

# Pittsburgh Arlington PreK-8



## Student Handbook 2024-2025

**Pittsburgh Arlington PreK-8**  
800 Rectenwald Street  
Pittsburgh, PA 15210  
Phone: 412-529-4700  
[www.pghschools.org/Arlington](http://www.pghschools.org/Arlington)



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## SUPERINTENDENT'S WELCOME

Dear Pittsburgh Arlington Families,

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

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**

Dear Students, Parents, and Guardians,

Welcome to Pittsburgh Arlington PreK-8! It is with great pleasure that I extend a warm greeting to all new and returning members of our school community. As we embark on a new academic year, I am filled with enthusiasm and optimism for the possibilities that lie ahead.

At Pittsburgh Arlington, we are committed to creating a safe and nurturing environment where every student can thrive academically, socially, and emotionally. Fundamental to this commitment is our adherence to policies that prioritize the safety and well-being of all

individuals within our school community. These policies are designed to ensure a secure learning environment and to foster an atmosphere where respect, kindness, and inclusivity are always upheld.

We strongly believe in the village model of raising our future. This philosophy underscores the idea that education is a collective effort involving students, parents, teachers, staff, and the broader community. Together, we form a supportive network dedicated to the growth of each student. By working collaboratively, we can empower our students to achieve their full potential and become responsible, compassionate citizens of the world.

As we begin anew this academic year, I encourage all members of our school community to embrace the opportunities for learning, growth, and personal achievement that lie ahead. Whether you are a returning student or joining us for the first time, I am confident that this year will be marked by exciting discoveries, meaningful connections, and significant progress.

Please review this handbook's contents, as it contains valuable information about our school's policies, procedures, and expectations. Should you have any questions or concerns throughout the year, please contact our dedicated faculty and staff. We are here to support you every step of the way.

Thank you for entrusting us with the education and well-being of your child. Together, let us make this academic year a memorable and successful journey for all.

Yours in service,

Crystal Caldwell, Principal

### **Pittsburgh Arlington's Vision Statement**

We envision a school where all students, staff, and community members feel safe, valued, inspired, and empowered to achieve their highest potential here at

Pittsburgh Arlington. When we achieve this, our students' regular attendance rate will reach 100%, indicating that all students were present more than the required 90% of days enrolled.

### **Pittsburgh Arlington's Mission Statement**

It is our mission to increase attendance of students, staff, and community members in our school through an improved positive culture, engaging educational opportunities, and consistent systems that support success. If we achieve our purpose, our school will be a welcoming place of learning for all and then we can truly achieve.

## COMMUNICATION PROCEDURES

Welcome to our school community! Effective communication is key to ensuring the success of our students. To streamline your inquiries, please observe the following procedures:

1. **Contacting the Main Office:** Our main office hours are from 7:30 AM to 3:45 PM, Monday through Friday. Please call during these hours to reach our administrative staff, Ms. McCray and Ms. Witherspoon.
2. **Contacting Teachers:** For academic or classroom-related concerns, we encourage families to contact their student's teacher directly via email or TalkingPoints. They are best equipped to address questions about assignments, progress, and classroom activities.
3. **Community Resource Needs:** If you require assistance with community resources or have questions about local services, please ask for Ms. Gill. She can provide guidance and connect you with appropriate resources.
4. **Mental Health Support:** For mental health support needs, including counseling or emotional wellness resources, please reach out to Mr. Henry or Ms. Blackhurst. They are dedicated to supporting the well-being of our students and can provide confidential assistance.

Thank you for partnering with us in your child's education journey. Clear communication helps us ensure a positive and supportive environment for all students. You can find all staff emails on the next page, and the main office line on the front of this handbook. Please do not hesitate to reach us.

### Quick Look at Key Personnel

Principal Caldwell	412-529-4701	<a href="mailto:ccaldwell1@pghschools.org">ccaldwell1@pghschools.org</a>
Asst. Principal May	412-529-5202	<a href="mailto:mmay1@pghschools.org">mmay1@pghschools.org</a>
Secretary Ms. Witherspoon	412-529-4701	<a href="mailto:gwitherspoon1@pghschools.org">gwitherspoon1@pghschools.org</a>
Social Worker (K-4) Mr. Henry	412-529-5203	<a href="mailto:ahenry2@pghschools.org">ahenry2@pghschools.org</a>
Social Worker (5-8) Ms. Blackhurst	412-529-5403	<a href="mailto:eblackhurst1@pghschools.org">eblackhurst1@pghschools.org</a>
SDSS Ms. McCray	412-529-4700	<a href="mailto:emccray1@pghschools.org">emccray1@pghschools.org</a>

## ALPHABETIC STAFF ROSTER

First Name	Last Name	Email	Grade/Subject
Marci	Balistreiri	<a href="mailto:mbalistrieri1@pghschools.org">mbalistrieri1@pghschools.org</a>	3-5 Life Skills
Lori	Baran	<a href="mailto:lbaran1@pghschools.org">lbaran1@pghschools.org</a>	OT
Emily	Belfiore	<a href="mailto:ebelfiore1@pghschools.org">ebelfiore1@pghschools.org</a>	Art
Beth	Blackhurst	<a href="mailto:eblackhurst1@pghschools.org">eblackhurst1@pghschools.org</a>	6-8 Social Worker
Alan	Bowden	<a href="mailto:abowden1@pghschools.org">abowden1@pghschools.org</a>	Security Office
Ashley	Brady	<a href="mailto:abrady1@pghschools.org">abrady1@pghschools.org</a>	3-5 ES
Kristopher	Branson	<a href="mailto:kbranson2@pghschools.org">kbranson2@pghschools.org</a>	5th Grade Math
Carmella	Brown	<a href="mailto:cbrown3@pghschools.org">cbrown3@pghschools.org</a>	Pre-K
Lisa	Bruckman	<a href="mailto:lbruckman1@pghschools.org">lbruckman1@pghschools.org</a>	Kindergarten
Melina	Bushmen	<a href="mailto:mbushmen1@pghschools.org">mbushmen1@pghschools.org</a>	7th/8th ELA
Taryn	Byrne-Hertzler	<a href="mailto:tbyrne1@pghschools.org">tbyrne1@pghschools.org</a>	3 <sup>rd</sup> Grade Reading
Crystal	Caldwell	<a href="mailto:ccaldwell1@pghschools.org">ccaldwell1@pghschools.org</a>	Principal
Laurie	Collier	<a href="mailto:lcollier1@pghschools.org">lcollier1@pghschools.org</a>	K-3 Learning Support
Marianne	Coughenour	<a href="mailto:mcoughenour1@pghschools.org">mcoughenour1@pghschools.org</a>	6-8 Learning Support
Tamika	Daven	<a href="mailto:tdaven1@pghschools.org">tdaven1@pghschools.org</a>	Custodian
Megan	Donnelly	<a href="mailto:mndonnelly3@pghschools.org">mndonnelly3@pghschools.org</a>	Pre-K



Dominique	Dorsey	-	6-7 Math
Maureen	Flaherty	<a href="mailto:mflaherty2@pghschools.org">mflaherty2@pghschools.org</a>	Cafeteria Manager
Jillian	Gallagher	<a href="mailto:jgallagher2@pghschools.org">jgallagher2@pghschools.org</a>	Literacy Coach
Danielle	Giannetti	<a href="mailto:dgiannetti1@pghschools.org">dgiannetti1@pghschools.org</a>	6-8 Learning Support
Danielle	Gill	<a href="mailto:dgill1@pghschools.org">dgill1@pghschools.org</a>	Community Schools
Laura	Goins	<a href="mailto:lgoins1@pghschools.org">lgoins1@pghschools.org</a>	5th Reading
Maura	Gray	<a href="mailto:mgray1@pghschools.org">mgray1@pghschools.org</a>	4-5 Learning Support
Erin	Gurchak	<a href="mailto:egurchak1@pghschools.org">egurchak1@pghschools.org</a>	K-2 Autistic Support
Andrew	Henry	<a href="mailto:ahenry1@pghschools.org">ahenry1@pghschools.org</a>	Social Worker K-5
Thomas	Hill	<a href="mailto:thill2@pghschools.org">thill2@pghschools.org</a>	Instr. Music Specialist
Kristi	Jankowiak	<a href="mailto:kjankowiak1@pghschools.org">kjankowiak1@pghschools.org</a>	Speech Therapist
Shawn	Jones		Security Office
Lynda	Keller	<a href="mailto:lkeller1@pghschools.org">lkeller1@pghschools.org</a>	3rd/4th Math
Rachel	Keyser	<a href="mailto:rkeyser1@pghschools.org">rkeyser1@pghschools.org</a>	6-8 ES
Andre	King	<a href="mailto:aking2@pghschools.org">aking2@pghschools.org</a>	3-5 Life Skills Para
Sabrina	LeClair	<a href="mailto:sleclair1@pghschools.org">sleclair1@pghschools.org</a>	2 <sup>nd</sup> Grade Math
Jeffrey	Lemley	<a href="mailto:jlemley1@pghschools.org">jlemley1@pghschools.org</a>	6-8 Social Studies
Delaney	Lewis	<a href="mailto:dlewis5@pghschools.org">dlewis5@pghschools.org</a>	4-5 Learning Support
Alex	Light	<a href="mailto:alight1@pghschools.org">alight1@pghschools.org</a>	Music
Robert	Lingg	<a href="mailto:rlingg1@pghschools.org">rlingg1@pghschools.org</a>	Health/Phys. Ed.
Matthew	May	<a href="mailto:mmay1@pghschools.org">mmay1@pghschools.org</a>	Assistant Principal
Alma	Mamani	<a href="mailto:amamai1@pghschools.org">amamai1@pghschools.org</a>	Spanish
Giselle	McCoy		4 <sup>th</sup> Grade ELA
Ericka	McCray	<a href="mailto:emccray1@pghschools.org">emccray1@pghschools.org</a>	SDSS
Julia	Morris	<a href="mailto:jmorris2@pghschools.org">jmorris2@pghschools.org</a>	3-5 ES
Darelle	Porter	<a href="mailto:dporter1@pghschools.org">dporter1@pghschools.org</a>	K-2 Autistic Para
Matthew	Ransom	<a href="mailto:mransom1@pghschools.org">mransom1@pghschools.org</a>	Custodian
Tontalayia	Robinson	<a href="mailto:trobinson3@pghschools.org">trobinson3@pghschools.org</a>	Nurse
Maureen	Spadone	<a href="mailto:mspadone1@pghschools.org">mspadone1@pghschools.org</a>	1st Grade
Lindsay	Stolze	<a href="mailto:lschaffer1@pghschools.org">lschaffer1@pghschools.org</a>	Librarian
Nina	Stuhovic	<a href="mailto:nstuhovic1@pghschools.org">nstuhovic1@pghschools.org</a>	Math Coach
Lauren	Thear	<a href="mailto:lthear1@pghschools.org">lthear1@pghschools.org</a>	1st Grade
Julia	Ventura	<a href="mailto:jventura1@pghschools.org">jventura1@pghschools.org</a>	Kindergarten
Matthew	Wagner	<a href="mailto:mwagner1@pghschools.org">mwagner1@pghschools.org</a>	7 <sup>th</sup> /8 <sup>th</sup> Math
Lindsey	Wasco	<a href="mailto:lwasco1@pghschools.org">lwasco1@pghschools.org</a>	2nd Grade ELA
Gerren	Witherspoon	<a href="mailto:gwitherspoon1@pghschools.org">gwitherspoon1@pghschools.org</a>	Secretary

## BELL SCHEDULE

<b>Pittsburgh Arlington</b>			
<b>Bell schedule</b>			
<b>Bell Schedule</b>	<b>Starts</b>	<b>Ends</b>	<b>Length (minutes)</b>
Homeroom/Breakfast	8:05	8:25	20
1st Period	8:25	9:05	40
2nd Period	9:05	9:45	40
3rd Period	9:45	10:25	40
4th Period	10:25	11:05	40
5th Period	11:05	12:05	45 + 15
6th Period	12:05	12:50	45
7th Period	12:50	1:30	40
8th Period	1:30	2:10	40
9th Period	2:10	3:05	40 + 15
Dismissal	3:05	3:15	10

## Two Hour Delay Schedule

**Homeroom 10:00 -10:25**

**Dismissal 3:05 - 3:15**

## Half Day Schedule

**Homeroom 8:00-8:25**

**Dismissal 11:25-11:35**





# PITTSBURGH ARLINGTON

## 2024-25 CALENDAR

800 Reectenwald St, Pittsburgh, PA 15210

412-529-4700

Follow us on Facebook for calendar updates!

[bit.ly/PittsburghArlington-FB](https://bit.ly/PittsburghArlington-FB)



Keep an eye on these key dates throughout the school year!

**\*FIRST DAY OF SCHOOL\* AUGUST 26<sup>TH</sup> (NO KINDERGARTEN)**

**\*FIRST DAY OF KINDERGARTEN\* AUGUST 29<sup>TH</sup>**

### SEPTEMBER

**NO SCHOOL**  
(Labor Day)  
Monday, September 2

**PSSC Event**  
(Academic Night)  
Thursday, September 19

**HALF DAY**  
Friday, September 20

### OCTOBER

**NO SCHOOL**  
(Rosh Hashanah)  
Thursday, October 3

**Parent Teacher Conferences**  
Monday, October 14

**HALF DAY**  
Friday, October 25

**PSSC Event (Trunk or Treat)**  
Wednesday, October 30

### NOVEMBER

**NO SCHOOL**  
(Election Day)  
Tuesday, November 5

**NO SCHOOL**  
(Veterans Day)  
Monday, November 11

**HALF DAY**  
Wed., November 13

**HALF DAY**  
Friday, November 15

**PSSC Event**  
(Gratitude Dinner)  
Thursday, November 21

**NO SCHOOL**  
(Thanksgiving Break)  
Thursday, November 28  
& Friday, November 29

### DECEMBER

**NO SCHOOL**  
(Thanksgiving Break)  
Monday, December 2

**PSSC Event**  
(Light Up Night)  
Thursday, December 5

**Winter Concert**  
Friday, December 6

**NO SCHOOL**  
(Winter Break)  
Monday, December 23  
through  
Wednesday, January 1

### JANUARY

**NO SCHOOL** (Winter Break)  
Wednesday, January 1

**PSSC Event**  
(Family Movie & Game Night)  
Thursday, January 16

**NO SCHOOL**  
(Martin Luther King Day)  
Monday, January 20

**NO SCHOOL**  
(Teacher In-Service Days)  
Thurs. & Fri., January 23 & 24

### FEBRUARY

**HALF DAY**  
Friday, February 7

**PSSC Event**  
(BHM Celebration & Showcase)  
Thursday, February 20

**HALF DAY**  
Friday, February 21

### MARCH

**HALF DAY**  
Friday, March 7

**PSSC Event (TBD)**  
Thursday, March 20

**HALF DAY**  
Friday, March 21

**NO SCHOOL**  
(Eid-al-Fitr)  
Monday, March 31

### APRIL

**NO SCHOOL**  
(Spring Break)  
Monday, April 14  
through  
Friday, April 18

**PSSC Event (TBD)**  
Thursday, April 24

### MAY

**Spring Concert**  
Friday, May 16

**NO SCHOOL**  
(Election Day)  
Tuesday, May 20

**PSSC Event (TBD)**  
Thursday, May 22

**NO SCHOOL** (Memorial Day)  
Monday, May 26

**Morning Dropoff:** 8:05am-8:20am | **School Hours:** 8:05am-3:05pm | **Afternoon Pickup:** 3:05pm-3:20pm

**\*LAST DAY OF SCHOOL\* JUNE 12<sup>TH</sup>**

## **ATTENDANCE PROCEDURES** [\*PPS Policy 204\*](#)

Arriving on time to school and class each day is an important factor to school engagement and success. All students are required and encouraged to have regular attendance to support their growth. 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. PPS's Attendance Policy can be found in full on the District's website at: Board Policy 204 - Attendance.

Parents/ guardians have 3 days from the date the child missed school to turn in a written excuse. 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 to the child's teacher. If a legal excuse is not submitted, the absence will be considered unlawful and noted as unexcused.

### **Early Dismissals**

On rare occasions, a parent may need to request an early dismissal from school for their child (such as for a doctor's appointment or other important business). The procedure for obtaining an early dismissal is as follows:

- Early dismissals end at 2:20pm to support getting ready for the whole school dismissal.
- Please send a note or email to notify us of the early dismissal. The note should contain the reason for the dismissal, the time of the dismissal, and a phone number where the parent can be reached. The note should be given to the homeroom teacher or the main office secretary.

## **ACADEMIC INTEGRITY** [PPS POLICY 226](#)

### **SOARING Academic Expectations:**

All Pittsburgh Arlington soaring Eagles will:

- Be present and prepared in class, engaged in their learning.
- Participate in class discussions as a listener and speaker.
- Complete assignments and turn them in on time.
- Ask for and give help when needed, building on a community of learners.

## **DRESS CODE** [PPS POLICY 221](#)

Students must always wear appropriate clothing while at school. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. Families will be contacted if a student needs a change of clothes. If necessary, Arlington will provide a change of clothes from our community clothing closet.

So that all Eagles feel safe and valued, certain items are not permitted, including apparel/jewelry that promotes sexual activity or violence, the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

## **ELECTRONIC DEVICES** [PPS POLICY 216](#)

All cell phones will be collected at the metal detector and handed back at the end of the school day. Please leave video games and other similar personal devices at home.

## **EXTRA CURRICULAR OFFERINGS** [PPS Policy 119](#)

**Field Trips/Special Events:** Field trips are valuable learning opportunities for students. They are also a means of incentivizing students for academic achievement, attendance, and SOARING behavior. Parental consent is required for all field trips as a signed permission slip. Some educational field trips are planned that correspond to activities that go on in class. Other trips/events are meant as rewards. Field trips will be planned throughout the school year and criteria to attend will be shared with students and families prior to the field trip.

**Interscholastic Sports:** Throughout the school year, we offer a variety of interscholastic sports such as soccer, basketball, flag football etc. A “C” average is required to participate and behavioral expectations must be met according to the Student Code of Conduct.

**In-school Activities:** We have numerous programs at Pittsburgh Arlington for students to participate in throughout the school day. Some of our partners and programs include: STEM Coding Lab, Boy Scouts/Girl Scouts, CLO Theater, Alcosan, Reading is Fundamental, Urban Hilltop Farm, Student Envoy, and more. We are building more partners into our school day and starting after-school programs. All during-school programs are open to all students. After school program information will be sent out as seasons approach for those activities.

## **GRADING AND HOMEWORK PROCEDURES**

[\*PPS Policy 209\*](#) [\*PPS Policy 115\*](#)

We believe homework serves as a vital communication tool between students, families, and teachers. Our educators have the discretion to determine when and how often homework is assigned, ensuring it reinforces the skills being taught in the classroom.

Homework assignments are designed with a clear purpose: to provide students with opportunities to practice and reinforce their learning. We understand the importance of balancing academic enrichment with personal time. Therefore, we adhere to the guideline that homework should not exceed the student's age in minutes, ensuring a manageable workload.

We encourage parents and guardians to stay informed about their child's homework assignments and academic progress through the Home Access Center. Should any concerns arise regarding homework, please reach out to your child's teacher.

## **HEALTH SERVICES** [\*PPS Policy 206\*](#)

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


[\*PPS POLICY 813.1\*](#)

[Acceptable Use Policy](#)

## **Student Expectations/Procedures** [\*Policy 212\*](#)

### **School Expectations & SOAR Behavior**

Students at Pittsburgh Arlington are expected to SOAR. SOAR is an acronym for students to remember to follow! See the graphic on the next page for more information.



# S.O.A.R.

	Safe	Organized	Accountable	Respectful
Classroom	<ul style="list-style-type: none"> <li>Walk calmly.</li> <li>Keep hands and feet to yourself.</li> <li>Keep all legs of a chair on the floor at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Bring all necessary materials to school/class.</li> </ul>	<ul style="list-style-type: none"> <li>Complete and Return assignments.</li> <li>Charge your devices BEFORE school.</li> </ul>	<ul style="list-style-type: none"> <li>Raise hand.</li> <li>Wait your turn.</li> <li>Actively listen.</li> <li>Respect other's personal space.</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>Walk on the right.</li> <li>Keep hands and feet to yourself.</li> <li>Report any issues/problems.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in line.</li> <li>Bring only what you need for where you are going.</li> <li>Use your lockers at designated times.</li> </ul>	<ul style="list-style-type: none"> <li>Carry a Hall Pass.</li> <li>Go directly to your destination.</li> <li>Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Whisper or low and calm voice.</li> <li>Admire displays with your eyes only.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Walk calmly.</li> <li>Sit, facing forward.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned area.</li> <li>Get all items needed while you are in line.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Pick up anything that you drop on the floor.</li> </ul>	<ul style="list-style-type: none"> <li>Say "Please" and "Thank You".</li> <li>Wait your turn.</li> <li>Place trash in the trash can.</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>Wash hands with soap.</li> <li>Report any problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn.</li> <li>Stay in line.</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet.</li> <li>Turn off water after washing your hands.</li> <li>Throw paper towels in the trash.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself.</li> <li>Clean any mess you have made.</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Stay in approved areas with your grade level.</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment to the appropriate place.</li> </ul>	<ul style="list-style-type: none"> <li>Play by the rules of the games you are playing.</li> </ul>	<ul style="list-style-type: none"> <li>Take turns.</li> <li>Care for the equipment.</li> <li>Use the equipment appropriately.</li> </ul>

### PBIS Rewards

We utilize the PBIS Rewards app in our classrooms for behavior management. Students have an opportunity to earn at least 4 points per period for showing SOARing Eagle Expectations. These points can be used towards weekly, monthly, and quarterly incentives such as rewards and field



trips, and shopping in our PBIS store! You can check on your child's progress by logging into their Clever account and going to the PBIS Rewards app!

### **Lunch Procedures**

Students will sit at their assigned grade level tables once they get their lunch and remain seated until dismissed to go outside for recess. Students are responsible for cleaning their places and throwing away their items as the trash cans are brought to the students.

### **Lockers**

All students will be assigned one locker for their convenience. Students will need a lock to store and secure their items such as bookbags, coats, lunches, etc. While locks are not required, the school is not responsible for items stored in lockers. The school reserves the right to inspect the contents of any locker when there is reason to do so.

### **AM Arrival Procedures**

K- 5 students enter the building through the main entrance (at the top of Rectenwald St.). Middle school students enter the building at the lower entrance (end of Rectenwald St.). All students turn in their cell phones to their dismissal bins upon entering the building. Students must have their bags checked prior to entering the metal detectors. Once students enter the building, they can pick up their breakfast, unpack at their lockers, and report to homeroom promptly.

For the safety of all students and for a focus on education, large bags of snacks will not be permitted and will be confiscated upon entrance to the building. Opened drinks will not be permitted and will be confiscated and thrown away at the metal detectors. Water bottles need to arrive empty and can be filled at the school. Any small/individual type of snack or drink must be in a lunchbox or lunch bag and remain in their locker until lunch time.

### **PM Dismissal Procedures**

The city of Pittsburgh and Safe Routes to School are assisting Pittsburgh Arlington this summer to create a safer pathway for car riders, walkers, and bussers. More information will be shared to alleviate as much traffic congestion as possible.

# VISITOR POLICY

## [PPS Policy 1104](#)

We are delighted to have visitors enrich our school community. To ensure a smooth and safe experience for everyone, we have established the following visitor guidelines:

### 1. **General Visitors:**

- Visitors are always welcome during school hours. Please check in at the main office upon arrival. If you do not have a scheduled visit, please note you may not be able to speak with your intended audience, but someone will be able to help.
- For security purposes, all visitors must sign in and wear a visitor badge prominently during their stay on campus.

### 2. **Classroom Visitations:**

- Visitors who wish to observe a classroom lesson are encouraged to give at least 24 hours notice. This is in accordance with Policy 1104 and helps us maintain an optimal learning environment.
- To schedule a classroom visit, please contact the school office or the specific teacher directly. We will do our best to accommodate your request.

### 3. **Volunteers:**

- We value the contributions of volunteers who support our school community in various capacities.
- If you are interested in volunteering, please contact the Parent-Teacher Organization (PTO) for opportunities. They are actively working to create a list of ways families can be more involved in our school.
- All volunteers must submit necessary clearances as required by state law. This may include background checks and clearance for working with children. Please inquire with the school office, Ms. Gill, or the PTO for details on clearance requirements. Clearances information and applications can be found here: <https://www.pghschools.org/community/get-involved/volunteering>

### 4. **Visitor Conduct:**

- Visitors are expected to adhere to school policies and guidelines at all times.
- Respect for the learning environment and confidentiality of student information is paramount.

### 5. **Special Events and Activities:**

- Throughout the school year, we host various events and activities where families and community members are invited to participate. Information about these

events will be communicated through newsletters, the school website, social media, or direct communication from the school office.

## **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 \(pghschools.org\)](#)