PITTSBURGH ONLINE ACADEMY
STUDENT HANDBOOK
2025-2026

Pittsburgh Public Schools

Students first
Always, in all ways.

PITTSBURGH ONLINE ACADEMY

93 S 10th St, Pittsburgh, PA 15203

(P) 412-529-3510 | (F) 412-894-2500

pghschools.org/schools/special-schools-centers/onlineacademy

Pittsburgh Public Schools | **Students first** — *Always, in all ways.*

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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Online Academy Families,

As we embark on the 2025-2026 school year,I am excited to share Pittsburgh Online 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.
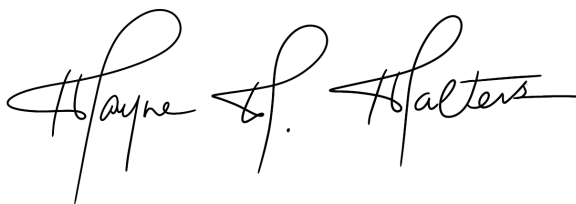
We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Online Academy.

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,

Dr. Wayne N. Walters
Superintendent, Pittsburgh Public Schools

PRINCIPAL'S WELCOME

Dear Pittsburgh Online Academy Families,

Welcome to a new school year at Pittsburgh Online Academy and welcome to the next chapter in your child's educational journey. We are honored to serve as your school leadership team for the 2025–2026 academic year.

As part of Pittsburgh Public Schools' commitment to expanding meaningful, flexible learning options, POA offers a unique opportunity for students to grow in a personalized, online environment that still connects them to the rich offerings of our district. Together, we bring a combined commitment to academic rigor, emotional care, and responsive communication—foundations that will guide our work this year and beyond.

As we begin this school year, we are also embracing a time of thoughtful transition. POA is refining systems to better support students and families—from enrollment to orientation, from daily instruction to social-emotional learning. While some elements of our traditional model, such as in-person "drop-in" supports, are evolving, our commitment to students remains steady: we are here to ensure each child receives high-quality instruction, personalized support, and the opportunity to thrive.

This means:

- Strengthening communication and responsiveness across platforms;
- Delivering targeted Tier 1 and Tier 2 SEL and mental health supports;
- Enhancing academic pathways, including access to advanced and project-based coursework;
- And ensuring equity and excellence remain central in every decision we make.

POA students are still full PPS students. They have access to athletics, extracurriculars, and district-wide opportunities through their feeder pattern schools. We hope families take advantage of these offerings and remain deeply engaged with the life of the District.

This handbook was created to guide you through the school year. We encourage you to read each section closely and use it as a reference throughout the year. If you have questions, concerns, or just want to connect, please don't hesitate to reach out.

Thank you for choosing POA and for trusting us to be part of your child's journey. We look forward to a year of shared learning, growth, and community.

Warm regards,

Eric L. Graf
Principal

Dr. R. Levi MtJoy
Project Specialist

SCHOOL INFORMATION

Pittsburgh Online Academy

93 S 10th St, Pittsburgh, PA 15203
Phone: 412-529-3510
Fax: 412-894-2500
Office Email: onlineacademy@pghschools.org
Website: pghschools.org/schools/special-schools-centers/onlineacademy

School Colors	Purple and Gold
School Mascot	Owl
Motto	We Expose, We Expand, We Excel

Mission and Vision

Mission

Our mission is to provide Pittsburgh Public Schools students in grades 4-12 with a tuition-free and technology-based program virtually. Academically rigorous courses are taught by certified teachers in a structured, yet flexible way that meets every student's individual needs.

Vision

Pittsburgh Online Academy's vision is to be a world-class online program that prioritizes the social, emotional, and academic well-being of all students while infusing the 21st Century skills necessary for every student to be college, career, and life ready.

COMMUNICATION PROCEDURES

Contacting the School

Communication between students, parents/guardians, and school personnel is extremely important in a virtual school setting.

In the absence of regular face-to-face interactions, the primary methods of communication include messages, emails, and interaction through a virtual office in a web-based platform.

Students can easily access these communication methods from their GeniusSIS Dashboard. Parents receive regular updates and information regarding grading teacher office hours availability.

Talking Points

Pittsburgh Online Academy will begin utilizing Talking Points as a mode of communication with parents/guardians during the 2025/26 school year. Students and parents will receive more information about this platform during their designated orientations.

Email

Students should check their email daily and reply to emails from school personnel. Email allows you to ask questions and seek additional help from teachers.

Remember to use proper English and grammar use. Additionally, an email message should communicate all the necessary information to your teacher.

Parents should actively engage in their child's education by reviewing their progress in the Genius SIS portal and other communications sent to the child by email.

Virtual Office

Students can interact with their teachers in a virtual office. Here, they can work on a specific content area or ask for additional help.

Students are strongly encouraged to take advantage of all virtual office opportunities and live lessons offered. These take place online and involve text or voice chat with the course teacher.

The virtual office may be used for direct instruction related to a specific subject or may be used for non-subject-specific student enrichment and skill development. Virtual office hours will be published and regularly updated.

STAFF INFORMATION

POA Staff

Name	Title/Subject	Email
Eric Graf	Principal	egraf1@pghschools.org
Sarah Kesten	Special Education Teacher	skesten1@pghschools.org
Desting Morgano	SDSS	dmorgano1@pgschools.org
Dr. R. Levi MtJoy	Project Specialist	rmtjoy1@pghschools.org
Dr. Megan Nelson	PSE Program Officer	mnelson2@pghschools.org
Courtney Nolt	Transition Counselor	cnolt1@pghschools.org

Teachers

Teachers facilitate and grade course content for Pittsburgh Online Academy students. A published listing of the teacher office hours schedule will be published and updated regularly. Students can use this opportunity to receive one-on-one and small group support or ask questions about their coursework.

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	10/13/25
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

HOMEROOM SCHEDULE

Students must attend mandatory homeroom as a daily attendance requirement by using the POA Homeroom Zoom link located on the GeniusSIS Dashboard. Please review the schedule below:

Grade	Time
4-6	8:00-9:00 am
7-8	9:00-10:00 am
9-10	10:00-11:00 am
11-12	11:00-12:00 pm

Wellness Program

Per 2024 PA legislation, all students attending cyber schools must have at minimum a weekly check-in. Wellness checks occur during regularly scheduled homeroom sessions. The goal of this program is to better ensure the safety and well-being of students in a full-time online environment through a weekly interactive session with a trusted staff member.

Should a student not show up for a Wellness Check-In, POA will follow-up with the family and arrange another time to do a check-in that week

For any student that does not check-in within 10 student days, POA will work with our vendor to file a report with Children and Youth Services (CYS) that a Wellness Check-In for the dates listed could not be successfully conducted.

Teachers are mandated reporters and will contact CYS if necessary, during the Wellness Check-In process.

ATTENDANCE
POLICY 204

Daily attendance (following the District calendar) and an average of 5.5 hours of instructional activities per day are required for students attending Pittsburgh Online Academy.

Attendance will be monitored by a daily login to the learning management system and attending daily homeroom.

The instructional hours will consist of online and offline activities and will be monitored by Pittsburgh Online Academy administration. Teachers and administrators will monitor timely progress toward course completion.

Due to the nature of POA, there is a great deal of student flexibility regarding participation in the academic program. In many cases, students can access the program beyond the traditional Monday through Friday academic schedule.

A student's academic time will be measured and calculated by the hours that they actively spend engaged in the instructional learning program and by submitting assignments. Parents can monitor competition of assignments and activity through the student dashboard.

Students in **grades 7-12** are required to complete 495 hours of instruction or instructional activities per semester, or 990 hours for the entire academic year. Students in **grades 4-6** are required to complete 450 hours. Hours of study include work completed on and off the computer.

Students in **grades 7-12** will be responsible for working 27.5 hours per week on their classes. Students in **grades 4-6** will be responsible for working 25 hours per week on their classes.

To report an absence, parents/guardians must contact Pittsburgh Online Academy staff within three days of the student's absence. Only absences due to illness, medical appointments, bereavement, religious holiday/instruction, and weather emergency will be considered 'Excused'.

For a complete description of attendance and truancy policies in Pittsburgh Public Schools, please see the PPS Student Code of Conduct for more information.

ACADEMICS

Establishing and maintaining a successful online learning environment from a student's home is a significant responsibility. Students are required to complete all assignments, quizzes, and tests without any unauthorized assistance.

Student Success

Student success begins with four basic pillars—maintaining pace, staying in touch, maintaining grades, and honoring rules. What success looks like as a POA student:

Finishing on time	Maintaining pace
Having needs met	Staying in touch
Having a good GPA	Maintaining grades
Earning teacher and peer respect	Honoring rules

These pillars of online learning success reflect your dedication to do your best in every class:

maintain pace
- ❑ Work one hour per weekday if in a full-year course, and two hours per day if on a block schedule
- ❑ Check your progress on BVA's Pacing & Percentage Calendar

stay in touch
- ❑ Check your email daily!
- ❑ Visit the Virtual Office to see your teachers and support liaisons
- ❑ Attend webinars and special events that connect you to other students

maintain grades
- ❑ Attempt assignments again, whenever it's allowed
- ❑ Ask teachers to explain their feedback so you can improve next time
- ❑ Come to the VO to review tough concepts

honor rules
- ❑ Read and follow the policies of BVA and your school district
- ❑ Mark your calendar with important dates
- ❑ Treat fellow students, teachers, and school property with respect and care

Academic Student Supports

Student Advisor

- Students have access to a Student Advisor, Monday – Friday from 8:00 am – 4:00 pm based on the vendor calendar.

Genius SIS & Learning Management Systems

- Students and parents will have access to the Genius SIS portal and any Learning Management System platforms.

Technical Support

- Families can reach out to POA staff Monday-Friday from 8:00am to 3:00pm regarding technical support and assistance at 412-529-2224.

Academic Program Overview

- *Elementary*
  - Students have access via email, phone, or virtual office (Zoom) Monday – Friday from 8:00am to 3:00pm for support.
  - Teachers may not be available in real-time based on if they are teaching live.

- *Middle School*
  - Students have access via email, phone, or virtual office (Zoom) Monday – Friday from 8:00am to 4:00pm for support.
  - Teachers may not be available in real-time based on if they are teaching live.

- *High School*
  - Students have access via email, phone, or virtual office (Zoom) Monday – Thursday from 8:00am to 8:00pm and 8:00am to 4:00pm on Friday for support.
  - Teachers may not be available in real-time based on if they are teaching live.

ACADEMIC INTEGRITY
POLICY 226

Academic Integrity means honesty about who is doing your work: and it must be you doing it. Students are expected to uphold a high level of Academic Integrity. The following actions, or inactions, will not be tolerated:

Cheating

Cheating is using or attempting to use any prohibited materials, information, or study aids in any academic exercise. Students should use the following guidelines to prevent possible claims of cheating:

- A student must not use another person as a substitute when taking an examination or quiz.
- Substantial portions of the same academic work may not be submitted for credit more than once without the permission of the current instructor(s).
- Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
- A student must not alter any grade or score in any way. Students must not falsify or invent any information or data in an academic exercise including records, reports, statistics, and citations of information sources.

Facilitating Academic Dishonesty

Knowingly helping or attempting to help another student cheat.

Plagiarism

Plagiarism is attempting to represent the words or ideas of another person as one's own. Examples include:

- Failure to acknowledge the source of borrowed words or ideas.
- Improper paraphrasing without citations.
- Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.

Artificial Intelligence

The use of generative AI to complete class writing assignments, projects, and essays strictly prohibited at POA.

Students in violation of the Academic Integrity Policy (Board Policy 226) could face academic and/or disciplinary consequences that include a failing grade for the specific assignment, test, or course, assignment to Supervised Study Support, or suspension/expulsion from the Pittsburgh Online Academy.

ATHLETICS/EXTRACURRICULAR ACTIVITES
POLICY 119

Athletics

POA students can participate in athletics offered at their feeder pattern school. Parents are encouraged to learn about the offerings at their local school.

For more information, please contact POA.

Extracurricular Activities

Pittsburgh Online Academy offers many of the same opportunities as traditional brick-and-mortar schools. Students can also participate in extracurricular offerings through their feeder-pattern neighborhood school. For more information about participating, please contact POA.

Monthly opportunities allow you to grow socially and academically. Follow our calendar online to view upcoming events.

Student Council

All students are encouraged to take an active role in student council and to seek out civic and service learning. Civic learning allows you to respond to social, environmental, and economic challenges. Service learning includes any activity where you design a solution to meet a specific need in your community.

DRESS CODE
POLICY 221

Students are expected to wear appropriate clothing at all times while at the Support Center. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

ELECTRONIC DEVICES
POLICY 216

Pittsburgh Online Academy is a cell phone free zone. We understand that students often travel with their cellular and other electronic devices. These devices should remain away at POA when in attendance at the Support Center. Remember that Pittsburgh Public Schools:

- Generally prohibits electronic devices from being visible, used, or turned on by students during the school day in District buildings and on District property.
- Does recognize that the unique needs of each environment may warrant school level electronic device restrictions.

GRADING
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. Please review the PPS Grading Scale and GPA Conversion charts below for more information:

Grade	Percent	Regular Weight	PSP Weight IBMYP	AP/CAS/IB	GPA
A	90-100	4.0	4.5	5.0	4.0
B	80-89	3.0	3.5	4.0	3.0
C	70-79	2.0	2.5	3.0	2.0
D	60-69	1.0	1.5	2.0	1.0
E	50-59	0.0	0.0	0.0	0.0

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. A goal of Pittsburgh Public Schools is to produce outstanding citizens; therefore, students who achieve all outstanding marks in citizenship will be recognized.

GRADUATION REQUIREMENTS
POLICY 211

Pittsburgh Public Schools' future-ready graduates are life-long learners who are academically prepared, fundamentally capable, and globally and civically engaged to complete a two- or four-year college degree or workforce certification and can contribute to the local and global community.

Guiding Belief Statements:

1. All students can achieve.
2. The core work of the district is to ensure that all students are prepared to be life-long learners in college, career, and the local and global community.
3. We can raise the achievement of all of our students and eliminate racial disparities.
4. All students will have equitable access to effective teachers, rigorous, culturally-relevant, and high quality curriculum.
5. The curriculum and instruction will include rich and differentiated learning experiences inside and outside of the classroom.
6. Academic and non-academic skills and knowledge contribute to student character, integrity, and success.
7. Inclusion of parents and the community is a critical component to the success of our students.

Graduation Requirements

To earn a Pittsburgh Public Schools diploma, students of the Pittsburgh Online Academy must successfully earn credits in subject areas during grades 9 through 12. Please review the PPS graduation requirements page for specific credit requirements needed to obtain a diploma.

In addition, students must demonstrate proficiency on the Pennsylvania Keystone Exams.

Students who do not demonstrate proficiency on these assessments will be able to complete an alternative assessment pathway as outlined through Act 158 Compliance requirements.

A student earns 0.5 credits for each semester course in which he or she has a passing grade (D or better).

HOMEWORK PROCEDURES
POLICY 115

Pittsburgh Online Academy students are expected to complete assignments embedded within the learning management system. PPS defines homework 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.

Students complete homework in order to:

- Reinforce learning through practice, application, integration and /or extension of
- knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the
- student may become an independent learner.

- Foster students' personal development in areas such as time management, responsibility, perseverance, and self-confidence.
- Stimulate imagination, originality, and creativity.
- Enhance home / school communications and provide for increased curriculum
- understanding.
- Encourage a follow up of worthwhile school activities into permanent leisure interests.
- Involve families in the learning process of their children.

HEALTH SERVICES
POLICY 206

School Nurse

Kristi Crawford	School Nurse	kcrawford1@pghschools.org

Emergency Care Form

Parents must complete an updated emergency care form every academic school year.

Dental & Health Examinations

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade conducted by the school physician, or in accordance with an approved modified schedule or manner of examinations.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dental hygienist or dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination. The District will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

The school nurse shall administer to each student vision tests, hearing tests, scoliosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the District. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

Parents/Guardians of students who are to receive physical and dental examinations shall be notified in advance and encouraged to be present. The notice shall encourage the parent/guardian to have the examination conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs. The District shall provide the notice described in the paragraph to the parent/guardian in their preferred language.

For All Parents and Students:

- Make sure immunizations are up-to date.
- Review hygiene tips to prevent the spread of infections.
- Establish a bedtime and wake-up time to ensure adequate and consistent sleep.
- Develop a routine for homework and after school activities.

- Eat breakfast each day at home or at school.
- Help make appropriate clothing choices (for example: wear comfortable and safe shoes)
- Keep an open line of communication with your child to ensure that he/she remains safe at schools. If a concern arises, such as bullying, contact the appropriate school officials immediately.
- Get involved! Sign up for the parents organization (PTA/PTO), school Wellness Committee, and mark events such as back-to-school night and parent/teacher meetings on the calendar.

For Parents Who Have Students with a Health Concern:

- Make your child's health concern known to the school and school nurse.
- Introduce yourself and your child to the school nurse.
- Bring current signed healthcare provider orders to the school nurse.
- Develop an individualized healthcare plan or other educational plans as needed (for example: 504, IEP) together with the school nurse and other appropriate school officials.
- Give permission for the school nurse to communicate with your family's healthcare provider by signing a release form.
- Provide parent/guardian contact information and update the school with any changes.
- Confirm the school's disaster/emergency plan. Make sure your child has his/her medication and/or medical devices (for example: EpiPen, asthma inhalers, insulin, etc.).

External Resources

Allegheny County Health Department (ACHD): Immunizations Walk-in Clinic & Travel Immunizations
- Address: 425 First Avenue, 4th Floor (entrance is on Cherry Way), Pittsburgh, PA 15219
- Phone: (412) 578-8062
- Hours of Operation: Monday, Tuesday, Thursday & Friday: 9 a.m. to 4 p.m., Wednesday: 1-8 p.m.

INFORMATION TECHNOLOGY/ACCEPTABLE USE
POLICY 813.1

We are pleased to offer our students at Pittsburgh Public Schools (PPS) a safe, stable, relevant and productive technical experience with the use of all district technologies. The district aims to provide a rich set of technical capabilities that are unique to each learning community.

Misuse of PPS equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the district and family.

Inappropriate use may result in cancellation of permission to use district equipment which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner's family and school community.

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

- 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
  - Report any damage: accidental or not, immediately
- 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 device at any time.

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. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Web content is filter using industry standard precautions, but ultimately the responsibility of using the internet rests with the student. If at any time a student feels that they have accessed something in error or accident that they question, they should raise the concern with a teacher or administrator.

The PPS Office of Information and Technology may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district server, or on this computer, will be private. 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 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.

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.

STUDENT SUPPORT SERVICES

Parents or guardians can reach out to Pittsburgh Online Academy if they believe you could benefit from any of the District-provided services, such as guidance counseling, social work services, health services, special education services, or crisis intervention.

Intervention Support

Teachers and Administrators will monitor academic progress and performance through daily, weekly, and interim reports. Parents and students will receive special notification for failing grades or lack of timely course progression.

A tiered intervention process will be used to support students in making the necessary improvements to their grades and/or progress. The three tiers include:

Tier 1: Monitor and Adjust At-Home Performance

Tier 2: Assigned to Supervised Study Support

Tier 3: Return to Home School with transitional support

After receiving notice of failing grades or lack of timely course progress, a parent meeting will be held to discuss adjustments to the in-home learning environment (e.g. setting a time schedule for each course monitored by parent).

If the recommendations are not followed or prove to be unsuccessful and the student fails to demonstrate improvement to his/her grades and/or progress, then the student will be required to participate in Supervised Study Support.

Students that do not attend Supervised Study Support could face truancy and/or transfer to their home feeder school. The student's progress or lack thereof will be reported to the local Magistrate. Parent communication and involvement is essential throughout the intervention process.

Student Assistance Program (SAP)

Your child may benefit or be recommended by staff for the Student Assistance Program (SAP). SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning.

The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. 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 or an assessment for treatment.

There are four phases to the student assistance process:

- **Referral:** Anyone can refer a student to SAP when they are concerned about someone's behavior —any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.
- **Team Planning:** The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations:** The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.
- **Support and Follow-Up:** The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

STUDENT EXPECTATIONS/PROCEDURES
POLICY 212

Code of Student Conduct

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.

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.

VISITORS
POLICY 1004

Visitors

Visitors can include parents, guardians, community members and others who are not members of the school staff.

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. Principals 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 are required to register at the school's main office and state the purpose of their visit. All visitors are required to sign-in after entering the school building. Upon completion of the visit, visitors are expected to sign-out.

NOTES

PITTSBURGH ONLINE ACADEMY