



**Student Handbook
2024-2025**

Pittsburgh Concord K-5

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www.pghschools.org/pittsburghconcord



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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Concord Families,



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

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



2024-2025

Dear Parents and Guardians,

The faculty and I would like to welcome you to an exciting year at Pittsburgh Concord Elementary School.

Concord is a community of learners encouraging high student achievement in a caring environment. We embrace our student diversity and value each member of our learning community.

The faculty at Concord are a skilled, dedicated, and hard-working group of professionals focused on providing a learning environment grounded in high expectations for each individual learner.

We believe that Concord Elementary School is an equitable community where curious thinkers and diverse ideas are valued. Together we collaborate, create, and cultivate a spirit of excellence and joy. We hold one another to high expectations to ensure ALL students achieve, become life-long learners and agents of social change.

We strive to create a robust learning environment that fosters a love of learning and academic scholars who achieve excellence in all they do.

Many great things happen at our school through family and community collaboration. We invite you to become an active participant in our school community through volunteering, joining our Parent School Community Council (PSCC), or attending and supporting school events.

I am confident that this will be an outstanding school year and look forward to working with the staff and community to continue the Concord tradition of academic excellence.

Please contact me if you have any questions about our school. We're excited to be part of your child's educational journey!

Sincerely,

Jamie Kinzel-Nath
Principal

School Colors: Blue and Gold

School Mascot: Concord Comets

Our Vision Statement

Concord Elementary School is an equitable community where curious thinkers and diverse ideas are valued. Together we collaborate, create, and cultivate a spirit of excellence and joy. We hold one another to high expectations to ensure ALL students achieve, become life-long learners and agents of social change.

Our Beliefs...



- At Concord, we believe in guiding our students to achieve high levels of success in their educational journey. We will build relationships with students, utilize data to inform us of their needs, and collaborate with colleagues to ensure ALL students achieve.



- At Concord, we believe having high expectations for all develops a mindset where extra effort becomes the norm. We will deliver instruction with clarity, ensure our students know the standard of work that is expected, and celebrate students that work beyond their expectations.



- At Concord, we believe curious thinkers create an environment of discovery. We will encourage others to ask questions often and provide opportunities for our students to explore and create new knowledge of the world around them.



- At Concord, we believe in the standard of excellence. We will hold each other accountable to that standard in our teaching, our daily routines throughout the school, and in the work our students produce.



- At Concord, we believe in promoting a life-long learner by modeling, inspiring students to become enthusiastic in their learning, and providing opportunities for students to discover their interests.



- At Concord, we believe the recognition of diverse ideas enables us to be a community of acceptance. We will respectfully collaborate as a team of educators and inspire our students to have the courage to share their ideas.

CONCORD ELEMENTARY STAFF ASSIGNMENTS
GRADE, ROOM NUMBER, EMAIL, PHONE EXTENSION AND INTERCOM
2024-2025 School Year

All staff email address end in [@pgschools.org](mailto:pgschools.org)

<u>OFFICE:</u>		<u>Email</u>	<u>Extension</u>
Jamie Kinzel-Nath	Principal	jkinzelnath1	7759
Lori Goldstein	Assist. Principal	lgoldstein1	7770
Christine Schmidt	Secretary	cshmidt1	7756
Jacqueline Greene	SDSS	jgreene2	7752
<i>TBD</i>	Nurse		7769
Teresa Bender	Counselor	tbender1	7764
Robert Konarski	Social Worker	rkonarski1	7887

<u>HOMEROOM TEACHERS</u>		<u>Room/Room No.</u>	<u>Email</u>	<u>Extension</u>
<u>Kindergarten</u>				
Rae McKown	K-1	Kdg. Room X118	rmckown2	
Christine Deely	K-2	Kdg-Room X104	cdeely1	
Katie Hedge	K-3	Kdg-Room X120	khedge1	
Sherry Winters	K-4	Kdg-Room X122	swinters1	7758
<u>First Grade</u>				
Patricia Barilla	1-1	Gr. 1-Room G-13	pbarilla1	
Megan Sexton	1-2	Gr. 1-Room G-09	msexton1	
Jamie Linville	1-3	Gr. 1-Room G-07	jlinville1	7188
Candace Barron	1-4	Gr. 1-Room G-17	cbarron1	
<u>Second Grade</u>				
Dyan Centofanti	2-1	Gr. 2-Room G-19	dcentofanti1	
John Kyle	2-2	Gr. 2-Room G-15	jkyle1	
Kim Schaeffer	2-3	Gr. 2-Room G-11	kschaeffer1	
<u>Third Grade</u>				
Patricia Pozza	3-1	Gr. 3-Room L-05	ppozza1	
Kim McGuire	3-2	Gr. 3-Room L-09	kmcguire1	7774
Jessica McPeake	3-3	Gr. 3-Room L-07	jdevlinmcpaek1	
Nicole Bauman	3-4	Gr. 3 Room L-11	nbauman1	
<u>Fourth Grade</u>				
Kristie Reid	4-1	Gr. 4-Room L-15	kreid2	
Kevin Concannon	4-2	Gr. 4-Room L-13	kconcannon1	
Jessica Payne	4-3	Gr. 4- Room L-14	jpayne1	
<u>Fifth Grade</u>				
Melissa Morefield	5-1	Gr. 5-Room L-18	mmorefield1	7777
Jen Weidner	5-2	Gr. 5-Room L-17	jweidner1	
Benjamin Burford	5-3	Gr. 5-Room L-19	bburford1	
Kevin Concannon	Math School Support		kconcannon1	7775
Elizabeth Delawder	Central Math Support		edelawder1	7775
Melissa McDonald	Literacy Academic Coach		mmcdonald1	7775
ESL – Amanda Brown		X-120	abrown3	7921
ESL – Melissa Del Rio		X-120	mdelrio1	7921
ESL – Beth Thompson		G-21	bthompson1	7767

<u>RELATED ARTS TEACHERS:</u>	<u>Room/Room No.</u>	<u>Email</u>	<u>Extension</u>
Gretchen Eckroat	Music Room X206	geckroat1	7190
Chris Basel	Art – Room X208	cbasel1	
Jake Vogel	Health & PE	jvogel1	7763
Kris Whiteman	Library, Room X211 Kinder. Science	kwhiteman1	
Caleb Bohanan	Instrumental Music	cbohanan1	
Renee Danto	1-5 Science X203	rdanto1	7779

<u>SPECIAL EDUCATION TEACHERS:</u>		<u>Room No.</u>	<u>Email</u>	<u>Extension</u>
Ashley Castelli	Learning Support- Primary	Rm. 119	acastelli1	
Angela Vietmeier	Learning Support – Interm.	Rm. 1102	avietmeier1	7921
<i>TBD</i>	Learning Support - Interm.	Rm. G-21		
Caitlin Alexander	Learning Support – Interm.	Rm. L-8	calexander1	7778
Sara Gandziarski	Autistic Support (K-2)	Rm. 123	sgandziarski1	7772
Kayla Kerila	Autistic Support (3-5)	Rm. 204	kkerila1	7773
Jaclyn Freeman	Intensive Literacy Support	Rm. G-28	jfreeman1	
Katy Bruno	Speech/Language Therapist	Rm. 2201	kbruno1	7765

<u>PARAEDUCATORS:</u>		<u>Extension</u>	<u>Email</u>
Jason Bhandari	EAIII-ESL Paraprofessional	7920	jbhandari1
Sariah Tovar	EAIII-ESL Paraprofessional	7754	stovar1
Dorothy Menefee Jones	EAIII-PSE Paraprofessional		dmenefeejones1
Dorothy Walker	EAIII-PSE Paraprofessional		dwalker1
Alaena Grill	EAIII-PSE Paraprofessional		agrill1
<i>TBD</i>	EAIII- PSE Paraprofessional (ILS)		
Sharon Einloth	EAI – Paraprofessional		seinloth1
Melony Pastorius	Classroom Assistant – Autistic Support		mpastorius1
Kara Schroeffel	Classroom Assistant – Autistic Support		kschroeffel1
Dana Schwarz	Classroom Assistant – Autistic Support		dschwarz1
Jonathan Ross	Classroom Assistant – Autistic Support		jross1

SCHOOL SUPPORT

Deanna Hankinson	School Psychologist		khankinson1
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LUNCH STAFF- PHONE – 7766

Grace Taylor	Lunchroom Manager	7766	gtaylor1
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CUSTODIANS - Phone - 7757

John Lyle	Day Custodian	jlyle1
Ray Denk	Day/Night Custodian	rdenk2
Paul Curges	Night Custodian	pcurges1
Alexis Schneider	Night Custodian	aschneider1

COMMUNICATION PROCEDURES



Talking Points

Talking Points is a **free** district-wide communication app that allows families to easily connect with teachers and principals.

Here's how it works: Your child's teacher or principal will send you a text message and you will receive the message through SMS text or the Talking Points parent App. You can reply through either method. You can also reply with an emoji. ☺

There's no charge if you have an unlimited texting plan. If not, standard text messaging fees apply - You can unsubscribe at any time by texting GOODBYE. - Download the TalkingPoints for Parents Mobile App in the app store on [iPhone](#) or [Android](#)!

Visit the PPS Webpage (www.pghschools.org) for more information and resources.

Parent School Community Councils (PSCC)

The Pittsburgh Public Schools' philosophy on parent and family engagement is to help parents and families become full partners in their child's educational experience through a variety of opportunities created collaboratively with the parents and the school. One-way parents and families choose to participate at the school level is through their school's Parent School Community Council (PSCC). PSCC meetings are monthly opportunities for parents and families, the community, school staff and sometimes students to discuss important topics related to the school and provide advice to the leadership of the school.

Some of the benefits of serving on the Council include:

- The knowledge that you are improving education for all children
- Increased knowledge about the Pittsburgh Public School system
- An opportunity to learn from others who have a wide array of skills and experiences
- The opportunity to receive training on topics that can support you in your role as a Council member and as a community leader
- The opportunity to interact with the principal, other parents and the community at large.

PSCC meetings occur monthly. If you are interested in attending a meeting, please contact Patricia Pozza (ppozzal@pghschools.org) or Ashley Castelli (acastelli1@pghschools.org) for a meeting calendar.

Statement of Purposes

- To promote and support the welfare of Concord PreK-5, the students of Concord PreK-5, and the community, through the participation and cooperation of Concord PreK-5 parents, teachers, administrators, staff, students, and the community.
- To promote and support quality educational programs within Concord PreK-5 and within the Pittsburgh Public School District.
- To raise funds to provide enrichment and support for Concord PreK-5 and its facilities.
- To keep parents and teachers informed of issues related to Concord PreK-5; and
- To do all lawful acts incidental to the achievement of the foregoing purposes

PSCC Executive Board officers and contact information

Principal: Jamie Kinzel-Nath

FACE Coordinator: Patricia Pozza


VP Volunteer Coordinator: Laura Geary

Teacher Representatives: Melissa Del Rio

General meetings

General meetings will be held the **third Tuesday of each month**, times to be announced. Teachers are welcomed and encouraged to attend. A rotation of grade levels attending the meetings would be terrific!

Members will receive an honorary PSCC membership card.

	<p>2024-25 PSCC Member</p> <p>Name:</p>
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Homeroom Representatives

The PSCC goal is to have at least one parent representative in each homeroom. The homeroom representative serves as a two-way connection between the PSCC, on the one hand, and classroom parents and teachers, on the other. The representative can also serve as a conduit between teachers and parents, helping you communicate with parents independent of the PSCC about classroom volunteering, chaperone needs, supplies that might be needed, etc. The PSCC Volunteer Coordinator maintains a list of homeroom representatives. She/He will be in contact with you about identifying a homeroom representative and then she will communicate with the representatives from time to time as needed.

BELL SCHEDULES
Concord K-5 BELL SCHEDULE
2024-2025

Teacher Start/End Time Standard Teacher workday: 7.5 hours	8:30-4:00 7 hrs. 30 min.	ESEP Time: (PLC's and Meetings) 8:30-9:05 Community Time Starts @9:10	Total Hours Per Week CBA Must Be 37 hrs. 30 minutes Secretary: 8:15-4:15 SDSS: 8:00-4:00
Para Start/End Time	8:55-4:10 7hrs. 15 min.		
Period	Start Time	End Time	Minutes Per Period
Breakfast	8:55	9:10	15
Community Time/HR	9:10	9:20	10
1	9:20	10:02	42
2	10:02	10:44	42
3	10:44	11:26	42
4 <i>K-1 Lunch</i>	11:26	12:11	45
5 <i>2-3 Lunch</i>	12:11	12:56	45
6 <i>3-5 Lunch</i>	12:56	1:41	45
7	1:41	2:23	42
8	2:23	3:05	42
9	3:05	3:47	42
HR & Dismissal	3:47	3:55	8
Total		7.5 hours	347 minutes per day

Early Dismissal Time – 12:30

2 Hour Delay Schedule

* Arrival time beginning 11:00 – students will report straight to homerooms and then transition to the first period of the day. No BREAKFAST or COMMUNITY TIME on 2-hour delay days.

Schedule A	Schedule B
HR – 11:00 – 11:10	HR – 11:00 – 11:10
P3 – 11:10 – 11:26	P1 – 11:10 – 11:26
P4 – 11:26 – 12:08	P4 – 11:26 – 12:08
P5 – 12:08 – 12:53	P5 – 12:08 – 12:53
P6 – 12:53 – 1:38	P6 – 12:53 – 1:38
P7 – 1:38 – 2:20	P7 – 1:38 – 2:20
P8 – 2:20 – 3:02	P2 – 2:20 – 3:02
P9 – 3:02 – 3:44	P3 – 3:02 – 3:44
HR/Dismissal – 3:44 – 3:55	HR/Dismissal – 3:44 – 3:55

Half Day Schedule

* Due to common Tier Bus Schedules provided by the district, Concord will have school on Early Dismissal Days from 8:55 – 12:25

30 minutes classes: (Rotate Periods: A 1-6, B 7-9, 4-6)

K-1 eat PD 4

2- 3 eat PD 5

4-5 eat PD 6

Adults eat 12:30 – 1:15 after dismissal. PD Starts at 1:15 – 3:55

Times	A	B
8:55 – 9:10	Breakfast	Breakfast
9:10 – 9:20	Community Time/HR	Community Time/HR
9:20 – 9:50	Period 1	Period 7
9:50 – 10:20	Period 2	Period 8
10:20 – 10:50	Period 3	Period 9
10:50 – 11:20	Period 4	Period 4
11:20 – 11:50	Period 5	Period 5
11:50 – 12:20	Period 6	Period 6
12:20 – 12:25	HR/Dismissal	HR/Dismissal

2024-2025 Half Day Calendar

Schedule A – 9/20, 11/15, 2/7, 3/7

Schedule B – 10/25, 12/13, 2/21, 3/21

SCHOOL AND PPS CALENDARS



Calendar Key *All dates may be subject to change.*

- First/Last Days of School
- Parent-Teacher Conference Days
- Quarter Interim Progress Report
- Pay Date: 12-Month Semimonthly

ATTENDANCE PROCEDURES

PPS Policy 204

Beginning with the 2020-2021 school year, **compulsory school age** shall mean no later than age six (6) until age eighteen (18). **Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. **Habitually truant** students' guardians may be referred to the local magistrate for truancy. A student is **truant** if he/she has missed three (3) or more school days of unexcused absences during the current school year.

- Parents can write absence notes for ten absences in a school year. All absence notes must be submitted within three days of return. Students who are absent more than ten days, except for suspensions, will need official verification of illness, bereavement, or court appointment.
- Situations that are **excusable absences** from school are:
 - *Illness,*
 - *Obtaining professional health care or therapy services,*
 - *Quarantine,*
 - *Family Emergency,*
 - *Recovery from accident,*
 - *Required court attendance,*
 - *Death in family,*
 - *Observance of a religious holiday (no more than 36 hours per school year),*
 - *College or postsecondary institution visit, with prior approval,*
 - *Other urgent reasons which may include circumstances related to homelessness and foster care. Urgent reasons shall be strictly construed and do not permit irregular attendance.*
- If absence notes are not received within three days, these absences are categorized as unexcused.
- Parents/guardians will receive a telephone call notification of unlawful absence for each case of unexcused absence: 1) one-day absent without parent note or official verification and 2) second occurrence of unexcused absence. Parents/guardians will receive a legal notice in the mail for the 3) third occurrence of unexcused absence at which time the parent/guardian will be asked to participate in a School Attendance Improvement Conference (SAIC) and to develop a School Attendance Improvement Plan (SAIP).

Parents should:

- Ensure that a written excuse for an absence is submitted within three days, regardless of whether or not you have already telephoned the school. If you have questions about whether or not your son or daughter gave the excuse to the teacher, please call that teacher to verify receipt of the note.
- Communicate with your child's teacher if your child will be absent so that he/she will not fall behind on their schoolwork.
- If seen by a doctor or if there is a death in the family or legal appointment, gain verification and submit documentation. Do not wait for accumulation of 10 days.
- Vacation travel may be marked as Educational Leave IF the parent submits the proper form *to the principal for a principal exception.*

Please be sure that you understand these policies and are able to follow them. If you have questions or concerns, contact your child's teacher or the School Counselor at 412-529-7755.

Tardiness

Students are considered tardy if they enter the building after 9:20 a.m. At that point, all students, including kindergarteners, are to report to the office and receive an admission slip to give to the teacher. Students will be asked a reason for being tardy and the parent will be given a letter explaining the impact of missed instructional time on learning.

If there is a reason for the tardy, the parent must submit a written excuse to the office or homeroom teacher. A parent can write excuses for up to 10 tardies in a school year and notes from a doctor will be marked as medical tardy. If the student rides a bus and the bus is late, the child will be marked as an excused bus tardy. Otherwise, the tardy is marked as unexcused.

Early Dismissal

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. Excused absence for medical/ dental appointments should only cover the time of the appointment and travel time. Depending on the time of the appointment, students are expected to come to or return to school before and/or after the appointment. When possible, medical and dental appointments should be made outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person must report to the office and sign the child out.

The school requests that you do not ask for an early dismissal after 3:30 PM. This will reduce unnecessary interruptions to the learning environment.

Early Dismissal Days

Throughout the school year the district has scheduled a total of 8 half-days to provide staff with professional learning opportunities. The dates for the 2024-2025 school year half days are: 9/20, 10/25, 11/15, 12/3, 2/7, 2/21, 3/7, and 3/21. On half-days students are dismissed from school at 12:30 PM.

ACADEMICS

Concord's Instructional Core

Your Child. Your Concord.

At Concord, we foster curiosity and creativity while we celebrate the uniqueness of each individual child. We have the experience and flexibility to ensure that all children receive exactly what they need to learn and grow.

We focus on the whole child. By taking a developmental approach, we build social and emotional skills as well as academics. We give each child the time and support they need to explore and discover new knowledge of the world around them. “We are caring educators with big dreams for our students. That is the core of all we do. Our goal is to give all children a complete educational experience so they can develop their interests and thrive as life-long learners.” Jamie Kinzel-Nath, Principal.

We set high expectations. At Concord, we encourage students to go the extra mile. To help them succeed, we deliver instruction with clarity, ensure our students know the standard of work that's expected and applaud students who work beyond their expectations.

We build relationships with students, families and the community. We are a diverse community of learners who embrace new cultures, new friendships and new knowledge. We pride ourselves on our long-standing partnerships with many community organizations that enrich the lives of all of us.

Academic Highlights

- Every child participates in Genius Hour – a program for all students at each grade to engage in STEAM exploration, such as computer coding, beginner robotics, design and 3D printing.
- Our “Habits of Minds” initiative equips our students to become skillful problem-solvers by practicing strategic reasoning.
- All children are encouraged to become artists and writers. We have a full-time art teacher and a dedicated maker's workspace where children get a full immersion into art every day for nine weeks. We also offer reading and writing activities to build proficiency in the language arts.
- We are proud of our STAR status. Concord has been recognized as a STAR school twice in recent years, proving that we rank in the top 25% of Pennsylvania schools that increased achievement.
- Thanks to our Clinic model, our curriculum allows for one extra period each day in which students can meet with teachers for enrichment or extra help to reach grade-level expectations.
- Concord teachers are all in! They are dedicated to improving their own teaching practices and are open to changes that will ensure the success of their students. Proof that they believe in Concord: Many send their own children to our school!

ACADEMIC SUPPORTS

MTSS

Multi-Tiered System of Support (MTSS) allows educators to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in preventing failure and provides data that may guide eligibility decisions for learning disabilities. The goal of **MTSS** is to improve student achievement using research-based interventions matched to the instructional need and level of the student.

ESL (English as a Second Language)

English as a Second Language (ESL) is an instructional program for students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students while simultaneously providing important content knowledge.

Features of the ESL Program:

- ESL instruction is offered in grades K-12
- ESL students receive one to three ESL classes, depending on their English proficiency level
- ESL students also attend math, science, social studies and other general education classes
- The ESL program provides total English immersion for students
- ESL students are given the support needed to effectively adjust to American culture
- ESL classes are an individualized, student-centered learning environment

For more information, you can visit their webpage at [PPS ESL](#).

Technology Online Platforms

Students can log on to the Pittsburgh Public Schools website (www.pghschools.org) to access a variety of online platforms for academic support such as:



Achieve3000



Tutor.Com

Tutor.com is available at no cost to PPS students. By providing an online homework help and tutoring service with live, expert tutors available 24/7, students can receive academic help at the moment of need. Such help has been proven to be efficient, effective, and life changing. Not just for struggling students, all eligible students can receive 1-on-1 support at all skill levels in over 50 subjects. Students can access TUTOR.COM through their CLEVER app on the Pittsburgh Public Schools website (www.pghschools.org).

ACADEMIC INTEGRITY

PPS POLICY 226

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.

DRESS CODE

[PPS POLICY 221](#)

School Dress Code ([click here](#))

District policy is administered through school level procedures which must be implemented equally across all students, regardless of race, ethnicity, gender (including gender identity or expression), or sexual orientation. The dress code will be equally enforced without regard to body shape or size. Students will not be asked to leave their classroom or school for violating dress code. Schools will work with students whose dress is not in compliance with the dress code in a discreet manner to provide an acceptable solution (e.g., parent/ guardian contact, permitting student to change into other available clothing, or have a variety of extra clothing articles available to students when their dress does not meet dress code requirements).

School principals are authorized to establish within their school an additional dress code, or a uniform policy as outlined in Board policy and regulations. Schools that implement a prescribed dress or uniform policy at school or school sponsored events will maintain one list of appropriate attire for all students, instead of including lists by gender. Parents/ guardians should access their child's school specific dress code for further information. Individual school dress code provisions must be consistent with Board policy, administrative guidelines, and this Code of Student Conduct. Access Board Policy 221 – Dress Code here:

<http://go.boarddocs.com/pa/pghboe/Board.nsf/goto?open&id=AHH6SZ15310A>

Concord student dress recommendations are:

- All shorts, dresses, skirts must be at least fingertip length when student stands with arms extended by the side.
- No bare midriff tops, net shirts, or revealing tank tops will be worn.
- All footwear must be securely strapped on the foot at the back.
- No jackets or hats will be worn in the school. Jackets and hats must be stored in lockers.
- All outer garments must conceal all undergarments.

ELECTRONIC DEVICES

PPS POLICY 216

Cell Phones

Students are permitted to bring their cell phones with them to school. However, they are not to be out or used during the regular school day. If a cell phone is out, students will be asked to put it away. If a student refused to put away their cell phone, administration will be called to direct the student to put their phone away. If a student refuses, the phone will be confiscated by the school administrator and will be locked in the main office. A parent or guardian will be contacted, and they will be responsible for picking up the phone from the main office.

If your child does bring a phone to school with them, we recommend the following.

1. making sure the phone has a password on it (and not to share it with any one at school),
and
2. installing a find my phone app in the event the phone becomes missing/lost.

The school is not responsible for any lost or stolen cell phones.

For the 2024-2025 school year, cell phones will be collected from 3rd, 4th and 5th grade students due to the disruptions that are caused during the school day. Students in 3rd, 4th and 5th grade will be required to provide their cell phones to their homeroom teachers following community time. They will be secured in a locked cabinet in their homeroom classroom until the end of the day.

EXTRA CURRICULAR OFFERINGS

PPS Policy 119

Guiding Principles/Purpose for STEAM Learning at Concord:

1. Develop critical thinking skills through problem-solving.
2. Develop creativity and innovation through guided exploration.
3. Student choice and autonomy are encouraged to the greatest extent possible.
4. Develop a sense of curiosity through exploration.
5. Develop resiliency in a safe space to fail.

Genius Hour Expected program design:

1. All students will attend Genius Hour during their clinic time approximately two Fridays a month.
2. Students will be offered opportunities to select exploration activities.
3. Areas of focus are STEAM, language learning, arts.
4. Students will join a specific genius hour group for a semester.

Imagination Station Guiding Principles

- Prepare to Struggle
- Exploration Leads to Understanding
- Problems Can Have Multiple Solutions
- We All Learn in Different Ways
- Learning is a Process
- We Learn Better Together



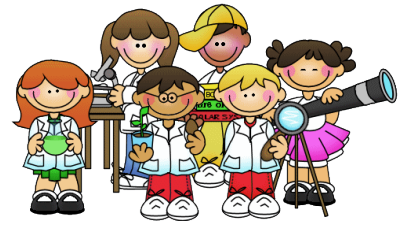
Imagination Station Expected Program Design:

1. All students will engage in an imagination station project at a minimum of once per quarter.
2. Design tasks will be aligned to our core curricula programming.
3. All academic tasks will be rooted in the Engineering Design process.



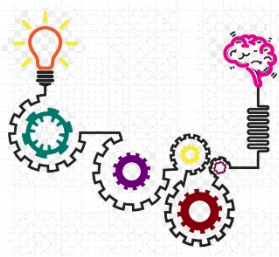
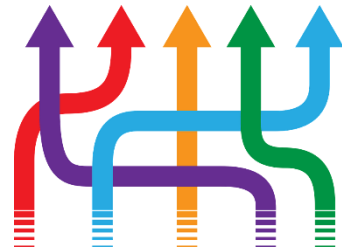
“Prepare to Struggle”- The Imagination Station is not about an easy solution but rather give our students the opportunity to experience struggling through an idea using trial and error.

“Exploration Leads to Understanding”- We believe that through exploration with a variety of mediums our students will develop a better understanding of the concepts we teach.



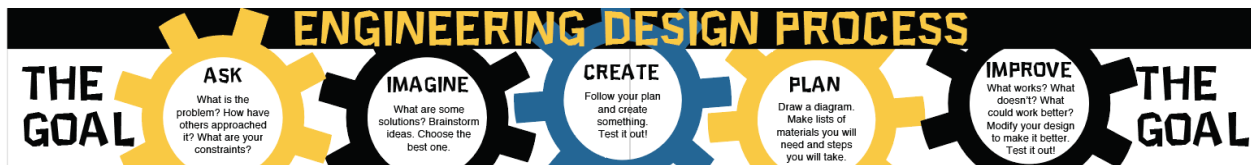
“Problems Can Have Multiple Solutions”- By approaching a challenge in a variety of ways students can find reach a solution in multiple ways.

“We All Learn in Different Ways”- Through the Imagination Station students are given the opportunity to learn in a variety of ways to find avenues to success.



“Learning is a Process”- By emphasizing the design process – discover, research, brainstorm, prototype, analyze, refine, communicate – students grow in their understanding of how they learn.

“We Learn Better Together”- In the Imagination Station we recognize and therefore encourage collaborative exploration because we believe when we explore together, we learn together.



Additional programs:



Dance Club



Comet Clubs (recess)



GRADING

PPS Policy 209

Report Cards

The report card is the most familiar way of communicating student progress. Report cards are issued four times during the school year at approximately nine-week intervals. The letter grades A, B, C, D and E are used to indicate academic progress. A citizenship mark is also given for the students' behavior in each class. Citizenship marks are represented by the letters O for outstanding; S for satisfactory; and U for needs improvement.

The report card verification form is to be signed by the parent or guardian and returned to school. A parent's signature indicates that she/he is aware of a student's performance. Parents are to check to see if a conference with the teacher is indicated. Parents may also request teacher conferences by calling their child's school. The first three report cards are sent home with students. The fourth and final report card is mailed home within three weeks of the final day of school. If you suspect an error on the report card grades, please contact the school promptly.

Please note: Grades close approximately 10 days before report cards are distributed. If your child's grades improve after the close, the improvement will be reflected in the next grading period.

Progress Reports

Communication between teachers and parents is absolutely critical, and keeping parents informed of their child's performance is accomplished in many ways. One of these ways is the use of Interim Progress Reports. At the mid-point of each of the four grading periods, teachers will evaluate student progress. If a child is not working to his or her potential, a progress report is mailed home. If a student's grade is at risk of dropping two letter grades from the previous grading period, a report is also sent home to inform parents. A conference can be arranged in order to determine the best way to help a child before marks are closed for a particular grading period.

Honor Roll

Students who achieve a grade point average of 3.00 to 3.49 attain Honor Roll status. Those who achieve a grade point average of 3.5 to 4.00 are High Honor Roll students. Students who attain Honor and High Honor Roll will be awarded a certificate and recognized. In addition to the Academic Honor Roll, students who demonstrate respectful and responsible behavior earn Citizenship Honor Roll. The goal of Pittsburgh Public Schools is to produce outstanding citizens; therefore, students who achieve all outstanding marks in citizenship will be recognized.

eSchoolPLUS Home Access Center (HAC):

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

- Schedules
- Attendance
- Published Assignments
- Quick Links to Communicate with Teachers

- Class Averages
- Report Card Information
- Transcript Grades

Free Mobile Access:

HAC is also accessible via a free mobile device app, called: "eSchoolPLUS Family". Supported devices include: iOS 7.1+ (iPhone, iPad, iPod Touch) and Android 4.0.3

Who should I call if I have an issue?

Parents should check with their child's school first to ensure that their contact information is accurate in the student information system. Parents can also reach out to the Parent Hotline by **phone 412-529-HELP (4357)**, email support@pghschools.org or by submitting a [Let's Talk ticket](#). The Parent Hotline operates from Monday through Friday, 8:00AM - 4:00PM.

Account Access:

Account access/credentials are based on a person being identified as a Parent/Guardian for a student or students in our student information system (SIS). Each school is responsible for maintaining parent/guardian information. Information currently on record is from enrollment forms, emergency care forms, and change of address communications.

- Parents/guardians with children attending more than one school will have a single account linked to all of their children.
- A parent with multiple accounts or missing a student in the account view should check with their child's school(s) to ensure that they are properly identified as the same guardian for all students.
- If more than one parent/guardian needs an account, each parent/guardian will need to be listed in the District's student information system as a parent/guardian.
- To ensure information is up to date and all desired adults are listed as parent/guardian, a parent should check with their child's school to make sure.

Forgot your username/password?

If your child is enrolled in PPS, you have a HAC account. Call the Parent Hotline at **412-529-HELP (4357)** to answer a few security questions and receive your account information. The Parent Hotline operates from Monday through Friday, 8:00AM - 4:00PM. You may also email parenthotline@pghschools.org with your name, child(ren)'s name, and a number to best reach you during business hours.

HOMEWORK PROCEDURES

[PPS Policy 115](#)

Homework

Homework assignments may come from any of your child's teachers (homeroom, academic subjects, related arts subjects, etc....) and used to help reinforce the lessons taught in the classroom. Students bring their work home in folders, and assignments are either written in newsletters, communication from the teachers (flyers, REMIND texts, emails, etc....), and/or written in their agenda books (grades 3-5). Students are generally assigned homework Monday – Thursday, with some exceptions. If you have any questions regarding your student's homework assignments, we encourage you to please reach out to that teacher with your questions.

HEALTH SERVICES

[PPS Policy 206](#)

Illness, Injury and Medications

Procedures have been adopted by the Pittsburgh Public Schools for the administration of prescription medicine during school hours. Medication must be taken under supervision according to the following guidelines. No medications will be administered unless we have received:

A direct written order from a physician on medical office stationery or prescription pad which includes the following information:

- Physician's telephone number.
- Student's name.
- Drug to be administered.
- Dosage and time interval between dosages.
- Diagnosis and reason for the medication to be given during school hours.

In addition to:

- A signed parental permission form which is available in the school office
- The medication must be brought to school in a container properly labeled for that student by the pharmacy or physician. Instructions on the label are to coincide with the written orders of the physician.
- Cough drops, throat lozenges, Chap Stick, etc. are considered medications. Their use during the school day requires a parental note.

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

For the 2024-2025 School Year, each student has been assigned a school technology device (iPad for Kindergarten, Laptops for grades 1st - 5th). Before receiving a device, students and their families will need to complete the *Technology Acceptable Use* form. This form can be found online on the PPS website ([click here](#)). Students (when instructed by staff) will be responsible for bringing home their devices on an as needed basis.

If you're having issues and need support from our Help Desk, **LET'S TALK** is available to easily submit a ticket [here](#) (on the Pittsburgh Public School website). You can also look for the blue "Contact Us" button at the bottom-left of your screen to quickly submit a ticket as well. **LET'S TALK** is also available for download as an app to your mobile device. When asked for the code, please enter Let's **Talk! ID: PP1952**.

The Pittsburgh Public School Help Desk is open between the hours 8:00 AM to 4:00 PM Monday through Friday.

- **Students, Families, Staff:** Pittsburgh Public Schools Support Line: (412) 529-4357
- **Submit Let's Talk ticket at www.pghschools.org/letstalk.**
- **Parents of Students additional technology support line option:** University of Pittsburgh Support Line: (412) 624-6007 from 9 AM – 5 PM, Monday through Friday.

Best Practices When Submitting a Support Ticket

When submitting a [Let's Talk](#) ticket, please provide as much detail as possible. Please do not submit a ticket anonymously if you need help resolving an issue.

Please include:

- Full name of parent/guardian
- Child's full name, grade-level, and school
- The type of device being used (example: iPad, district provided laptop, etc.)
- Which application that is not working (example: Microsoft Teams or Schoology)

Student Support and Counseling Services

Student Assistance Program (SAP)

The Commonwealth of Pennsylvania's Student Assistance Program (SAP), which is administered by the PA Department of Education's Division of Student and Safe School Services, is designed to assist school personnel in identifying issues including behavior and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening to Human Services Administration Organization (HSAO) for an assessment for treatment with parent permission. If interested, a staff member or guardian can refer to the SAP team by contacting the teacher, School Counselor or School Administrator.

After a student has been screened through the SAP team, some of the possible recommendations may be: identifying a trusted adult to work with the student, participation in a Social Skills Group with the Pitt MAPs program, giving the parent information regarding outside service coordination or therapy agencies, consulting with the family doctor, or referral to outpatient therapy. This is talk therapy that is provided at the school once a week through a family's health insurance.

Student Discipline

Code of Student Conduct ([click here](#))

Pittsburgh Public Schools is committed to providing every student with the opportunity to attend school in an environment that is safe, free of violence and drugs, and conducive to learning. This goal is of the highest priority because excellence in education cannot be achieved unless schools and classrooms are safe and orderly.

The Code of Student Conduct was developed so that all students, staff and parents of the District fully understand the expectations for student behavior while in attendance in our schools, while attending school sponsored activities or while riding on transportation systems serving our school district.

PBIS – Positive Behavior Intervention Supports

Concord Elementary is utilizing PBIS Rewards to support our PBIS initiative. That sounds great, but what is PBIS? PBIS stands for Positive Behavior Interventions & Supports. It seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. PBIS decreases office discipline referrals, increases instructional time, and improves student achievement. This intentional focus on positive reinforcement is creating and maintaining a positive school climate for the students and teachers.

Now, how does PBIS Rewards help with that? PBIS Rewards is a digital platform that allows our staff members to recognize any student, anywhere for meeting behavior expectations. These

behavior expectations are defined by the school then communicated and taught. So, when your student displays the behavior that is expected, they are recognized for it. The points earned through that recognition may be used to purchase items from the school's PBIS store.

How does that benefit you, the parent or guardian? As a parent or guardian, you can monitor your student's progress and stay engaged with the PBIS Rewards Family App! Download it for free on Google Play, the App Store, or Amazon Apps. Adding your student is simple. You'll receive an email or letter with a QR code from your school. Open the PBIS Rewards Family App and scan this QR code. If you have multiple students using PBIS Rewards at their school, you will be able to add each one separately. Once your student is added to your PBIS Rewards Family App, you will be able to see how many points they have earned, which teacher rewarded them, and how they're spending their points. The App also has a convenient way to respond to messages sent by your student's teachers. Plus, if the school is using our Advanced Referral System, you will be able to see if your student receives any discipline referrals. PBIS Rewards helps your student's school create a positive climate in which every student can learn and grow academically, socially, and emotionally. The PBIS Rewards Family App is a great tool for you to stay connected and engaged with the PBIS initiative. If you need more information, contact a PBIS administrator at your student's school.

Pittsburgh Concord PBIS SOAR Matrix

Expectation	Classroom	Hallway	Recess	Bathroom	Cafeteria
Show Respect	<ul style="list-style-type: none"> • Hands and feet to self • Follow directions the first time they are given • Use appropriate voice level ▪ Eyes & Ears on the speaker ▪ Masks on when required 	<ul style="list-style-type: none"> • Quiet noise level 	<ul style="list-style-type: none"> • Use appropriate voice level • Masks on when required 	<ul style="list-style-type: none"> ▪ Use appropriate voice level ▪ Respect boundaries ▪ Masks on when required 	<ul style="list-style-type: none"> • Eat only your own food • Use appropriate voice level • Masks on when required when not eating
Offer Kindness	<ul style="list-style-type: none"> • Use kind words such as please and thank you • Offer help ▪ Masks on when required 	<ul style="list-style-type: none"> ▪ Use kind words such as "excuse me" 	<ul style="list-style-type: none"> • Use kind words such as please and thank you • Share • Take turns • Offer help 	<ul style="list-style-type: none"> • Use kind words such as "excuse me" 	<ul style="list-style-type: none"> • Say please and thank you • Offer help
Act Responsibly	<ul style="list-style-type: none"> • Complete all classwork and homework ▪ Leave it better than you found it • Use only your assigned materials & supplies • Charge technology before coming to school 	<ul style="list-style-type: none"> • Walk with arms at your side & walk on the RIGHT ▪ Leave it better than you found it 	<ul style="list-style-type: none"> • Use equipment appropriately and safely • Leave it better than you found it 	<ul style="list-style-type: none"> ▪ Wash your hands with two pumps of soap (20 seconds) ▪ Push the paper towel dispenser 3 times ▪ Put paper towels in the trash can ▪ Leave it better than you found it 	<ul style="list-style-type: none"> • Keep all food in the cafeteria • Leave it better than you found it
Ready to Learn	<ul style="list-style-type: none"> • Bring all necessary materials to class • Respond when signaled • Bring technology along with charger 	<ul style="list-style-type: none"> • Keep line order • Respond when signaled 	<ul style="list-style-type: none"> • Put equipment away/clean up • Respond when signaled 	<ul style="list-style-type: none"> ▪ Get back to work ▪ Respond when signaled 	<ul style="list-style-type: none"> • Stay seated until called to clean up or line up • Respond when signaled • Wait your turn in line • 6 Feet apart

Right to Freedom of Unreasonable Search and Seizure

The school shall not conduct unreasonable searches and seizures of students. No student may conceal on their person or in a purse, handbag, book bag etc., any weapon, narcotic, dangerous drug, drug paraphernalia, alcohol or any other substance or object that is in violation of the code of student conduct, local statutes, ordinances or school rules. If the school administrator has reasonable suspicion that a student is in possession of an item that constitutes a violation of law, Board Policy, school rules, or which poses a threat to the health, safety or welfare of the school population, the administrator may cause a search of the student's person and belongings to be conducted.

The search must be conducted by a District employee of the same gender as the student in the presence of at least one other District employee. All searches and pat downs that do take place at school should happen (unless emergency situations make it impossible) outside the view of other youth and school staff. Strip searches are NOT permitted. A strip search is defined as being conducted by removing part or all of a student's clothing to inspect private areas and undergarments.

Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system (<https://www.safe2saypa.org/>) or by calling – 1-844-723-2729
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Bullying

A Shared Responsibility Model in Bullying Prevention

All parents want their children healthy and safe in our schools. In Pittsburgh Public Schools community, we share the vision and responsibility of ensuring that our schools are orderly, that peer to peer interactions are healthy, that problem behaviors are reported and addressed promptly using our policies and procedures, and that our teaching and learning environments are positive and nurturing.

Through the vision of a shared responsibility model, each and every parent, child, school professional, community partner, and school volunteer has a role to play in making sure that our school environments and activities are respectful and welcoming.

Over the last decade, one behavior that has gripped the attention of school boards, law enforcement officials, parents and so many others across America is **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.

Bullying does unfortunately occur in our schools, but there are steps we are taking to curb its existence in Pittsburgh Public Schools.

District Policies & Procedures around Bullying

All school districts in Pennsylvania are required to have a policy prohibiting bullying according to Section 1303.1-A of the Public School Code. Existing policies must be reviewed every three years and integrated into the Code of Student Conduct. While Pittsburgh Public Schools has been in compliance with state law, we determined a need to make our district-wide process more comprehensive, empowering and informative throughout our schools.

In addition, every Pittsburgh Public School has a Student Assistance Team Coordinator that is available to provide information on prevention programming and support services. The Student Assistance Team can receive and process referrals for any students who may be victims or perpetrators of bullying. In addition, the Pittsburgh Public Schools Compliance Officer for bullying/harassment is available to provide information, answer questions or assist with resolving problems with bullying.

[District webpage for bullying information](#)

Sexual Harassment Policy

Pittsburgh Public Schools considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances.

This policy, adopted in May 1995 by the Board of Directors, is intended to help students and non-students recognize, understand, prevent and take corrective action to address sexual

harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

This policy applies to conduct during and related to the operation of the schools, school sponsored activities, and all District business.

[Read more about Pittsburgh Public Schools' sexual harassment policy.](#)

Restorative Practices

Expanded implementation of Restorative Practices (RP) to all schools and programs is a key strategy to creating a positive and supportive school culture. Through RP, students connect with school staff and other students to build a strong community. Students develop appropriate social emotional skills, come to understand how their actions affect others, and work to repair any harm done. It is an approach built on respect, communication, and strategies for success. We understand that when everyone is treated with respect, classrooms are safe and healthy environments that support both teaching and learning. RP is designed to help all students understand the impact of their behavior and find ways to “restore” their place in the school community.

Learn more about Restorative Practices here: <https://www.pghschools.org/domain/1339>

Mental and Behavioral Health Supports

School-based mental and behavioral health supports are available to all PPS students as a resource. Staff will actively educate students on the importance of seeking help, either for self or others, when a concern exists. Students, staff, and parents will receive an annual overview of the District’s Student Assistance Program and available mental health partnerships, their purpose and how to access help. In addition, school staff will be educated about warning signs for childhood behavioral health concerns along with the steps to support the student through those concerns. Please contact Concord to learn about which supports are available (412) 529-7755.

Resolve Crisis Services

If you or your child is having a crisis and want help, as an Allegheny County resident you can call or visit Resolve’s walk-in center. Resolve Crisis Services is free to all residents of Allegheny County.

- Call Resolve Crisis Services 24-hour hotline: 1-888-7-YOU-CAN (796-8226).
- Email For non-urgent matters and basic questions: resolve@upmc.edu
- Walk-In Crisis Center 335 N Braddock Ave. Pittsburgh, PA 15208 (East End of Pittsburgh)

Ways RESOLVE can help:

- If you have a crisis, large or small.
- To refer someone to our crisis services.
- To access our mobile crisis teams.
- If you are waiting for your child to get into the CACTIS program.
- If you have a family member or friend in crisis.
- If you need help finding other mental or behavioral health support services in the community.
- If you are a law enforcement officer with questions about our crisis services within Allegheny County.

- If you are a health care provider seeking help for yourself or your clients.

CACTIS Program (Child and Adolescent Chronic-Disorders Treatment Intervention Services)
CACTIS runs under the umbrella of resolve Crisis Services but is for children and teens awaiting treatment. CACTIS is an outside provider in connection with UPMC. Contact CACTIS for details, or if your child needs intervention or crisis services. Phone: 412-864-5065 Email: CACTISreferral@upmc.edu Fax: 412-864-5012

Student Expectations/Procedures

Policy 212 PPS Code of Conduct

Arrival

All students can enjoy a free, healthy breakfast each day. The **school doors near the playground will open at 8:55 a.m.** Staff will not be on duty until 8:55 a.m. Students should **not** be dropped off at school any earlier than 8:55 a.m. as there will be no school staff to supervise them. Students may eat breakfast from 8:55a.m. – 9:10a.m. Students arriving after 9:20 a.m. will **not** have the opportunity to eat breakfast.

Parents should drop off their child outside the school near the playground and pick them up outside the school at the same locations. Safety concerns arise when unfamiliar adults are in the school. Parents may visit their child’s classroom, with approval from the principal, by signing in at the main office and obtaining a visitor’s pass. Other unannounced visits may cause disruptions to all students’ learning. No parking is permitted on the driveway during morning drop off.

Dismissal

At dismissal, families may park in the St. Pius parking lot and walk to their child’s dismissal location. At dismissal students will be escorted by their homeroom teachers to the designated areas to exit the building. All students should be at their dismissal locations by 3:55.

Dismissal Locations:

Kindergarten – dismissed outside of the main office entrance.

First Grade – dismissed outside of the nurse’s entrance (near the auditorium).

Second Grade - dismissed outside of the auditorium doors.

Third Grade – dismissed by the playground doors (parents/guardians should meet their child once they are near the driveway).

Fourth and Fifth Grades – dismissed by the L level entrance (parents/guardians should meet their child once they are near the driveway).

There is no parking on Edgar Street behind the school. This is a safety concern. Our buses cannot make it up the driveway when cars are parked on Edgar Street.

Families must wait outside the playground fence for their child. This will help staff keep all students safe during this busy time.

Schools are drug free zones; therefore, parents are requested to refrain from smoking on school grounds. We appreciate your help in making this learning environment safe. To further contribute to the improved safety of our students during arrival and dismissal, please refrain from bringing pets or bikes to school.

School Delays

On bad weather days, parents need to tune in to KDKA, WPXI or WTAE television stations. It will state information about Pittsburgh Public Schools. On a 2-hour delay, school begins promptly at 11:00 a.m. Breakfast will not be served on school delay days.

Illness, Injury and Medications

Procedures have been adopted by the Pittsburgh Public Schools for the administration of prescription medicine during school hours. Medication must be taken under supervision according to the following guidelines. No medications will be administered unless we have received:

A direct written order from a physician on medical office stationery or prescription pad which includes the following information:

- Physician's telephone number.
- Student's name.
- Drug to be administered.
- Dosage and time interval between dosages.
- Diagnosis and reason for the medication to be given during school hours.

In addition to:

- A signed parental permission form which is available in the school office
- The medication must be brought to school in a container properly labeled for that student by the pharmacy or physician. Instructions on the label are to coincide with the written orders of the physician.
- Cough drops, throat lozenges, Chap Stick, etc. are considered medications. Their use during the school day requires a parental note.

Breakfast and Lunch Program

Breakfast is free for all Pittsburgh Concord students. Breakfast is served at Pittsburgh Concord between 8:55-9:10 a.m. daily and is free for all students. Students are to enter the school from the playground door.

Children at Pittsburgh Concord may bring lunch or eat a free lunch every day. Milk is 50 cents when served alone, it is only FREE when part of a reimbursable meal. If your child packs lunch and wants milk, they must also pick fruit and vegetable to make it free. These are state regulations. If your child has dietary restrictions/needs, please fill out the Medical care form so we are aware. We will accommodate to the best of our ability for any personal choice restrictions (e.g. vegan, religious, etc.).

The District publishes a lunch menu which is distributed to students and appears on the District's website.

Cafeteria Rules

- Students must sit in their assigned seat.
- Students must always follow adult directions.
- All food must be eaten inside the cafeteria.

- No carbonated beverages, cans, or glass containers are permitted.
- Students must raise their hands for permission before leaving their seats.
- Play equipment is provided by the school for lunch recess activities. No personal items should be brought to school for this purpose.

School Bus Rules

On the Bus

- Obey the bus driver and exhibit orderly conduct.
- Be courteous and respectful of people and property.
- Always remain seated.
- Keep head, hands and feet inside the bus.
- Keep the bus clean.
- Use of profane language, eating, drinking, smoking, throwing objects, unsafe objects or weapons and vandalism may result in disciplinary action. Criminal conduct may be referred to law enforcement.

Leaving the Bus

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner.
- Leave at your assigned bus stop.
- Cross in front of the bus.
- Leave the bus stop in an orderly manner.

All school rules, including school discipline procedures and protections, apply when students are on the bus and at the bus stop.

- ***Engaging in or causing disruptive behavior on the school bus and at the bus stop which creates a substantial risk of or results in injury may result in disciplinary action.***

Field Trips

Permission forms for field trips for the present school year are signed and kept on file at the school. The teachers planning the trip will contact the number of volunteers required to serve as chaperones. All chaperones must have all their clearances on file. Please see the VOLUNTEER section of the handbook for more information. All parents will be notified prior to each trip about the arrangements made, and times for arrival and departure.

VISITOR POLICY

[PPS Policy 1104](#)

Parental Classroom Visitations

All visitors must report to the main office and sign in. All visitors will receive a badge that must be worn while visiting. While in the school, visitors will be escorted directly to their destination. Meetings/appointments should be scheduled at least 24 hours in advance. Exceptions may be made at the discretion of the school principal in case of an emergency. Parents who are observing in the classroom are not to interrupt the lesson or “pull” their child out to talk to them privately. Visitors who are observing in the classroom are not to interrupt the lesson by talking with the teacher.

Volunteering for PPS

Updates to Volunteer Clearance Policy

VOLUNTEERING FOR THE FIRST TIME AT PPS?

In accordance with changes to the State law, the District has adopted changes to the current Volunteer Clearance Policy. These new 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.

- Intake Form for Volunteers (available in the main office or online at [Volunteer at PPS](#))
- PA State Criminal History Report (obtained online; Cost: FREE)
 - <https://epatch.state.pa.us/Home.jsp>
- Child Abuse Certification (obtained online; Cost: FREE) o
 - <https://www.compass.state.pa.us/CWIS>
- The FBI Criminal History Report (fingerprinting required – apply online FBI report access code will be provided; Cost: \$27.50)
 - https://www.pa.cogentid.com/index_pdeNew.htm) o
 - For immigrants who do not have a Social Security Number; use your Visa number in place of the Social Security Number when applying for your fingerprints via the Cogent System.
 - If the FBI Criminal history Report is more than 1 year old, PDE Form 6004 Arrest Conviction Report must be submitted with the FBI Results.
- Signed PA Resident Form AND Waiver Request, in lieu of the FBI Criminal History Report (if you have lived in PA for 10 consecutive years).

ALREADY A VOLUNTEER AT PPS?

If a parent or community member was cleared for volunteering prior to the changes in the law; they must submit their FBI Criminal History Report or PA Resident form and Waiver Request to your school or the Title Programs Office in order to be eligible to volunteer for future events.

HAVE QUESTIONS?

If you have questions, please see your school's secretary or FACE coordinators Patricia Pozza (ppozza1@pghschools.org) and Ashley Castelli (acastelli1@Pghschools.org) . They can help you determine if you have all the appropriate documentation to volunteer.

ADDITIONAL PPS DISTRICT POLICIES

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 \(pghschools.org\)](#)

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](#)

ADDITIONAL SCHOOL INFORMATION

Concord Partnerships

Bhutanese Community Associates of Pittsburgh

3000 Brownsville Road, Suite C

Pittsburgh, PA 15227

Main: 412-668-3197

Contact(s): Deena Khatiwoda

Services Offered: After School Programming

Boy Scouts of America

Cub Scouts - Pack 614

1275 Bedford Avenue

Pittsburgh, PA 15219

Main: 412-471-2927

Contact(s): Anne Spontak (annespontak@gmail.com)

Services Offered: Mentoring & Community Outreach

Carrick Community Council

P O Box 5901

Pittsburgh, PA 15210

Main: 412-339-0808

Contact(s): Carol William

(wms.carol.helene@gmail.com)

Donna MacManus (dmac1018@verizon.net)

Sherry Brown (sbrown@pitt.edu)

Services Offered: Community Outreach

Carrick High School

Start On Success Program

125 Parkfield Street

Pittsburgh, PA 15210

Main: 412-965-2829

Contact(s): Kristi L. Pruszenski

Services Offered: Program for Students with Exceptionalities

Casa San Jose

Latino Resource & Welcome Center

2116 Broadway Avenue

Pittsburgh, PA 15216

Main: 412-343-3111/Cell: 412-224-3489

Contact(s): Jose Maria Ochoa and Teresa Parra

Services Offered: Mentoring Program

Citiparks KidSmart Club

Phillips Community Rec Center

201 Parkfield Street

Pittsburgh, PA 15210

Main: 412-885-7445

Contact(s): Hakeim McKenzie (hakeim.mckenzie@pittsburghpa.gov)

& Joe Szymanski (joe.szymanski@pittsburghpa.gov)

Services Offered: After School Care

FamilyLinks, Inc.

2644 Banksville Road

Pittsburgh, PA 15216

Main: 412-592-8811

Contact(s): Bridget Robinson

Services Offered: Family Centered Services in Behavioral Health

Human Services Administration Organization

2801 Custer Avenue

Pittsburgh, PA 15227

Contact: Ms. Erin Vega

Main: 412-639-1339

Services Offered: Mental Health Screenings & Coordination

JFCS (Jewish Family and Children's Services)

5743 Bartlett Street

Pittsburgh, PA 15217

412.422.7200

info@jfcspgh.org

Offering: JFCS Career Services, Counseling Services, Guardianship Services, [Immigration Legal Services](#), Refugee & Immigrant Services, Scholarships, Senior Services, Squirrel Hill Food Pantry, Youth Services

Neighborhood Learning Alliance (NLA)

5429 Penn Avenue

Pittsburgh, PA 15206

Main: 412-304-4723

Contact(s): Debra Underwood

Services Offered: After School Care

Pittsburgh Ballet Theatre

2900 Liberty Avenue

Pittsburgh, PA 15201

Main: 412-281-0360

Contact(s): Lisa Auel

Services Offered: Creative Movement

Pittsburgh CLO

719 Liberty Avenue, 6th Floor

Pittsburgh, PA 15222

Main: 412-281-2234

Contact(s): Jim Scriven, Emily Gallagher &
Lorriana Markovic

Services Offered: Learning About Performing Arts

Pittsburgh Oasis Tutor Program

411 Seventh Ave. Suite 525

Pittsburgh, PA 15219

Main: 412-393-7648

Contact(s): John D. Spehar, M.Ed, Director

Services Offered: Tutoring

State Representative Jessica Benham

1810 Brownsville Road

Pittsburgh, PA 15210

Main: 412-881-4208

jbenham@pahouse.net

Services Offered: Community Outreach

The Salvation Army

1060 McNeilly Road

Pittsburgh, PA 15226

Main: 412-207-2127

Contact(s): Sara Marie Baldi (samarie.baldi@use.salvationarmy.org)

Services Offered: Community Outreach

University of Pittsburgh**Maximizing Adolescents' Potentials (MAP's) Program**

5305 Wesley W. Posvar Hall

Pittsburgh, PA 15213

Main: 412-648-7124

Contact: Dr. Jennifer Ely

Services Offered: Prevention Services

YWAM Pittsburgh (Youth with A Mission)

1912 Brownsville Road

Pittsburgh, PA 15210

Main: 412-996-3823

Contact(s): Diego Colmenares & Jacqui Colmenares

Services Offered: Mentoring Program

TECH-25

25 Carrick Avenue

Pittsburgh, PA 15210

Main: 412-885-4327

Contact(s): Pete Spynda (pete@tech25.org)

Services Offered: Audio/Visual Equipment Rentals

Community Resource Guide

Family Resources

Alliance for Community Respite Care - 1(888) 954-2424

A collaborative network of families, providers, community members and advocates who work to ensure the availability of quality respite care.

www.classcommunity.org/how-we-help/alliance-community-respite-care

Allegheny Family Network (AFN) - 1(888) 273-2361

Supports and partners with families raising children with emotional and mental health needs to improve their quality of life.

www.alleghenyfamilynetwork.cfsites.org

Carnegie Library of Pittsburgh - (412) 622-3114

The Carnegie library has multiple branch locations offering special services such as job career and educational centers.

www.clpgh.org

Child Care Information Services - CCIS of Allegheny County – City - (412) 261-2273 or 1(800) 392-3131

CCIS serves as a primary resource to assist families with child care referrals, emergency childcare, subsidized care for qualifying families, and promotes quality child care by offering training in subjects such as early literacy.

<http://www.dhs.state.pa.us/findfacilsandlocs/childcareinformationservices/>

Children’s Health Insurance Program - CHIP - 1(800) 986-5437

Pennsylvania's program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance.

www.chipcoverspakids.com

Family Resources - (412) 363-1702

Family Resources offers many services to help parents and children improve their relationship along with youth enrichment activities at its centers.

www.familyresourcesofpa.org

The Mentoring Partnership of Southwestern Pennsylvania - (412) 281-2535

Helps mentoring programs by providing training, recruiting, quality assistance, and support to increase the number of mentors in the community.

www.mentoringpittsburgh.org

Parent Education & Advocacy Leadership (PEAL) Center - (412) 281-4404

The PEAL Center is an organization of parents of children with disabilities reaching out to assist other parents and professionals.

www.pealcenter.org

Pittsburgh Public Schools - (412) 529-4357 (Parent Hotline)

The Pittsburgh Public Schools believes in regular, two-way, meaningful communication connecting student academic learning and other school activities;

to this end the Parent Hotline is one of a number of resources to assist parents and families in engagement.

www.pps.k12.pa.us

Right to Education Task Force – (412) 529-2300

The Local Task Force provides opportunities for parents, guardians and community members to ask questions about special education services as well as address concerns that affect students with disabilities in the Pittsburgh Public School District.

Program for Students with Exceptionalities PSE/Oliver
2323 Brighton Rd.

Pittsburgh, Pa. 15212

ltf2pgh@gmail.com

<http://on.fb.me/1vtwvYK>

United Way of Allegheny County - 211 (HelpLine), (412) 261-6010

United Way of Allegheny County provides information to families through their online resource Help Connections; agency funding, planning, and community problem solving for health and human services agencies operating within Allegheny County.

www.unitedwaypittsburgh.org

Children's Services

Achieva - (412) 995-5000

A world-renowned leader in the field of disabilities, known for its innovative programs, and dedication to children with disabilities and their families.

www.achieva.info

Alliance for Infants and Toddlers - (412) 885-6000

This program provides service coordination, screenings, assessments, family support services, and early intervention service coordination to families with children between the ages of birth to three years of age.

www.afit.org

Big Brothers Big Sisters of Greater Pittsburgh - (412) 363-6100

Big Brothers Big Sisters increases the self-confidence of children and the probability that they will become fully integrated members of society, leading productive and rewarding lives through mentoring and enrichment programs.

www.bbbspittsburgh.org

Boys and Girls Clubs - (412) 782-5710

The BGC is a unique organization consisting of 8 Club facilities, a Charter H.S., Outlet Connection retail venture, Campfire USA, and extension programs. Our goal is to provide every child with the essential tools needed for a successful & bright future.

www.bgcwpa.org

Catholic Charities, Child Care Support Services - (412) 456-6999

Catholic Charities provides counseling, refugee resettlement, respite care, utility assistance, emergency relief, tangible assistance services and makes referrals for clients. In 2007 it expanded services by opening a Free Health Care Center.

www.ccpgh.org

Children's Institute - (412) 420-2400

The Children's Institute is a nonprofit pediatric rehabilitation facility which provides education services for children ages two to 21 with cognitive or physical disabilities with in-home services for children and families with special needs.

www.amazingkids.org

Girl Scouts - Trillium Council - (412) 566-2570 or 1(800) 248-3355

The Girl Scouts inspires girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.

www.gswpa.org

Greater Pittsburgh Council Boy Scouts of America - (412) 471-2927

The Boy Scouts trains young people in citizenship, service, and physical fitness through the Cub Scouting, Boy Scouting, Venturing programs, & more.

www.gpc-bsa.org

Junior Achievement of Southwest PA Inc. – (412) 208-4747

JA's purpose is to educate and inspire young people to value free enterprise and understand business & economics to improve the quality of their lives.

<https://www.juniorachievement.org/web/ja-westernpa>

Parks and Recreation - (412) 255-2539

Parks and Recreation offers a wide variety of recreational programs and facilities for use by Pittsburgh citizens.

<http://pittsburghpa.gov/citiparks/>

Pittsburgh Toy Lending Library - (412) 682-4430

The Pittsburgh Toy Lending Library, a cooperative run by volunteers, is an indoor play-space for children, pre-kindergarten, and their caregivers.

www.pghtoys.org

Urban League of Greater Pittsburgh - (412) 227-4802

The Urban League is the largest social and educational service provider and advocacy agency devoted to empowering African Americans to enter the economic and social mainstream community in Pittsburgh through its diverse programs.

www.ulpgh.org

YMCA- (412) 227-3800

YMCAs serve America's children, families and communities by "building healthy spirit, mind and body for all."

www.ymcaofpittsburgh.org

YouthPlaces - (412) 434-0851

YouthPlaces promotes the positive cognitive, social, physical, emotional and moral development of youth by providing a safe place for them to engage in a range of activities.

www.youthplaces.org

YouthWorks Inc. - (412) 281-6629

YouthWorks builds a community solution to help young people whose potential might be overlooked to pursue employment and career development opportunities.

www.youthworksinc.org

YWCA Greater Pittsburgh - (412) 391-5100

YWCA works to improve our community by increasing the status of women, girls, families and advancing racial justice by tackling homelessness, childcare needs, unemployment, fair housing and civil rights issues.

www.ywcapgh.org

Cultural Organizations

The August Wilson Center - (412) 258-2700

The August Wilson Center for African American Culture is a not-for-profit organization that presents performing, visual and education programs that celebrate the contributions of African Americans within the region and the impact of cultural expression from Africa to the African Diaspora.

<https://culturaldistrict.org/venues/august-wilson-center>

Carnegie Museums of Pittsburgh - (412) 622-3131 Natural History & Art, (412) 237-3400
Science Center, (412)

237-8300 Andy Warhol

A collection of four dynamic, distinctive museums, and the Pittsburgh region's home for great art and science exploration.

www.carnegiemuseums.org

Children's Museum of Pittsburgh - (412) 322-5058

Children's Museum of Pittsburgh provides innovative museum experiences that inspire joy, creativity and curiosity.

www.pittsburghkids.org

Fort Pitt Museum - (412) 281-9284

Through exhibits and programs, the museum also addresses the important role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh.

<http://www.heinzhistorycenter.org/fort-pitt/>

The History Center - (412) 454-6000

The Senator John Heinz History Center is an affiliate of the Smithsonian Institution and the largest history museum in the state of Pennsylvania.

www.heinzhistorycenter.org

Manchester Craftsmen's Guild - (412) 322-1773

Manchester Craftsmen's Guild is a multi-discipline, minority directed, center for arts and learning that employs the visual and performing arts to foster a sense of accomplishment and hope in the urban community.

www.mcgyouthandarts.org

National Aviary - (412) 323-7235

The National Aviary is America's only independent indoor nonprofit bird zoo. It is home to 600+ birds of more than 200 species.

www.aviary.org

Phipps Conservatory and Botanical Gardens - (412) 622-6914

Encounter the wonders of the natural world. Tour through the jewel-like Conservatory and visit exotic lands and ancient worlds with vivid colors, natural oddities, and surprises around every corner of the botanical gardens.

www.phipps.conservatory.org

Pittsburgh Zoo & PPG Aquarium - (412) 665-3640

The Pittsburgh Zoo & PPG is a 77-acre facility that is home to thousands of animals representing hundreds of diverse species. The Pittsburgh Zoo & PPG Aquarium is one of only six major zoo and aquarium combinations in the country.

www.pittsburghzoo.org