



ALLEGHENY

TRADITIONAL ACADEMY 6-8

STUDENT HANDBOOK

2025-2026

Allegheny Traditional Academy

810 Arch St, Pittsburgh, PA 15212

(P) 412-529-4117 | (F) 412-323-4114

pghschools.org/schools/6-8/allegheny



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For more information regarding accommodations, civil rights grievance procedures, please contact:

Rachel Beers, Office of Employee Relations

rbeers1@pghschools.org | 341 S. Bellefield Ave, Pittsburgh, PA 15213 | 412-529-HELP (4357).

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SUPERINTENDENT'S WELCOME

Dear Allegheny Traditional Academy Families,

As we embark on the 2025-2026 school year, I am excited to share Allegheny Traditional Academy'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 your school'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.

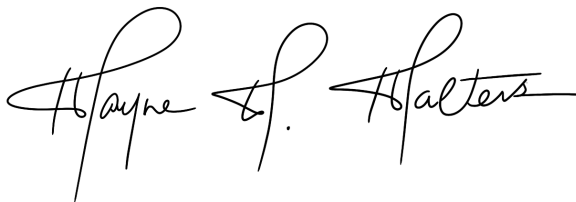
We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Allegheny Traditional Academy.

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,

A handwritten signature in black ink, reading "Wayne N. Walters". The signature is fluid and cursive, with the first name "Wayne" and last name "Walters" clearly legible, and "N." in the middle.

Dr. Wayne N. Walters

Superintendent, Pittsburgh Public Schools



PRINCIPAL'S WELCOME

Greetings Pittsburgh-Allegheny Traditional Academy 6-8 Community:

I trust that all ATA 6-8 students and families enjoyed a restful summer. As we begin the 2025-2026 school year, please allow me to extend a warm welcome to all students, families, and staff. As the new principal for Allegheny Traditional Academy 6-8, I am excited to get to know those of you who are new to me, and to continue many relationships that began during my time as Assistant Principal at Allegheny preK-5.

This School Handbook provides you with the guidelines followed at Pittsburgh Allegheny Traditional Academy 6-8. Every member of the staff is here to help you and your child have a successful and enjoyable year. Please read this book carefully, as it will answer many questions about your needs and what will be expected of you and your child at Pittsburgh Allegheny Traditional Academy 6-8

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

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

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

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

Thank you,

Julie Swiderski

Principal

SCHOOL INFORMATION



Allegheny Traditional Academy 6-8

810 Arch St, Pittsburgh, PA 15212

Phone: 412-529-4117

Fax: 412-323-4114

Website: pghschools.org/schools/6-8/allegheny

Mission and Vision

Mission

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

Vision

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

Core Beliefs

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

COMMUNICATION PROCEDURES

School to Family Communication

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

Blackboard Connect and Talking Points

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

Personal Student Messages

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

SCHOOL CALENDAR

The 2025-2026 District Calendar can be found [HERE](#)

Event	Date
First Day of School	08/25/25
No School: Labor Day	09/01/25
Half-Day	09/12/25
No School: Rosh Hashanah	09/23/25
Half-Day	09/26/25
No School: Yom Kippur	10/02/25
Parent Teacher Conferences	10/17/25
Annual Title I Meeting: Family Literacy & Mathematics Night	10/30/25
Half-Day	10/24/25
Half-Day	11/04/25
No School: Veterans Day (Observed)	11/11/25
Half-Day	11/14/25
Thanksgiving Break (11/27/25-12/01/25)	
Half-Day	12/12/25
Winter Break (12/24/25-01/02/26)	
No School: MLK Day	01/19/26
Half-Day	01/23/26
Half-Day	02/06/26
Half-Day	02/20/26
Half-Day	03/13/26
Eid al-Fitr	03/20/26
Spring Break (03/30/26-04/03/26)	
Election Day	05/19/26
Last Day of School	06/12/26

STAFF INFORMATION

Administrative Team

Name	Title/Subject	Email	Phone
Julie Swiderski	Principal	jswiderski1@pghschools.org	412-529-4117
Joshua White	ITL	jwhite3@pghschools.org	412-529-5303
Julianne Vant'Land	Secretary	jvantland1@pghschools.org	412-529-4117
Keier Smith	SDSS	ksmith12@pghschools.org	412-529-4104
Hillary Fehl	Nurse	nfehl1@pghschools.org	412-529-4107
Janiece Anderson	Social Worker	janderson2@pghschools.org	412-529-5265

Teachers and Additional Staff

Name	Title/Subject/Email		Rm.	Ext.
Brian Stein	Science (6-7)	bstein1@pghschools.org	259B	5298
Jessica Oliver	ELA (6) SAC Coordinator	joliver2@pghschools.org	256A	5366
Sara Webb	Math (6) Athletic Manager	swebb1@pghschools.org	256A	5222
Adina Thuransky (Castillo)	Social Studies, Spanish (6)	athuransky1@pghschools.org	427	5225
Andrew Smith	Math (7), ITL Transportation Coordinator	asmith3@pghschools.org	337	5227
Michelle Newton	ELA (7-8)	mnewton1@pghschools.org	336	5293
Laura Hurst	Social Studies (7-8)	lhurst1@pghschools.org	334	5296
Seth Wermager	ELA (8)	swermager1@pghschools.org	415	5292
Lawrence Coyne	Math (8), ITL	lcoyne1@pghschools.org	416	5297
Makaela Blakeman	PSE Learning Support (6-8), ELA ITL	mblakeman1@pghschools.org	329	5373
Heidi Kacinko	Learning Support (6-8)	hkacinko1@pghschools.org	426	5226
Kathryn Dreger	Learning Support Teacher (6-8)	kdreger1@pghschools.org	426	5226
Dani Goff	YAP Therapist Therapeutic Support			
Josh White	PhysEd (6) ITL (6-8)	jwhite3@pghschools.org	309	5303
Michelle Newton	Grade Visual Arts (6-8)	mnewton1@pghschools.org	359A	5370
Adina Thuransky	Grade Spanish (6-8)	athuransky1@pghschools.org	427	5225

Cameron Sutherland	General Music Sub-(6-8)	csutherland2@pghschools.org	428	5368
Thomas Hill	Instrumental (6-8)	thill2@pghschools.org	164	4117
Vincent Santucci	Head Custodian	vsantucci1@pghschools.org	022	4129
Lenise Murphy	Food Service Manager	lmurphy1@pghschools.org	Café	4128
Natalie McCormick	School Security	nmccormick1@pghschools.org		4098

BELL SCHEDULES

Daily Schedule

Arrival: 8:30 am | Dismissal

Homeroom Please admit students until 9:00 AM After 9:00 AM, All students must sign-in at the main office.	8:50 A.M. – 9:05 A.M. Announcements
1st Period	9:08 A.M.- 9:52 A.M.
2nd Period	9:55 A.M.- 10:39 A.M.
3rd Period	10:42 A.M.- 11:26 A.M.
4th Period	11:29 A.M.- 12:13 P.M.
5th Period & Middle School Lunch	12:15 P.M.-12:55 P.M.
6th Period	12:58 P.M.- 1:42 P.M.
7th Period	1:45 P.M.- 2:29 P.M.
8th Period	2:30 P.M.- 3:15 P.M.

Two-Hour Delay

Homeroom Students report straight to homeroom. No breakfast served on 2 hour delays.	10:50 A.M. – 11:05 A.M.
1st Period	11:07 A.M. – 11:50 A.M.
2nd Period	11:52 A.M. – 12:35 P.M.
5th Period (MS Lunch and Recess)	12:37 P.M. – 1:20 P.M.
6th Period	1:22 P.M. – 2:05 P.M.
7th Period	2:07 P.M. – 2:50 P.M.
8th Period	2:52-3:15

Half-Day

8:30- 8:50: Student Arrival and Breakfast

Homeroom	8:50 A.M.- 9:05 A.M.
1st Period	9:07 A.M. – 9:50 A.M.
2nd Period	9:52 A.M. – 10:49 A.M.
3rd Period	10:51A.M. - 11:30 A.M.
Middle School Lunch	11:32 A.M. – 11:55 A.M.
Dismissal	11:55 A.M.

ATTENDANCE

POLICY 204

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

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

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

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

Perfect Attendance

This is defined as being in school on time, every day all day long. Any excused absence, tardiness, early dismissals, medical excuses, or out of school suspensions rule out having perfect attendance. Bus tardiness or bus absences are the only exceptions.

Tardiness

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

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

Attendance and Grades

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

Early Dismissal

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

- Notify the child's teacher, in writing, stating the reason for the early dismissal and provide a telephone number to verify the early dismissal. The office will issue an early dismissal note after verification.
- Report to the 3rd floor middle school Main Office to pick up the child at the designated time and sign their student out of the building. Middle school parents will not be permitted to sign out middle school students from the elementary main office location. For safety reasons, no student is permitted to wait outdoors unsupervised.
- If someone is picking up the child other than the parent/guardian, inform the main office secretary. No child will be released to anyone other than a parent or legal guardian unless prior arrangements have been made and the person provides a valid photo identification.

Attendance Terms & Definitions

Unexcused Absence: -when a student is not in attendance at school and a written excuse is not provided within 3 days

Tardy: -when a student arrives after the posted start time for class or school without a written excuse

Truant Student -has had 3 or more unexcused absences

Habitually Truant Student -has had 6 or more unexcused absences

SAIC School Attendance Improvement Conference -where reasons for missing school are reviewed to improve a student's attendance

SAIP School Attendance Improvement Plan -the plan outlining efforts to improve a student's attendance

ACADEMICS

At Allegheny 6-8 we strive to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination based on race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin or disability.

We are committed to maintaining a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is prohibited at or during school programs or activities, including transportation to or from school or school-sponsored activities.

Honor Roll

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

Homework

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

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

ACADEMIC INTEGRITY

POLICY 226

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

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

A student cannot 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.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

POLICY 119

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

Interscholastic Athletics

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

Fall (September-October)

- Volleyball: Coach Smith
- Co-ed team Cross-Country: Coach Coyne
- Flag Football: Coach Stein or Coach Sutherland

Winter (November-February)

- Swimming: Coach Kaulius
- Basketball: Coach White and Coach James

Spring (March-May)

- Soccer: Coach Coyne
- Wrestling: Coach James

The teams are open to all middle school students who meet the following qualifications:

- Have a 2.0 GPA or better on their report card and maintain that average or above throughout the season.
- Pass a physical examination within six weeks of the start of each sport season.
- Students may only participate in one sport per season. If a student is assigned to RAC or suspended, they cannot participate with the team that day.

DRESS CODE

POLICY 221

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

Undergarments should be solid in color and must not be seen. Earrings should be no larger than a quarter, necklaces should not be longer than your shirt collar. Only white or dark colored socks or tights may be worn. No sandals or shoes without closed heels (including CROCS and sport slides) may be worn.

Students may wear plain solid white or navy-blue sweaters or vests. All uniform shirts must have collars. Logos should NOT be larger than a quarter. Navy blue sweatshirts without hoods are permitted. All belts must be plain black, brown, white or navy blue. Tennis shoes are permitted to be worn.

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

ELECTRONIC DEVICES

POLICY 216

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

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

GRADING

POLICY 209

1. Each student should know what end results and achievements are expected at the beginning of any course of study.
2. Each student should be kept informed of his/her personal progress during a unit of study in the HAC system.
3. Grading should objectively evaluate and reward students for their efforts; students should be encouraged to evaluate their own achievements.
4. All grading systems are subject to continual review and revision.

Procedures are in place to ensure the following:

1. Utilize various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both student and parent receive ample warning of a pending grade of "failure," or one that would adversely affect the student's status.

3. Enable the scheduling of parent-teacher conferences at such time and in such places as will ensure the greatest degree of participation by parents, and not preclude the participation of either parent.
4. Specify the issuance of report cards at intervals of not less than nine (9) weeks.

Grading Scale

Percentage Earned	Grade	GPA
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
50-59%	E	0.0

HOMEWORK PROCEDURES

POLICY 115

Homework is defined as any independent work planned/approved and assigned by the teacher to be completed by the student with or without support outside of the regular classroom without the immediate and direct supervision of the teacher. Our teachers will ensure that all students can access the materials and resources needed to complete homework.

HEALTH SERVICES

POLICY 206

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

INFORMATION TECHNOLOGY/ACCEPTABLE USE

POLICY 813.1

Office of IT Acceptable Use Form

Allegheny 6-8 Guidelines: General Use

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

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

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

Allegheny 6-8 Guidelines: Network Use

The network is provided for students to conduct research, complete assignments, communicate, and collaborate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege – not a right. Participating in any of the following is prohibited and may result in recommended expulsion:

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

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries, databases and web resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Staff, students, and parents should be aware that certain offenses carried out through the internet could result in the involvement of State or Federal authorities and that the PPS Office of Information and Technology will cooperate fully with those authorities should it be required. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PPS supports and respects each family's right to decide whether or not to apply for access.

Use of the Laptops, Desktops, and Tablets

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

Security

Students and parents should be aware of the following:

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

Proper Handling

Students should carry any district devices – laptop, tablet or other – with two hands at all times when moving to and from their desk, between other classrooms, and when used at home. Students must know where the district equipment is at all times.

Damage

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

STUDENT SUPPORT SERVICES

Allegheny 6-8 Student Services Personnel

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

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

STUDENT EXPECTATIONS/PROCEDURES

POLICY 212

Allegheny 6-8 Code of Student Conduct

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

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

Morning Arrival

All students will arrive on Arch Street and enter the building through the doors to the right of the flagpole. STUDENTS ARE NOT PERMITTED TO ENTER THROUGH THE COMMONS STREET DOORS OR THE CAFETERIA DOORS. NO EXCEPTIONS! Cell phones, smart watches, and ear buds/headphones should not be in use while entering the building and will be collected by staff to be stored in the assigned bus room bins until dismissal (see the Electronic Device Policy).

Students are not permitted to eat and drink while entering the school. Open food or drink items will be thrown away. Teachers will report to the cafeteria at 8:30 a.m. to welcome their homeroom students. Students will sit at designated tables with their homeroom class. Dismissal from breakfast in the cafeteria will begin promptly at 8:55 a.m. Homeroom teachers will walk each class to their homerooms. Homeroom teachers and main office announcements will inform students of daily events. All students must be in their homerooms no later than 9:00 a.m. or a lunch detention will be issued. If the expected time slots for homeroom should change due to morning transportation schedules, students and families will be notified. Students who are tardy for school (after 9:15 a.m.) must report directly to the main office with a tardy excuse from their guardian upon arrival.

Breakfast

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

Lunch

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

- No food or drink will be permitted outside the cafeteria.
- Students must have a pass if they are leaving the cafeteria during lunch.
- Table manners are expected. Misuse of food or related items will result in consequences (microwaves and refrigerators are not available).
- Students will remain seated in the cafeteria until dismissed by teachers.
- A supervised recess will accompany each lunch session. Safety is our number one concern.
- Students will proceed quickly, quietly and in an orderly fashion to and from lunch/recess period with a teacher.
- Teachers will report to recess/lunch area at 12:55 p.m. to escort students to 6th period class.

Hall Behavior

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

Bathroom Privileges

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

Lockers

Each student on campus is assigned a locker. Students are to quietly visit their lockers at designated times: before homeroom, before lunch, after lunch and at the end of each school day. Purchasing a lock is highly recommended.

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies and outdoor garments.

If school officials have reasonable suspicion that the student has illegal substances or weapons in the locker, the school will conduct a search of that locker.

Personal Items

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

Assembly and Auditorium Behavior

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

student's inability to adhere to the auditorium behavioral expectations will result in a consequence in accordance with the student code of conduct.

Horse-playing and Rough-housing

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

Dismissal Procedures

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

Bus Behavior

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

Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the bus and jeopardizes the safety of all the passengers. If a student incident is of a more severe nature, it may result directly in a bus suspension or out of school suspension. Continued misconduct by students on the bus will ultimately result in the complete loss of bus transportation privileges. Students do not have the autonomy to change their bus assignments for after-school destinations. For safety reasons, children must go home on their assigned bus. Students are insured only for their assigned buses and may not ride on unassigned buses.

Students are expected to follow the regulations of the Pittsburgh Public Schools Code of Student Conduct. They must also follow all staff established rules and procedures of Pittsburgh-Allegheny Traditional Academy 6-8. For more information, please contact the school's main office at 412-529-4117 or refer to the Code of Student Conduct, available on the district website, www.pps.k12.pa.us.

Field Trips

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

VISITORS

POLICY 1004

Scheduling of Appointments

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time.

There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment. The principal will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request.

Reporting to the Office

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

Types of Visitations/Observations

- Meeting to discuss school/student issues.
- Parent/Guardian classroom visit.
- Tutoring and volunteering.

Guidelines

1. Meetings/appointments should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee in case of an emergency.
2. The principal should be advised of any scheduled parent/guardian meeting/appointment and the purpose of the visit.
3. Visitations related to tutoring and volunteering are to be arranged beforehand with the teachers and require Act 34 (state police) and 151 (child abuse) clearances.
4. Visitations related to classroom observations do not require clearances. These visitors should be accompanied to and from the classroom by a school staff member.
5. Observations of teachers must have an educational purpose and cannot be excessive or obstructive.
6. No more than two (2) parents/guardians at one time should be permitted to visit a classroom.
7. Parents/guardians who are observing in the classroom shall not interrupt the lesson or "pull" their child out to talk with them privately.
8. Parents/guardians are to refrain from correcting or reprimanding another parent's child while visiting classrooms or attending school events.

Should an emergency require that a student be called to the school office to meet a visitor other than the parent or guardian, the principal or designee needs to determine if the visit is appropriate and approved by the parent/guardian and shall be present during the meeting. An exception to this would be staff from the Office of Children, Youth and Families (CYF) who after sharing identification and the nature of their visit, are permitted to meet with the student without school personnel present.

Visitors' Expectation of School Staff During a School Visit

It is expected that all visitors are made to feel welcome in the schools. The office staff is to greet each visitor and provide them with a sign-in sheet and a visitor's badge. They should be escorted or directed to their destination. They should also be acknowledged while walking in the halls by school staff and assisted when necessary. If school staff encounter an unfamiliar person in the school without a visitor's badge, they need to direct or escort them to the main office to secure a visitor's badge and then help in guiding them to their destination.

School Staff's Expectation of Visitors During a School Visit

It is expected that all visitors will acknowledge the school's responsibility for the health, safety and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events.

Audio, Video Recording or Photographs

No visitor shall be permitted to photograph, record audio, or videotape any person or any part of the building or to tape record any conversation or non-public meeting (i.e. parent teacher conferences, IEP meetings, etc.) or event without the express consent of the school principal and each individual meeting/conversation participant. Audio or video recording of individual meetings may be permitted if such recording is required to permit a person with a disability to meaningfully participate in the meeting. All requests for accommodation should be directed to the school principal.

With permission of the school principal or designee, visitors may be allowed to record or videotape school activities, i.e. assemblies and Commencement, for personal use only.

Allegheny 6-8 Parent Involvement

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

ADDITIONAL PROCEDURES

Allegheny 6-8 Campus Information

- All visitors will be admitted into the building through the Commons Street entrance during the school day. Navigating the campus of Pittsburgh Allegheny 6-8 can present challenges for new families and students. However, students quickly learn their way around the campus. The list of terms below will assist you with campus life:
- Arch Street Wing- the front section of the school that faces Arch Street and the Aviary (Accessible entrance available)
- Astros (star) - our official school mascot.
- Royal Blue & White- our official school colors
- The Annex- The annex houses special subjects such as Art.
- Student Services Suite- fourth floor office
- Grand Lobby- main entrance
- Main staircase- largest center staircase used by visitors, students, and teachers.
- RAC (Restorative Adjustment Center) – room assigned for in-school restorative suspension.
- Middle School- located on the third and fourth floors of the main building and the Annex building.
- Middle School Main Office/Principal's office- third floor

Fire Drill

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

When the fire alarm sounds:

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

Severe Weather Drill

Pittsburgh experiences a variety of weather conditions during the school year which have caused weather emergencies. For high winds and tornado drills, an alarm will sound and there will be an announcement made for all students and staff to proceed to the predetermined safe areas within the building. These safe areas will be located away from outside windows and walls. Further directions will be given as needed.

School Safety Drills

Annually, Pittsburgh Allegheny will hold a school safety drill. We follow the Emergency Operations Protocols from the I Love U Guys Foundation. This information is posted throughout our school and will be communicated with students and families regularly.

- **Hold:** is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants
- **Secure:** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.
- **Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place.
- **Evacuate:** may be followed by a location and is used to move people from one location to a different location in or out of the building.
- **Shelter:** and state the Hazard and Safety Strategy for group and self-protection.

NOTES

The background of the page is a solid blue color. Scattered across the upper and middle portions of the page are several large, semi-transparent geometric shapes. These include circles, squares, and triangles of various sizes and orientations. The shapes are a darker shade of blue than the background, creating a layered, abstract effect.

ALLEGHENY TRADITIONAL ACADEMY 6-8