

# Student Achievement Center (SAC) Student Handbook 2024-2025

## Pittsburgh Student Achievement Center

925 Brushton Avenue

Pittsburgh, PA 15208

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



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Dear Pittsburgh Student Achievement Center Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Student Achievement Center's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Student Achievement Center'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 Student Achievement Center.

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**

## **SCHOOL VISION AND MISSION**

## **Introduction**

The purpose of this handbook is to provide SAC students with clear expectations regarding the items that will help them be successful while attending the school. It is also a helpful guide for parents and guardians so that they understand the purpose and procedures at the SAC.

## **SAC Vision**

All students will become successful, confident, and compassionate individuals ready to excel in all aspects of life.

## **SAC Mission**

The Student Achievement Center's mission is to empower students to rekindle their academic pursuits, discover their unique potential, and become lifelong learners and responsible contributors to society. We believe that every student has the capacity to achieve greatness, and we are dedicated to guiding them back on the path to realizing their dreams.

Mailing Address:

Pittsburgh Student Achievement Center  
925 Brushton Avenue  
Pittsburgh, PA 15201

[Website](#)

Main Office		412-529-7860
		412-529-7861
Counselor's Office	Mr. Sledge	412-529-7871
Social Worker's Office	Ms. Smith	412-529-7864
Nurse's Office	Mrs. Alexander	412-529-7881
SDSS Office	Mr. Labishak	412-529-7868
Student Services/Westinghouse & CAPA	Mrs. Allen	412-529-7877
Alternative Education Assistant/Perry	Mr. Boyce	412-529-7878
Student Services/Allderdice & UPREP	Mr. Hines	412-529-7876
Student Services/Overage Middle School	Ms. Leonard	412-529-7883
Student Services/Brashear & Sci-Tech	Mr. Robinson	412-529-7873
Student Services/Carrick & Obama	Ms. Walker	412-529-7867
Teen Parent Advocate	Ms. Howard	412-529-7885
Cafeteria	Ms. Murray	412-529-7875
Custodian	Mr. Miles	412-529-7885
FAX		412-247-7926

## **COMMUNICATION PROCEDURES**

The SAC uses various methods to communicate with parents and families, depending on the purpose and the number of people we need to reach.

For individual student matters, teachers and staff will primarily use phone calls, text messages, or emails. Some teachers use the automated TalkingPoints program, which sends and records messages between teachers and families.

To communicate with large groups of families or the entire school population, we use the TalkingPoints program or the BlackBoard Connect calling program. These tools are regularly monitored, and we respond promptly to messages from parents.

Parents and guardians are encouraged to call the school's office number with any immediate concerns about their child or the safety of others in the school.





## STAFF ROSTER




Staff Name		Department	Room Number	Phone Number	Email
	Kathleen Accamando	English	305	412-529-2613	Kaccamando1@pghschools.org
	Accetta, Frank	Social Studies	323	412-529-2621	<a href="mailto:Faccetta1@pghschools.org">Faccetta1@pghschools.org</a>
	Alexander, Rachel	Nurse	116A	412-529-7881	<a href="mailto:Ralexander1@pghschools.org">Ralexander1@pghschools.org</a>
	Allen, Toni	Student Services	231	412-529-7877	<a href="mailto:Tallen1@pghschools.org">Tallen1@pghschools.org</a>
	Bedo, Jessica	PSE	115	412-529-2873	<a href="mailto:Jbedo1@pghschools.org">Jbedo1@pghschools.org</a>
	Berger, Steve	Social Studies	322	412-529-2620	<a href="mailto:Sberger1@pghschools.org">Sberger1@pghschools.org</a>
	Boyce, Dennis	Alternative Education Assistant	126A	412-529-7878	<a href="mailto:Dboyce1@pghschools.org">Dboyce1@pghschools.org</a>
	Irwin, Danielle	Math	127	412-529-2602	<a href="mailto:Dcondon1@pghschools.org">Dcondon1@pghschools.org</a>
	Dirkmaat, Dylan	Physics	118	412-529-2628	<a href="mailto:Ddirkmaat1@pghschools.org">Ddirkmaat1@pghschools.org</a>



	Dobbs, Dalhart	Principal	202	412-529-7861	<a href="mailto:Ddobbs1@pghschools.org">Ddobbs1@pghschools.org</a>
	Drake, Elaine	Edgenuity Business	311	412-529-2617	Edrake1@pghschools.org
	Economou, Nikki	Homebound	211	412-529-2603	<a href="mailto:Neconomou1@pghschools.org">Neconomou1@pghschools.org</a>
	Hart, Tracie	Science	203	412-529-2606	<a href="mailto:Thart1@pghschools.org">Thart1@pghschools.org</a>
	Hines, Edwards	Student Services	211	412-529-7876	<a href="mailto:Ehines2@pghschools.org">Ehines2@pghschools.org</a>
	Howard, Sheena	Teen Parent Advocate	127b	412-529-7885	<a href="mailto:showard1@pghschools.org">showard1@pghschools.org</a>
	Labishak, Luke	SDSS	222A	412-529-7868	<a href="mailto:lilabishak1@pghschools.org">lilabishak1@pghschools.org</a>
	Le, Hai	Homebound	301	412-529-7869	Hle1@pghschools.org
	Leonard, Aqiyla	Student Services	223C	412-529-7883	<a href="mailto:Aleonard1@pghschools.org">Aleonard1@pghschools.org</a>
	Macellaro, Steven	Homebound	301	412-529-7860	<a href="mailto:smacellaro1@pghschools.org">smacellaro1@pghschools.org</a>

	Milliron, Rachel	Chemistry	327	412-529-2595	<a href="mailto:Rmilliron1@pghschools.org">Rmilliron1@pghschools.org</a>
	McMahon, Laurel	English	312	412-529-2618	<a href="mailto:Lmcmahon1@pghschools.org">Lmcmahon1@pghschools.org</a>
	Neigh, Cindy	Physical Education	Gym	412-529-2597	Cneigh1@pghschools.org
	Nolan, Keith	Physical Education	Gym	412-529-2538	knolan1@pghschools.org
	Noll, Kelsey	PSE	229	412-529-2610	knoll1@pghschools.org
	O'Connor, Kerry	PSE	310	412-529-2616	koconnor1@pghschools.org
	Ralston, Brandy	Math	123	412-529-7884	bralston2@pghschools.org
	Reesh, Jamie Lynn	English	306	412-529-2614	<a href="mailto:Jreesh1@pghschools.org">Jreesh1@pghschools.org</a>
	Rzecznik, Joy	Homebound	301	412-529-7860	<a href="mailto:jrzecznik1@pghschools.org">jrzecznik1@pghschools.org</a>

	Ricketts, Sarah	Math	124	412-529-2601	<a href="mailto:Sricketts1@pghschools.org">Sricketts1@pghschools.org</a>
	Robinson, Derek	Student Services	204	412-529-7873	<a href="mailto:Drobinson3@pghschools.org">Drobinson3@pghschools.org</a>
	Sledge, Chris	Counselor	222B	412-529-7871	<a href="mailto:Csledge1@pghschools.org">Csledge1@pghschools.org</a>
	Smith, Bethany	Social Worker	231A	412-529-7864	<a href="mailto:Bsmith1@pghschools.org">Bsmith1@pghschools.org</a>
	Stewart, Julie	Math	117	412-529-2627	<a href="mailto:Jstewart1@pghschools.org">Jstewart1@pghschools.org</a>
	Swope, Katie	Social Studies	326	412-529-2594	<a href="mailto:Kswope1@pghschools.org">Kswope1@pghschools.org</a>
	Troup, Sherri	Homebound	301	412-529-7860	<a href="mailto:stroup1@pghschools.org">stroup1@pghschools.org</a>
	Twyman, Hugh	Art	210	412-529-2605	<a href="mailto:Htwyman1@pghschools.org">Htwyman1@pghschools.org</a>
	Tyler, Donnese	English/Business	302	412-529-2612	<a href="mailto:Dtyler1@pghschools.org">Dtyler1@pghschools.org</a>
	Vessels, Alicia	English/Edgenuity	309	412-529-2615	<a href="mailto:Avessels1@pghschools.org">Avessels1@pghschools.org</a>

	Walker, Ruth	Student Services	230A	412-529-7867	<a href="mailto:Rwalker1@pghschools.org">Rwalker1@pghschools.org</a>
	York, Ashanti	Biology	116	412-529-2626	<a href="mailto:Ayork1@pghschools.org">Ayork1@pghschools.org</a>
	Zelesnick, Joshua	Librarian	208	412-529-7872	<a href="mailto:Jzelesnick1@pghschools.org">Jzelesnick1@pghschools.org</a>

## **BELL SCHEDULES**

Pittsburgh Student Achievement Center

## BELL SCHEDULE 2024-2025

TEACHER'S ARRIVAL TIME	7:25 A.M.
PERIOD 1 (Mentor)	7:40A.M. -7:59 A.M.
PERIOD 2	8:02 A.M. – 8:45 A.M.
PERIOD 3	8:48 A.M. – 9:31 A.M.
PERIOD 4 (Homeroom)	9:34 A. M. – 10:17 A.M.
PERIOD 5	10:20 A. M. – 11:03 A.M.
PERIOD 6	11:06 A. M.- 11:49 A.M.
1 <sup>ST</sup> LUNCH	11:06 A.M. -11:36 A.M.
PERIOD 7	11:39 A.M. – 12:22 P.M.
2 <sup>ND</sup> LUNCH	11:52 A. M. – 12:22 P.M.
PERIOD 8	12:25 P.M. – 1:08 P.M.
PERIOD 9	1:11 P.M. – 1:54 P.M.
PERIOD 10	1:57 P.M. – 2:40 P.M.
STUDENT DISMISSAL	2:40 P.M.
TEACHER DISMISSAL	2:55 P.M.

Pittsburgh Student Achievement Center

Half day

2023 - 2024 BELL SCHEDULE

TEACHER'S ARRIVAL TIME	7:25 A.M.
PERIOD 1 (MENTOR)	7:40 - 8:02 A.M.
PERIOD 2	8:07 - 8:49 A.M.
PERIOD 3	8:54 - 9:36 A.M.
PERIOD 4	9:41 - 10:23 A.M.
PERIOD 5	10:28 - 11:10 A.M.
Student Dismissal	11:10 A.M.

**Pittsburgh Student Achievement Center**

**Two Hour Delay Schedule  
2024-25**

Teacher's Arrival Time	7:25
Period 1	9:40- 9:50
Period 2	9:52 - 10:22
Period 3	10:24 – 10:54
Period 4	10:56 -11:26
Period 5	11:28 – 11:58
Period 6/lunch	12:00 – 12:30
Period 7/Lunch	12:33 – 1:03
Period 8	1:06 – 1:36
Period 9	1:38 – 2:08
Period 10	2:10 – 2:40

**PPS CALENDAR**

# 2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 10, 2025



**Students first**  
Always, in all ways.

## August 2024

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2025

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## April 2025

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## May 2025

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July 2025

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### 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 Semi-monthly
- Professional Development Days
- Parent-Teacher Conference Days (Monday, October 14, 2024)
- Report Card Distribution
- Pay Date: Bi-weekly
- All PPS Employee Holidays
- 6-12, High School, Special, EMS- Friday, October 18, 2024
- High School Graduation
- ▲ Pay Date: Non-Administrator Semi-monthly
- School Only Vacation Days
- School Board Meetings
- Show Make-Up Days: two
- Clerical Days

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Gallego Avenue, Pittsburgh, PA 15222, 412-622-6600, TitleIXCoordinator@ppschools.org or 412-622-6600 (TDD).



# ATTENDANCE PROCEDURES

## [PPS Policy 204](#)

Regular attendance is essential for students to achieve academic success and make consistent educational progress. The district requires that all students attend school regularly during the designated school days and hours. Absences are only excused for valid reasons such as illness, family emergencies, court appearances, or other urgent circumstances. It is the responsibility of the student and their parents or guardians to provide a written explanation for any absences within three days of returning to school. Failure to do so will result in the absence being marked as unexcused.

Students are expected to make up all missed work and assignments upon their return to school. It is the student's responsibility to contact their teachers and arrange for the completion of any missed coursework. Teachers will provide reasonable opportunities for students to catch up on missed assignments, but it is crucial that students take the initiative to ensure they do not fall behind.

In cases of excessive absences, the school will take appropriate measures to address and improve attendance. After three unexcused absences, the school will notify the parents or guardians and may offer a School Attendance Improvement Conference (SAIC) to discuss the reasons for the absences and develop a plan to support regular attendance. Habitual truancy, defined as six or more unexcused absences, may result in referrals to attendance improvement programs or further action in accordance with state laws and district policies.

The SAC is committed to supporting students in maintaining regular attendance and achieving their academic goals. By attending school regularly and taking responsibility for making up missed work, students can ensure they stay on track with their education and reach their full potential.

### **Early Dismissals**

Any student who needs an early dismissal must bring a parent/guardian note with the following information: student's name, parent/guardian name and a phone number where a parent/guardian can be reached to verify the dismissal request. The SAC will call to verify that the request for the early dismissal is valid. Students can also be dismissed if a parent/guardian visits the school to sign them out. It is the student's responsibility to make-up any missed work due to the early dismissal.

## **ACADEMICS**

At the SAC, many individuals are available to help students with their academic needs. Most teachers and staff are willing to volunteer their time during lunch or after school to assist students. Additionally, students have several opportunities to revise and correct their assignments to improve their grades and better understand the material.

The key to success at the SAC is attending school daily and paying attention in class. Complete your assignments on time and avoid procrastination. This will help you stay on track and make the most of the support available to you.

# **ACADEMIC INTEGRITY**

## [PPS POLICY 226](#)

The SAC wants all students to do their own work and be honest about it. Cheating, copying, and using notes or help that isn't allowed during tests and homework are not okay. Students should always try their best and not help others cheat, whether at school or at home.

The SAC will ensure that all students follow these rules. This policy will be shared in the Code of Student Conduct and explained to students, teachers, and parents every year. By being honest and doing their own work, students will learn better and be treated fairly.

# DRESS CODE

## [PPS POLICY 221](#)

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 the 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 the student to change into other available clothing, or having a variety of extra clothing articles available to students when their dress does not meet dress code requirements). Highly mobile/vulnerable students shall be provided adequate time and support to ensure they are aware of and comply with the dress code.

Apparel and jewelry worn by students should not display content advocating or glorifying sexual activity, violence, alcohol, or drug use. Additionally, clothing or accessories that demean or degrade individuals based on race, sex, religious persuasion, national origin, handicap, or disability are not permitted. This ensures that everyone feels respected and valued within the school community.

Additional provisions at the Student Achievement Center for student dress code are as follows:

- We encourage sensitivity regarding attire that memorializes deceased family members or affiliates, as clothing might trigger emotional distress for some individuals.
- Our dress code also emphasizes the importance of maintaining modesty and avoiding any exposure of undergarments.
- The choice of footwear should be appropriate for the school environment, excluding flip flops, shower shoes, and slides, which are not conducive to safe and effective learning.
- Students should refrain from exposing the midriff of their bodies,

## **ELECTRONIC DEVICES**

### [PPS POLICY 216](#)

The Student Achievement Center (SAC) collects all non-school-issued electronic devices from students upon entry to the school. These devices include cell phones, iPads, tablets, cameras, or other devices capable of communication or taking pictures or movies. Student devices are stored in the office during the school day and returned when the student leaves school. If students need to contact a parent, appointment, or place of employment, they may use the office phone or their phone in the office.

Students are only allowed to keep phones once they have earned Level 3 status in our HAWK PBIS/Behavior Management program or if the phone is required to monitor a medical device worn by the student. In these circumstances, the student's phone cannot be used but can remain in the student's possession throughout the school day. Cell phone possession may be permitted on specific field trips at the discretion of the chaperone and administration if it is necessary to gather information or will not be a distraction to others

***Violations of the electronic devices policy at the SAC will be dealt with on a progressive basis:***

- First offense: Warning and phone call home to parent/guardian.
- Second offense: Parent/guardian meeting at the school. Also, for first offenses when student refuses to comply with staff.
- Third offense: In school suspension.
- Fourth offense: Out of school suspension and parent/guardian conference.

## **EXTRA CURRICULAR and ATHLETIC OFFERINGS**

### *PPS Policy 119*

The SAC does not offer extra-curricular activities or sports as part of our program. Students who attend the SAC and are eligible to participate may participate in any extra curricular activities or sports that are sponsored by their home/feeder school.

Calendars and flyers with school activities, sports, dances, etc. are kept in the main office hallway and available for all students who are interested. Students may also contact Ms. Allen who will contact schools for specific information for specific questions.

## **GRADING**

### *PPS Policy 209*

The SAC knows that grading helps students, teachers, and parents see how well students are doing in school. We believe that it's important for our school and parents to work together to help students grow and learn. That's why we make sure parents know about their child's progress and any concerns we might have.

The grading system is fair and clear. Students will know what they need to achieve from the start, and teachers will keep them updated on their progress. Grading will be based on how well students do their work, and they will be encouraged to think about how they can improve.

Parents will get regular reports on their child's progress. If a student is at risk of failing, parents will be warned early so they can help. We will have parent-teacher conferences and send out report cards every nine weeks to make sure everyone stays informed.

## GRADUATION REQUIREMENTS/HS ONLY

### [PPS Policy 211](#)

To graduate, students must successfully complete 26.5 academic credits, which must be earned in the following content areas:

Content Area	Non-CTE Students	CTE Students
English	4 credits	4 credits
Science	4 credits	4 credits
Mathematics (3 required: Algebra 1, 2 and Geometry)	4 credits	4 credits
Social Studies (a minimum of 3 credits in Social Studies, the 4th credit may be satisfied by a level 3 course in World Languages)	4 credits	3 credits*
Electives: Academic, Art, Career Development and/or Physical Education	7 credits	9 credits*
Health	1 credit	1 credit
Physical Education	2 credits	2 credits
Graduation Project	.5 credits	.5 credits

*\*By earning nine credits in Electives, CTE students make up a Science and Social Studies Credit.*

### **New graduation requirements for incoming freshmen class of 2028: 24 total academic credits:**

Content Area	Non-CTE Students	CTE Students
English	4 credits	4 credits
Mathematics (3 required: Algebra I, Geometry, Algebra II)	3 credits	3 credits
Science (3 required: Biology, Physical Science [Chemistry or Physics], Elective Science)	3 credits	3 credits
Science (STEM)	1 credit	
Social Studies	4 credits	3 credits
Economics with Financial Literacy	.5 credits	
Physical Education (yearly 9-12)	1 credit	1 credit
Health Education	1 credit	1 credit
World Language, Fine Arts, and/or Practical Arts	2 credits	
Academic Electives	4.5 credits	9 credits



## **HOMEWORK PROCEDURES**

### *PPS Policy 115*

The SAC believes that homework is an important part of learning. Homework is any work that teachers assign to students to do on their own outside of the classroom. It helps students practice what they learn in school and develop good study habits.

The SAC will make sure that homework is appropriate for the students' age and subjects. They will also make sure that families, teachers, and students understand the importance of homework and their roles in completing it. Teachers will be given guidance on what kinds of homework to assign, and they will make sure that all students have the materials and resources they need to finish their homework in a reasonable length of time.

## HEALTH SERVICES

### [PPS Policy 206](#)

Students who become ill during the school day should report to class and ask their teacher to issue a hall pass to the Nurse's Office. If the student cannot make it to the Nurse's Office, the teacher can call for security to escort the student OR ask for the nurse to report to the classroom. Students will not be seen without a hall pass. The nurse will assess students and decide to whether they should remain in school or go home for the day. Parents/guardians must sign the student out in the main office.

If the nurse is addressing an emergency, and students who need to be seen for a nonemergency, they will be directed to the office. Any student who must take a medication during school hours must comply with the following procedures:

- 1.) Turn the medication over to the school nurse in the original container. Under no circumstance should students carry medication with them to school each day. Medications will be stored in the Nurse's Office in a locked cabinet.
  
- 2.) Parents/guardians must complete the appropriate paperwork, giving the nurse permission to administer the medication. This paperwork will be completed annually.
  
- 3.) Rescue medications that have been specifically permitted by School Health Services to be in the possession of the child must be registered in the office. The school nurse practitioner will see to training the child, informing the staff and monitoring the use of these medications.

No student or staff member is permitted to dispense any prescribed or over-the-counter medicines to other students. Failure to comply with this policy will result in disciplinary action in accordance with the Student Code of Conduct.

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

### [PPS POLICY 813.1](#)

The School District of Pittsburgh provides students with computers and mobile devices, such as laptops, tablets, and hotspots to support their educational activities. This policy ensures that these devices are used responsibly to enhance learning and school-related tasks.

Students are expected to take good care of their issued devices. This means keeping the devices secure and safe from damage or theft. For example, devices should be locked away when not in use, kept out of extreme temperatures, and never left unattended in public places. If a device is lost or stolen, students must report it immediately to a teacher or school administrator and obtain a police report if necessary.

All issued devices are the property of the School District and must be returned when requested by school officials or when the student leaves the district. The District's IT department will handle all repairs and maintenance to ensure devices are kept in good working order. Students are not allowed to install unauthorized software on their devices; any additional software must be approved by the school.

The district may use security and tracking technology on all issued devices to monitor their use and ensure they are used appropriately. This helps to ensure that devices are used for educational purposes and that any misuse can be identified and addressed promptly.

Students' use of these devices may be reviewed and audited regularly to ensure compliance with the policy. Non-compliance, such as using the device for personal purposes or failing to report a lost device, can result in disciplinary action or financial liability. The primary purpose of providing these devices is to support students' learning and school-related tasks, and it is important for students to understand and follow their responsibilities to maintain the integrity of the District's technology resources.

# STUDENT SUPPORT SERVICES

All students at the SAC have access to a guidance counselor and a social worker.

- **Guidance Counselors:**
- Students can meet with their counselor for assistance with scheduling, credit recovery, post-secondary planning, or any other concerns.
- **Social Workers:**

Social workers are available to help with attendance issues or any other challenges students may face.

To see a counselor or social worker, students must have an appointment or a signed pass from a staff member. Exceptions will be made for any student in crisis.

Additionally, each student is assigned a Student Service Assistant based on their sending school. This assistant will be your main contact for your initial intake at the SAC and will monitor your progress while you are here. However, you are not limited to only speaking with your assigned assistant; you can seek support from any staff member as needed.

Counselor	Caseload Students
Christopher Sledge	All Students
Social Worker	
Bethany Smith	All Students
Student Services Assistants	
Toni Allen	Westinghouse & CAPA
Dennis Boyce	Perry
Edward Hines	Allderdice & Uprep
Aqiyla Leonard	Middle School Students
Derek Robinson	Brashear & Sci-Tech
Ruth Walker	Carrick & Obama

# Student Expectations/Procedures

## [Policy 212](#) [PPS Code of Conduct](#)

At the Pittsburgh Public Schools (PPS) and the SAC, we believe that maintaining a positive and respectful environment is essential for learning. Every student is expected to adhere to the PPS Code of Conduct, which outlines the behavior that supports a safe and orderly school setting. By following these guidelines, students help create a community where everyone can focus on learning and personal growth.

Students must follow the rules both inside and outside the classroom, on school grounds, at school-sponsored events, and even during travel to and from these activities. The PPS Code of Conduct applies at all times to ensure that the learning environment remains positive and productive. Additionally, students should be aware that their behavior off-campus can also impact their school experience if it affects the school community or disrupts the educational process.

Positive behavior is encouraged through various support programs within our schools. These programs aim to foster good conduct by recognizing and rewarding appropriate behavior. However, when positive interventions are not successful, or when immediate action is required, disciplinary measures as outlined in the Code of Conduct will be implemented. It is important for students to understand that these rules are in place to protect their right to a safe and effective learning environment.



Teachers and school staff are here to support students and ensure that the Code of Conduct is followed. They are authorized to take necessary actions to maintain order, which may include using reasonable force in specific situations such as stopping a disturbance, confiscating dangerous objects, or protecting themselves and others.

All students are expected to, comply with instructions, and cooperate in maintaining a respectful school atmosphere. This includes attending classes regularly, being punctual, completing assignments, and treating peers and staff with kindness and respect. By doing so, students contribute to a positive school culture that benefits everyone.

Following the PPS Code of Conduct is a shared responsibility that requires commitment from every student. It is designed to ensure that all students have the opportunity to learn in a safe and supportive environment. We encourage students to take pride in their school community and strive to meet these expectations, knowing that their efforts contribute significantly to their own success and the success of their peers.

**SAC PBIS Matrix**

**STUDENT ACHIEVEMENT CENTER  
PBIS EXPECTATIONS MATRIX**

	<b>Classroom</b>	<b>Cafeteria</b>	<b>Bathrooms</b>	<b>Hallways</b>	<b>Auditorium</b>	<b>Buses</b>	<b>Field Trips</b>	<b>Remote Learning</b>
<b>ATTEND</b>	<ul style="list-style-type: none"> <li>• Enter quietly before the bell rings</li> <li>• Sit in assigned seat</li> <li>• Remain in classroom until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Enter quietly before the bell rings</li> <li>• Sit in assigned area</li> <li>• Remain in cafeteria until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Report with hall pass</li> <li>• Utilize facilities in an appropriate time frame</li> <li>• Return to designated area promptly when finished</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to destination</li> <li>• Observe 10/10 rule</li> <li>• Observe closed period times (1, 6/7, and 9)</li> </ul>	<ul style="list-style-type: none"> <li>• Enter quietly</li> <li>• Sit every-other seat in assigned area with teacher/ staff</li> <li>• Remain in auditorium until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Enter calmly and quickly</li> <li>• Sit and remain in seat</li> <li>• Orderly exit bus</li> </ul>	<ul style="list-style-type: none"> <li>• Report and remain in assigned areas as directed by adult/ staff</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in the live lesson (warm-ups, discussions/ assignment, exit slips)</li> <li>• Enter live class a few minutes before start time</li> <li>• Remain on live call until teacher dismissal</li> <li>• Complete at least 40 active minutes on Edgenuity daily</li> </ul>
<b>ACHIEVE</b>	<ul style="list-style-type: none"> <li>• Respond to teacher/ staff prompts</li> <li>• Complete assignments entirely</li> <li>• Engage in appropriate classroom discussion</li> <li>• Ask questions</li> </ul>	<ul style="list-style-type: none"> <li>• Take all items of a healthy and appropriate lunch</li> <li>• Engage appropriately with special guests</li> </ul>		<ul style="list-style-type: none"> <li>• Respect personal space</li> <li>• Transition within three-minute time frame</li> <li>• Utilize Hall Pass</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in assembly</li> <li>• Engage in appropriate discussion</li> </ul>		<ul style="list-style-type: none"> <li>• Actively participate in Field Trip activities</li> <li>• Engage in appropriate discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Set small working goals for the next day/ weekend</li> <li>• Work on given assignments daily</li> <li>• Submit work in a timely manner-adhere to posted due dates</li> <li>• Check HAC daily for grades and updates</li> <li>• Adhere to percentage deadlines for Edgenuity and/or work on CRP outside of school hours</li> </ul>
<b>ADJUST</b>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use appropriate language and tone</li> <li>• Respect self and others</li> <li>• Utilize materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Follow staff directions both inside and outside</li> <li>• Use appropriate language and/or tone at an appropriate volume</li> <li>• Respect self and others</li> <li>• Keep area clean by disposing of lunch tray and snacks</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy of others</li> <li>• Keep facilities clean</li> <li>• Throw trash in appropriate receptacles</li> <li>• Flush the toilet</li> <li>• Maintain proper hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use appropriate language and tone</li> <li>• Respect self and others</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use appropriate language and tone</li> <li>• Respect self and others</li> <li>• Respect personal and school property</li> </ul>	<ul style="list-style-type: none"> <li>• Respect personal space</li> <li>• Keep area clean</li> <li>• Throw trash in appropriate receptacles</li> <li>• Follow Driver/ Staff Rules</li> <li>• Keep hands, body parts, and objects inside vehicle at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use appropriate language and tone</li> <li>• Respect self and others</li> <li>• Utilize location materials/ property appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Go to bed at a reasonable time/ set alarms if needed</li> <li>• Keep tech equipment charged daily</li> <li>• Choose a distraction-free space to work</li> <li>• Use appropriate language and tone; respect self and others in the learning environment</li> <li>• Ask for assistance using multiple means: live chat, personal chat message, ect.</li> <li>• Set aside mentor/ lunch period and/or before/after school hours to work and finish assignments if needed</li> </ul>

## **VISITOR POLICY**

[PPS Policy 1104](#)

The Student Achievement Center (SAC) welcomes parents and guardians and values open communication with school staff, as it greatly contributes to student success. To ensure safety and order, all visitors must go through security procedures and sign in at the main office upon arrival. We will do our best to meet with you promptly to address any needs or concerns you may have. Please note that parents and guardians are not allowed to walk through the school or visit offices without a staff escort.

If you wish to visit a specific teacher's classroom or speak with a teacher, it is advisable to call ahead and make an appointment. This ensures that the teacher will be available to meet with you, as we cannot guarantee their availability for unscheduled visits.

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