during classroom time and lunch/recess poses a distraction to the learning environment. All students at Allegheny K-5 are to keep phones and personal electronic devices stowed away until after dismissal.

GRADING

[PPS Policy 209](#)

Final Summative Assessments

Final Summative Assessment vary for each subject. Please reach out to your student's teacher for a more in-depth understanding.

GRADES

Families can check their student's grades on the [eSchoolPLUS Home Access Center \(HAC\)](#) at any time. Parents/families can view real-time information through a convenient web portal anywhere. Information that can be found include:

- Schedules
- Attendance
- Quick links to communicate with teachers.
- Published Assignments
- Class average
- Report card information
- Transcript grades

Please contact the school's Main Office if there are any issues. Families can also reach out to the Parent Hotline by phone 412.529.HELP (4357), or by email parenthotline@pghschools.org

A HAC User Assistance Guide can be found on the www.pghschools.org website.

HOMEWORK PROCEDURES

[PPS Policy 115](#)

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist him or her throughout the years spent in school. You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- You will receive specific information regarding your child's homework from the subject teacher. Don't hesitate to call or email your child's teacher(s) if your child has not been bringing work home or he/she states that there is no homework in a particular subject.
- Look for and request the homework guidelines that are specific to your child's classroom.
- Ask your child if he or she has homework that day. Be aware that homework is assigned every day except Friday or the day before a holiday. If your child indicates he/she does not have homework and it is not a weekend, you should be concerned. By asking your child about homework, you are helping your child to remember there is an assignment to be completed.
- Become interested in your child's homework. Ask your child to show the homework to you and to explain what the work completed was about. Sharing your child's work with them reinforces the importance of homework and helps the child to understand you are interested in their progress. Looking at your

child's homework also keeps you informed about your child's progress and the way in which he/she is able to complete the assigned work.

- Remember that homework is your child's work, not yours. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make sure the homework assignment is clearly understood by each student.
- Help your child maintain a regular homework time each day. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work and study, where he or she is not disturbed by younger children, pets, TV, radio or any other distractions.

HEALTH SERVICES

[PPS Policy 206](#)

Communication with Parents

When students become ill or injured at school, they are sent to the office by the classroom teacher or lunchroom aide. The students can be seen by the school nurse. If our school's nurse is out, the office staff will attempt to contact the parent to determine the best course of action.

If your child is not feeling well in the morning and you think you can send them to school, please do not tell them they can call you if they don't feel any better. You should contact the office and let us know that your child wasn't feeling well, but you felt it was okay to send them to school. We can keep an eye on them and call you if they do come to the office.

Emergency Care Form

A Student Emergency Form provides emergency contact information to the school. Telephone numbers and addresses should be current, accurate, and clearly written. Remember to put the name and telephone of a person or persons who can be contacted in the event you cannot be reached. Notify the office if you change any addresses or telephone numbers during the year. It is essential for your child's safety that these records are kept up to date. Below is a link to our current Student Emergency Care Form.

<https://resources.finalsite.net/images/v1722976211/pghschoolsorg/mc/enep92axqpcjv6o5az/2024-2025 ECF Rev 05-2024.pdf>

Medications

Under no circumstance is medication to be administered by School District nurses to students unless the school principal has received the Consent for Administration of Medication and Medical Order. This form is to be completed by the parent/guardian and the doctor ordering the medication. Please do not send your child to school with medicine without this paperwork as we will not be able to administer the medication without the completed paperwork. No medication of any kind can be kept in the child's possession or stored in any of their personal areas.

Student Health Records

Students' health records are stored in a locked cabinet located in the nurse's office.

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[PPS POLICY 813.1](#)

Each student has been assigned a school technology device (iPad for Kindergarten, Laptops for grades 1st - 5th). Students will be responsible for keeping their electronic device charged and bringing home their devices and back to school on as needed basis.

All families will be required to sign the Acceptable Use Policy. Other Electronic Devices: Tablets, portable video game consoles and personal laptops should be kept at home.

Cell phones are permitted; however, they must be turned off and not visible during school hours. Student cell phones will not be secured by teachers/staff. They should be used in aiding students ONLY while on the way to and from school. Since student cell phones are not educational devices and are not required by the school, students bring them at their own risk and are required to abide by the above-mentioned guidelines.

Please do not contact your students on their personal cell phones during the school day. Please contact the Main Office. They will provide a message for your child.

STUDENT SUPPORT SERVICES

Social Emotional Learning (SEL)

We all know that it is essential for children to master important academic skills, such as reading and mathematics. That's why they go to school. But it is equally important for students to develop the "soft skills" that we all need to navigate the world successfully. These include things like how to managing feelings and emotions, how to respect others and how to build strong, positive relationships. This is called Social-Emotional Learning (SEL).

According to The Collaborative for Academic, Social, and Emotional Learning, there are five core competencies that will help individuals—both children and adults—navigate the world more successfully. They are:

- Self-awareness: Know your own strengths and weaknesses and have a "growth mindset."
- Self-management: Manage your stresses and impulses and be prepared to set and work towards goals.
- Social awareness: Be open to the perspectives of others and respect cultural differences
- Relationship skills: Work on your communication skills, your willingness to cooperate with others and accept constructive criticism.
- Responsible decision-making: Make good choices based on ethical standards, safety and social norms.

The Pittsburgh Public Schools' five-year strategic plan calls for initiatives that create a positive and supportive school culture. By incorporating

Social-Emotional Learning skills in the classroom, students and teachers enjoy a richer and more productive learning environment.

Bullying

Bullying is defined as intentional, aggressive behavior[s] that may be verbal, physical, written or electronic, aimed at another student or students, for the purpose of creating fear or intimidation by harming physically, mentally or emotionally. It may be direct or indirect, with face-to-face interactions or by spreading rumors, sharing inappropriate pictures or demeaning a student using social media.

Please click on the link below to learn more about our District's Bullying Prevention Resources

<https://www.pghschools.org/Page/481>

Non-discrimination Policy

Policy 102 – Non-Discrimination in School and Classroom Practices

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

<https://www.pghschools.org/domain/1153>

Role of School Social Workers

Pittsburgh Allegheny K-5 has two Social Workers. School Social Workers are the link between the school and the students, families, and the community to promote and support students' academic success and well-being. Some of the services that school social workers provide are: crisis intervention, attendance support, support for housing instability, connecting students and families to resources, providing direct support to students in school (individual, group, SEL), identify and report suspected child abuse and neglect, obtain and coordinate community

resources to meet student needs. Social workers are also trained members of the Student Assistance Program (SAP).

Transcript Requests

Please contact the main office for any transcript requests.

Prospective Student Visits

We welcome all prospective students along with their parents to come check out our school! Please reach out to [Ms. Cynthia Skundrich](#) through the main office (412-529-4101) and she will schedule you for a visit.

Education for Children and Youth Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate night time residence. Please click on the link below for more information.

<https://www.pghschools.org/Page/5130>

STUDENT EXPECTATIONS/ PROCEDURES

[Policy 212](#)

Student Code of Conduct

Behavioral Expectations

Students are responsible for attending classes on time and regularly, being prepared for classes, and for coming to class with all necessary supplies. Students should also take good care of school property. Students should work to organize their time well to complete all homework assignments. All students should always respect themselves and others. Reading every day outside of homework assignments is also necessary for students. Most importantly, students should always work toward doing their best! Please take some time to review the Matrix included on the previous page so that you and your child fully understand the behavioral expectations we have as part of student responsibilities.

Positive Behavior Interventions and Supports (PBIS)

Pittsburgh Public Schools has always been committed to creating environments where teachers can teach and students can learn. Through the framework of Positive Behavior Interventions and Supports (PBIS), we now have a formalized way to provide consistent supports and interventions that ensure all students and staff have clear expectations for a safe and engaging learning environment.

PBIS is built on a foundation of expectations. When students know what is expected of them, they are more likely to behave appropriately. With that thought in mind, principals, teachers, and staff at every school in the District work together to set up behavioral expectations and subsequent rewards that are specific to their school. Expectations are reinforced and acknowledged at places like morning meetings, classrooms, and school-wide events.

All students, even ones who struggle with appropriate behavior, **can achieve success** and learn social and emotional skills that will help them be successful in school and in life.

Expectations are broad, and age-appropriate. Most revolve around common objectives such as being respectful, responsible, and safe. Consistency is the key to success. Each building has selected their own set of positively stated expectations. All adults and students throughout their school utilize the same expectations in all environments.

In our school, when students are “caught being good,” they are acknowledged with points using the online app PBIS Rewards to reinforce the likelihood that the positive behavior will occur again. Opportunities to reinforce student behavior happen at the building, classroom, and individual levels. Over time, negative behaviors disappear in favor of preferred positive behaviors.

What is a "House" Team?

To build and support a positive school community, all students and staff are assigned to "Houses." Once students are assigned, they remain with their house for their entire time at Allegheny K-5. These houses include students from all grade levels, and we have house meetings during every half day. The 8 houses are: Unicorn, Phoenix, Pegasus, Swan, Fox, Chameleon, Dolphin, and Peacock. Each house is represented by a constellation, a mascot, a flag, and they each also have a bulletin board where each member is listed. Students in the houses have even created House Chants, House Songs, and House Dances. Be sure to ask your child what house they are in, and to share what House Days mean to them and their school community.

Students spend half days completing activities focused on social and emotional learning, meeting with their house members, building community and friendships, and shopping in the school store. Students earn points throughout each school day for being Respectful, Responsible, and Safe. Students then have the opportunity to exchange points for items from the school store.

Cafeteria Procedures

Each child is given an area or assigned based on need. Students in 3rd-5th grade are able to purchase from a variety of snacks offered. Snack options typically include Baked Lays, Hot Cheetos, ice cream sandwiches, or freshly baked cookies! Students are limited to purchasing only 2 items from the snack line.

Lockers Procedures

Lockers or a belonging area will be assigned to students by their teacher. Locks may be permitted on lockers by request. Please note the student is responsible for their combination or key. The school will not reimburse if a lock needs to be removed. Students should not bring valuables to school. The valuables will not be replaced. Students are permitted to go to their locker at the beginning and end of the school day and before and after lunch.

Restroom Procedures

Students must ask their teacher for permission to leave the room in order to use the restroom. IF a student is found taking advantage of their bathroom privileges, the teacher has the right to modify that child's access during that class period.

Search and Seizure Procedure

All teachers and staff at ATA have the right to search a student's belongings if there is prior knowledge of prohibited items being present or if there is a reason for concern. Please review the student code of conduct for a complete list of prohibited items.

Transportation Rules and Procedures

- Follow all rules and directions given by the bus driver and adults in charge.
- Always stay in your seat. (Do not kneel or lay on seats.)
- Talk in a low voice (inside voice). Yelling distracts the driver
- Use appropriate and respectful language only. Swearing or speaking disrespectfully to an adult or peer **WILL NOT** be tolerated.
- Walk when boarding and exiting the bus.
- Keep your hands, arms, legs, and feet to yourselves and out of the aisles.
- **DO NOT** hang out or yell out bus windows
- Leave all windows the way you find them. You may only open or close a window with permission from the driver
- No eating or drinking on the bus
- Pick up papers or trash that you may have dropped.
- Keep track of your own possessions. Do not touch other students' belongings. Carrier or bus driver is NOT responsible.
- Tell an adult if you find something questionable on the bus.
- If an infraction occurs, depending on the severity, the following will occur in consecutive order:
 - Conference with child and phone call home.
 - Consequence at school and phone call home
 - One day suspension from the school bus with parent notification given.
 - Three-day suspension from the school bus with parent notification.
 - Five-day suspension from the school bus with parent notification.
 - Ten-day suspension from the school bus with parent notification.
 - During a bus suspension, it is the responsibility of the parent/guardian to make sure that their child gets to school. It is a bus suspension and not a school suspension

Pittsburgh Allegheny K-5 Behavior Expectations - Our Three Stars

	Community Time & Auditorium	Classroom	Hallways	Bathrooms	Cafeteria	Recess	Bus	Dismissal
Be a RESPECTFUL Star	<p>I will use an appropriate voice level.</p> <p>I will look and listen to the speaker.</p>	<p>I will enter the classroom at a level 0 voice.</p> <p>I will use and care for materials.</p>	<p>I will use a level 0 voice.</p> <p>I will respect bulletin boards and student work displayed.</p>	<p>I will use a level 1 voice.</p> <p>I will use the facilities quickly and appropriately.</p> <p>I will clean up after myself.</p>	<p>I will use a level 2 voice at the tables.</p> <p>I will eat neatly and clean up after myself.</p>	<p>I will play fair and share with others.</p> <p>I will care for playground equipment.</p>	<p>I will use a level 1 voice.</p> <p>I will follow the bus driver's directions.</p>	<p>I will use a level 1 voice.</p> <p>I will follow staff's directions in my dismissal area.</p>
Be a RESPONSIBLE Star	<p>I will walk directly to my assigned seat.</p>	<p>I will come prepared with materials and homework.</p> <p>I will be an active participant.</p>	<p>I will walk in line order.</p> <p>I will walk to the right side of the halls and stairs.</p>	<p>I will wash my hands with soap and water.</p> <p>I will report bathroom issues to an adult.</p>	<p>I will get all items and go to my seat.</p> <p>I will line up when directed using a level 0 voice.</p>	<p>I will line up when directed using a level 0 voice.</p> <p>I will help to clean up the equipment.</p>	<p>I will keep my area clean.</p>	<p>I will quickly organize my materials.</p> <p>I will walk to my assigned dismissal area and stay there.</p>
Be a SAFE Star	<p>I will exit silently in line order.</p> <p>I will keep my hands, feet and unkind words to myself.</p>	<p>I will keep my hands, feet and unkind words to myself.</p> <p>I will stay in my designated area.</p>	<p>I will keep my hands, feet and unkind words to myself.</p>	<p>I will keep my hands, feet and unkind words to myself.</p>	<p>I will exit at a level 0 in line order.</p> <p>I will keep my hands, feet and unkind words to myself.</p>	<p>I will exit at a level 0 in line order.</p> <p>I will keep my hands, feet, and unkind words to myself.</p>	<p>I will stay seated in my assigned seat.</p> <p>I will keep self and objects inside the bus for safety.</p>	<p>I will remain with my assigned bus monitor at all times.</p> <p>I will keep my hands, feet and unkind words to myself.</p>

VISITOR POLICY

[PPS Policy 1104](#)

Visitors Policy

A basic responsibility of the school is to ensure the safety of the children. Therefore, it is imperative the office staff know who is in the building. All visitors MUST enter the building through the Common Street entrance.

Persons wishing to visit a school shall make arrangements in advance with the school office. 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.

All visitors who enter the building will be asked to go through the metal detector after signing in. Visitors will wait in the grand lobby or the main office to meet the party. All Visitors should be able to produce identification upon request.

ADDITIONAL PPS DISTRICT POLICIES

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 \(pghschools.org\)](https://pghschools.org/PSE/Special-Education/Child-Find-Annual-Notice)

ADDITIONAL INFORMATION

PSCC

PSCC stands for Parent, School, Community Council. The purpose of this meeting is to help all parties involved stay connected and have a voice in what is going on with in the school.

Parents will be notified in advance of any changes. Virtual links will be sent out prior to the meetings.

PSCC Meetings 2024-2025 School Year

Weds. Sept. 25 5:30-6:30 PM In-Person

Weds. Oct. 23 5:30-6:30 PM Virtual

Weds. Nov. 13 5:30-6:30 PM Virtual

Weds. Dec. 11 10:00-11:00 AM In-Person

Weds. Jan. 15 5:30-6:30 PM Virtual

Weds. Feb. 19 5:30-6:30 PM Virtual

Weds. Mar. 19 5:30-6:30 PM Virtual

April- NO MEETING

Weds. May. 21 5:30-6:30 PM Virtual

Volunteer Information

We appreciate the added support our many dedicated volunteers provide to our schools and students.

Volunteering for the First Time at PPS?

In accordance with the State law, the District has adopted a Volunteer Clearance Policy. These requirements are in effect for all volunteers.

Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to their child's school:

In-Take Form for volunteers

PA State Criminal History Report (obtained online; cost: FREE)

<https://epatch.state.pa.us/Home.jsp>

Child Abuse Certification (obtained online; cost: FREE)

<https://www.compass.state.pa.us/CWIS>

The **FBI Criminal History Report** (fingerprinting required – FBI report [apply online](#); Service Code 1KG6Y3; Cost: \$21.35 paid at the fingerprinting site) You can also apply via phone at 1-844-321-2101. A signed [PA Resident Form AND Waiver Request](#) can be submitted in lieu of this report if you have lived in PA for 10 consecutive years. When visiting the fingerprinting site, valid ID must be presented. Acceptable forms of ID include, but are not limited to, Valid Driver's License, Military ID, Passport or US Visa.

A **TB test** is also required to volunteer in PreK classrooms

*** There may be a fee if you have requested free clearances within 5 years.**

**** Ensure you request clearances through the PA Department of Education (PDE).**