



Pittsburgh Allegheny PreK-5

Student Handbook 2026-2027

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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Public Schools Parents, Students, and Families,

Welcome to the 2026-2027 school year! Whether you are joining Pittsburgh Public Schools for the first time or returning for another exciting year, I am honored to welcome you to a community committed to helping every student learn, grow, and thrive.

At Pittsburgh Public Schools, we believe every student deserves access to a high-quality education in a safe, supportive, and inclusive learning environment. Our dedicated educators and staff are committed to preparing students for success in college, career, and life by fostering curiosity, creativity, critical thinking, and a lifelong love of learning.



This school handbook is an important resource designed to help you navigate the school year. Inside, you will find valuable information about District policies, school expectations, student supports, attendance, academic programs, extracurricular opportunities, health and safety procedures, and ways to stay connected with your school community. I encourage every family to review this handbook together and refer to it throughout the year.

A successful school year is built on strong partnerships between schools, families, and the community. We know that students achieve more when the adults in their lives work together to support their learning and well-being. We invite you to stay engaged by attending school events, participating in Parent School Community Council (PSCC) meetings, communicating regularly with your child's teachers, and taking advantage of the many opportunities to share your voice and partner with us.

As we continue implementing our PPS Future-Ready Plan, we remain focused on creating learning environments where every student feels welcomed, valued, supported, and inspired to reach their full potential. Together, we are building stronger schools and brighter futures for every child.

Thank you for entrusting Pittsburgh Public Schools with your child's education. We look forward to a school year filled with learning, growth, achievement, and meaningful connections.

On behalf of the Board of Public Education and the entire Pittsburgh Public Schools team, welcome to an outstanding school year!

Yours in Education,

Dr. Wayne N. Walters

Superintendent, Pittsburgh Public Schools

PRINCIPAL'S WELCOME

As the proud principal of Allegheny PreK-5, I am excited to welcome you to a new school year filled with learning, laughter, friendship, and fun!

This year, I am honored to serve as principal of both Allegheny PreK-5 and Allegheny 6-8. Although I will be supporting students at both schools, my commitment to our PreK-5 students, families, and staff remains as strong as ever. I am excited to see all the wonderful things our students will accomplish this year. From learning new skills and making new friends to reaching goals and celebrating successes, I know this will be a fantastic year for everyone.

Students, every day is a chance to learn something new, ask questions, solve problems, and discover your unique talents. This handbook will help guide you throughout the school year and remind you of our expectations for being safe, respectful, responsible, and ready to learn. Remember that your teachers, classmates, families, and school staff are all here to help you grow and succeed. We believe in you and know you can do amazing things!

Parents and guardians, thank you for trusting us with your child's education. We encourage you to become familiar with the information in this handbook so we can work together to help every student succeed. Your partnership and support make a tremendous difference, and we are grateful to have you as part of our school community.

Together, we will make this school year one filled with growth, kindness, curiosity, and success. I can't wait to celebrate all that our students accomplish this year!

Sincerely,

Mr. Michael Barbone

Principal, Allegheny PreK-5



As the new Assistant Principal of Allegheny PreK-5, I am excited to join this incredible school community and begin an amazing year of learning, growth, and success alongside each of you.

Students, I encourage you to come to school each day ready to learn, work hard, and be your very best. At Allegheny, we believe in supporting one another, working together, and creating an environment where every student feels valued and empowered to grow.

Families, thank you for being such an important part of our school community. I look forward to partnering with you as we continue to support our students and help them reach their full potential.

I am grateful to be part of the Allegheny family and excited for all we will accomplish together this school year.

Sincerely,

Dr. Raquel Cole

Assistant Principal



SCHOOL INFORMATION



Pittsburgh Allegheny PreK-5

810 Arch St, Pittsburgh, PA 15212

Phone: 412-529-4100

Fax: 412-323-4109

Website: pghschools.org/schools/k-5/alleghey

School Colors: Navy Blue and White

School Mascot: North Star

[Staff – Directory Link](#)

VISION AND MISSION

At Allegheny K-5 we are a collaborative and innovative community dedicated to ensuring that all students become life-long learners, problem solvers, and thinkers who will succeed in any endeavor and all learning environments.

Teaching practices are both reflective and responsive to the needs of our students. Decisions are based on data and the needs of ALL children. We encourage children to take risks, be intellectually engaged and always challenge themselves.

Ultimately, we want our teachers and students to be responsible, respectful, reflective and productive citizens who make positive choices for themselves; in turn creating more expansive opportunities.

COMMUNICATION PROCEDURES

Our school uses multiple communication methods to ensure all families receive timely and respectful updates. If you foresee any barriers, please let us know so we can support your needs. Teachers prioritize creating a safe, positive learning environment and may not respond to messages immediately. For emergencies, call the main office at (412) 529-4100.

Leaving a message ensures a prompt return call.

Methods of School Communication

- Printed handouts - letters, flyers, and activity calendars
- Phone - Automated Robocall (District and School Updates)
- Talking Points - Automated Texting Service (used for Transportation Updates)
- Microsoft Teams - Virtual meetings, conferences, and synchronous instruction during virtual days
- Facebook - School events, additional school updates and reminders
- eSchoolPLUS Home Access Center (HAC) – Schedules, attendance, published assignments, class averages, report card information, transcript grades, and interim grades may be viewed on HAC and will not be distributed to students. Report cards will continue to be printed out and distributed to students. [Link](#)

Methods of Teacher Communication

- ClassDojo - App-based service where families can text directly to teachers and see pictures of classroom activities
- Email - email using staff addresses ending in @pghschools.org
- Phone call - each staff member has a room phone and extension
- Scheduled in-person conferences
- Parent letters brought home by students

Methods of Administration Communication

- Email and Phone Calls
 - Principal Michael Barbone – mbarbone1@pghschools.org 412 529 4100
 - Assistant Principal Raquel Cole – rcole1@pghschools.org 412 529 4115
- Printed letters
- Scheduled in-person conferences

BELL SCHEDULES

Daily Schedule		Half Day	Two-Hour Delay
Breakfast	Doors open at 8:30	Doors open at 8:30	
Homeroom	8:45 – 8:50	No Breakfast	
Intervention	8:50 – 9:20		
Period 1	9:20 – 10:05	8:50 – 9:30	No Breakfast
Period 2	10:05 – 10:50	9:30 – 10:10	Doors open at 10:30
Period 3 (Lunch)	10:50 – 11:35	10:10 – 10:50	10:50 – 11:35
Period 4 (Lunch)	11:35 – 12:20	10:50 – 11:35	11:35 – 12:20
Period 5	12:20 – 1:05	End of Day 11:55	12:20 – 1:05
Period 6	1:05 – 1:50		1:05 – 1:50
Period 7	1:50 – 2:35		1:50 – 2:35
Period 8	2:35 – 3:20		2:35 – 3:20
Dismissal	3:20 – 3:25		3:20 – 3:25

Virtual Schedule	Time	Minutes	Notes
Period 1	8:50-9:15	25	Student start time
Period 2	9:15-9:40	25	
Period 3	9:40-10:05	25	Use this period as a screen break for (K-2)
Period 4	10:05-10:30	25	Use this period as a screen break for (2-5)
Period 5	10:30-10:55	25	
Period 6	10:55-11:20	25	
Period 7	11:20-11:45	25	
Period 8	11:45-12:10	25	
Lunch & Recess	12:10-1:00	50	Lunch for students and staff.
Office Hours	1:00-3:00	120	Staff are available for office hours to assist students with assignments.

SCHOOL CALENDAR

The 2026-2027 District Calendar can be found [HERE](#).

Event	Date
#PittsburghForPPS Back to School Event	8/17/2026
First Day of School: All Grades Except Kindergarten	8/24/2026
First Day of School: Kindergarten	8/27/2026
No School: Labor Day	9/7/2026
4th Annual Take a Child to School Day	9/17/2026
Half Day	9/18/2026
No School: Yom Kippur	9/21/2026
Q1 Interim Progress Report	10/6/2026
Parent-Teacher Conferences (6-12, 9-12, Special, South Hills, EHS)	10/12/2026
Parent-Teacher Conferences (Early Childhood, PreK-5, PreK-8, 6-8)	10/16/2026
Half Day	10/23/2026
No School: Election Day	11/3/2026
No School: Veterans Day	11/11/2026
Q1 Report Cards Distributed	
Half Day	11/20/2026
Thanksgiving Break 11/26/2026-11/27/2026	
Q2 Interim Progress Report	12/15/2026
Half Day	12/18/2026
Winter Break 12/24/2026-1/1/2027	
No School: MLK Day	1/18/2027
No School	1/19/2027
No School	1/20/2027
Q2 Report Cards Distributed	2/1/2027
Half Day	2/12/2027
Black Men Read	2/25/2027
Half Day	2/26/2027
Q3 Interim Progress Report	3/2/2027
Parent University	3/6/2027
No School: Eid al-Fitr	3/10/2027
Half Day	3/12/2027
Spring Break 3/22/2027-3/26/2027	
Women Who Lead	3/31/2027
Q3 Report Cards Distributed	4/15/2027
Q4 Interim Progress Report	5/12/2027
29th Annual Take a Father to School Day	5/14/2027
No School: Election Day	5/18/2027
No School: Memorial Day	5/31/2027
Breakfast of Champions	6/7/2027
Last Day of School	6/8/2027
Q4 Report Cards Distributed	6/17/2027

Testing Dates	
Keystone Exams Winter	1/4/2027-1/15/2027
PSSAs English Language Arts	4/26/2027-4/30/2027
PSSAs Math, Science, Make-ups	5/3/2027-5/7/2027
Keystone Exams Spring	5/17/2027-5/28/2028

School Board Meetings		
Agenda Review	Public Hearing	Legislative Meeting
8/19/2026	8/24/2026	8/26/2026
9/16/2026	9/22/2026	9/23/2026
10/21/2026	10/26/2026	10/28/2026
11/18/2026	11/23/2026	11/24/2026
12/16/2026	12/21/2026	12/23/2026
1/20/2027	1/25/2027	1/27/2027
2/18/2027	2/22/2027	2/24/2027
3/17/2027	3/29/2027	3/31/2027
4/20/2027	4/26/2027	4/28/2027
5/19/2027	5/24/2027	5/26/2027
6/23/2027	6/28/2027	6/30/2027
7/21/2027	7/26/2027	7/28/2027

ATTENDANCE

Attendance Expectations

Regular attendance and participation are essential to student success and required by law for ages 6–18. Absences, tardiness, and truancy hinder academic progress. PPS works to remove attendance barriers and supports students with intervention strategies.

Absence Notification

- Parents/guardians are notified the day of an absence.
- Written excuses are due within 3 days or the absence is unexcused.
- Up to 10 parent/guardian excuses allowed per year. Beyond that, a medical note is required.
- Submit excuses via paper or email.

Excused Absences Include:

- Illness, healthcare/therapy, quarantine
- Family emergency or death
- Accident recovery, court, religious holidays
- College visits or other approved urgent reasons

Unexcused Absences:

- No valid excuse submitted within 3 days.

Attendance Procedures

Homeroom teachers are responsible for maintaining accurate school attendance records and making contact with the parents after three (3) illegal absences. These absences need not be consecutive.

The teacher contact should be by telephone, but if this is not possible, the contact should be by mail.

Legal notices shall be issued to parents or guardians of students who are illegally absent for any extended period, and in every instance, no later than the third day of illegal absences in any semester. Prosecution procedures shall be initiated if illegal absences continue after a legal notice has been sent. If you have further questions, please contact our school social worker, Mrs. Ward at 412-529- 4106 or lward1@pghschool.org

Early Dismissals

- Submit a written note with the time and reason for dismissal.
- Student must show the note to their homeroom teacher.
- Students are released only when a parent/guardian arrives and signs them out.
- No early dismissals after 2:30 PM without prior written notice.

Tardiness

- Being on time supports learning and minimizes classroom disruption.
- Excessive unexcused tardies count toward truancy.
- Arriving late or leaving early results in missed instruction and may affect academic progress.

ACADEMICS

At our school, we believe that every subject, including ELA, Math, Science, Social Studies, Art, Physical Education, and Music, is essential in helping students grow into well-rounded, curious, and capable individuals. Each academic area plays a unique role in developing critical thinking, creativity, collaboration, and problem-solving skills. We also recognize that students may need different levels of support at different times, which is why we provide a variety of intervention services to help every learner succeed. Whether it's extra help in reading, math, or another subject, our goal is to meet students where they are and help them grow. In addition to strong classroom instruction and academic support, students are encouraged to explore their interests and talents through class trips, extracurricular activities, student envoy leadership opportunities, instrumental music, and our annual spring musical. We are committed to nurturing the whole child and fostering a love of learning that extends beyond the classroom.

ACADEMIC INTEGRITY

Academic integrity is a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action.

It is the responsibility of teachers to ensure that all students understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Teachers must ensure that all student work is prepared according to the requirements and must explain clearly to students that the assessed work must be entirely their own.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Allegheny Traditional Academy offers a variety of extracurricular activities that allow students to explore their interests, build leadership skills, develop new talents, and represent our school. Participation in these activities is a privilege and students are expected to demonstrate positive behavior, regular attendance, and good academic effort.

Opportunities may vary from year to year and currently include:

- **3rd-5th Grade Spring Musical**, giving students the opportunity to perform on stage while developing confidence, teamwork, and creativity
- **4th and 5th Grade Track and Field** participation in the district spring meet
- **All-City Chorus** for selected student vocalists
- **Choral Ensemble**
- **Instrumental Music**, including **Various Instrumental Groups** and **Advanced Band**
- **Student Envoy Project**, which develops student leadership and school pride
- **Youth Arts Possibilities Program (YAPP)**, which provides students with opportunities to explore contemporary art through hands-on experiences and partnerships with local artists and organizations

Additional clubs, enrichment programs, and special activities may be offered throughout the school year based on student interest and staff sponsorship. Families will receive information as opportunities become available.

DRESS CODE

The Uniform Dress Code for Pittsburgh Allegheny K-5 is an integral part of the Traditional Academy Agreement/Contract signed by all parents, teachers, and students.

Students are expected to always follow the dress code. Parents/Guardians are responsible for dressing their children accordingly. Children are to keep their shirts tucked in, shoes tied, and belts buckled. Failure to follow this code is a breach of the Agreement/Contract. Faculty and staff will be responsible for enforcing this dress code.

The Pittsburgh Allegheny K-5 PTO has established a Uniform Exchange to help support the above policy. The Uniform Exchange helps to recycle uniform clothing that your child outgrows and is still in good condition. These are then made available to any child at a very nominal fee. Contact the school office or attend a PTO meeting to purchase. Donations are accepted at any time.

Shirts: All blouses, polo shirts, oxford cloth, turtlenecks or dress shirts must be solid white, solid light blue or solid navy blue with a collar.

Plaid Skirts: These skirts are blue, or navy, and white plaid. The plaid skirts/skorts can only be purchased through Land's End or the spirit shop. Please note these skirts are not mandatory, they're in addition to the navy skirts we already have.

Pants/Jumpers/Skirts/Skorts/Shorts: All bottoms must be solid navy blue (NO DENIM).

Socks: Socks may be white or dark colored anklets, knee-highs, or tights.

Belts: May be dark brown, black or navy with a plain buckle and must be worn with all clothes requiring belt loops.

Sweaters/Sweatshirts/Sweater Vests: May be plain navy, light blue or white without writing, pictures, or logos.

Hats and Hoods: May be worn to school but must be removed off the head upon entering the building. (Scarves, athletic headbands, etc. are not permitted).

Spirit Wear: Anything purchased from the spirit shop is considered uniform and may be worn at any time. Any shirt given to your student by the school may be worn at any time (grade level t-shirts, tie-dye day t-shirts).

Acceptable Colors	Acceptable Styles	Unacceptable Styles
All tennis shoes and dress shoes must have a primary color of black, dark blue or brown. Soles can be white, black, dark blue or brown. The logo of the shoe must be the color of the shoe and/or white or black.	Shoes must always be worn. Shoes should not have a heel higher than 1 ½” and should be securely fastened to the foot. Tennis shoes Dress shoes Snow/Rain boots may only be worn during inclement weather.	Flip-flops, slides, or Crocs. Sliders, Heelys, or roller shoes. Cleats. Tap, ballet, or dance shoes.

If you have any questions or in need of support, please reach out to the school at 412-529-4100.

ELECTRONIC DEVICES

Electronic Devices

Students are strongly discouraged from bringing personal electronic devices to school. This includes cell phones, smartphones, smartwatches, tablets, personal laptops, gaming devices, cameras, recording devices, smart glasses, and any other non-District device that can take pictures, record audio or video, send messages, or access the internet. If a student brings one of these devices to school, it must be turned off when they arrive and **given to school staff to be stored safely**. Devices will stay with school staff during the school day and will be returned at dismissal.

Exceptions may be approved for documented medical needs, an IEP or Section 504 Plan, teacher-directed instructional activities, emergencies, or with permission from the principal. Families who need to contact their child during the school day should call the school office.

If a student does not follow the electronic device expectations, the school will generally respond as follows:

- **First violation:** The device is confiscated, a parent or guardian is notified, and the device is returned to the student at the end of the school day.
- **Second violation:** The device is confiscated, a parent or guardian is notified, and a parent or guardian is required to pick up the device from school.
- **Repeated violations:** Students are subject to progressive interventions and disciplinary responses in accordance with the current Pittsburgh Public Schools Code of Student Conduct. Repeated violations may also result in the loss of the privilege to bring an electronic device to school, as determined by school administrators.

These rules help keep our school safe, reduce distractions, and allow everyone to focus on learning.

GRADING

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

Homework plays an important role in reinforcing classroom learning and helping students develop strong work and study habits. Families can support this process by encouraging consistent routines and maintaining open communication with teachers. Homework is typically assigned Monday through Thursday; if your child frequently reports having no homework, please check in with their teacher. Ask your child daily about assignments, review their work with them, and show interest in what they are learning. This not only reinforces its importance but also keeps you informed of their progress. While it's important to provide a quiet, distraction-free space and regular time for homework, remember that the work should be your child's own. If your child struggles with an assignment, reach out to the teacher or include a note to help clarify the difficulty. Working together, we can support each child's academic growth and independence.

Teachers will provide specific guidelines for homework expectations, which may vary slightly by grade level or subject. Families are encouraged to familiarize themselves with these expectations and reach out with any questions or concerns. Homework is not meant to be overwhelming or stressful; rather, it should be an opportunity for students to practice skills and apply what they've learned in class. When children know their families and teachers are working together, they are more likely to take ownership of their responsibilities and take pride in their work. Regular check-ins and positive reinforcement at home can help build motivation, confidence, and a growth mindset.

Establishing a healthy homework routine also helps children learn time management and personal responsibility, skills that benefit them far beyond elementary school. Set aside a consistent time and place for homework each day, and avoid distractions such as television, loud music, or mobile devices. If your child participates in after-school activities, adjust the schedule to make sure there is still enough time for rest and academic responsibilities. Most importantly, let your child know that effort matters. Celebrate progress and encourage them to ask for help when needed. By creating a supportive and structured home environment, families play a key role in helping students succeed.

HEALTH SERVICES

Communication with Parents

If a student becomes ill or injured during the school day, they will be sent to the office by a teacher or lunchroom staff. The school nurse will assess the student when available. If the nurse is not on-site, the office staff will contact a parent or guardian to decide on next steps.

If your child isn't feeling well in the morning but you believe they are okay to attend school, please call the office to let us know. This allows us to monitor them throughout the day. We kindly ask that you not instruct your child to call home on their own if they still feel unwell—contacting the office helps us provide the best care and communication.

Medications

To ensure student safety, no medication can be given at school without a completed Consent for Administration of Medication and Medical Order form. This form must be signed by both a parent/ guardian and the prescribing physician. Please do not send your child to school with medication unless the proper paperwork has been submitted to the principal. Students are not permitted to carry or store any medication in their personal belongings at any time.

Student Health Records

All student health records are securely stored in a locked cabinet in the nurse's office to protect confidentiality and privacy.

INFORMATION TECHNOLOGY/ACCEPTABLE USE

Parents must review and sign off on the [PPS Acceptable Use Policy](#).

Each student has been assigned a school technology device (iPad for Kindergarten, Laptops for grades 1st - 5th). Students will be responsible for keeping their electronic device charged and bringing home their devices and back to school on an as-needed basis.

All families will be required to sign the Acceptable Use Policy. Other Electronic Devices: should be kept at home.

STUDENT SUPPORT SERVICES

Social Emotional Learning (SEL)

We all know that it is essential for children to master important academic skills, such as reading and mathematics. That's why they go to school. But it is equally important for students to develop the "soft skills" that we all need to navigate the world successfully. These include things like how to manage feelings and emotions, how to respect others, and how to build strong, positive relationships. This is called Social-Emotional Learning (SEL).

According to The Collaborative for Academic, Social, and Emotional Learning, there are five core competencies that will help individuals, both children and adults, navigate the world more successfully. They are:

- Self-awareness: Know your own strengths and weaknesses and have a "growth mindset."
- Self-management: Manage your stresses and impulses and be prepared to set and work towards goals.
- Social awareness: Be open to the perspectives of others and respect cultural differences
- Relationship skills: Work on your communication skills, your willingness to cooperate with others and accept constructive criticism.
- Responsible decision-making: Make good choices based on ethical standards, safety and social norms.

The Pittsburgh Public Schools' five-year strategic plan calls for initiatives that create a positive and supportive school culture. By incorporating Social-Emotional Learning skills in

the classroom, students and teachers enjoy a richer and more productive learning environment.

Bullying

Bullying is defined as intentional, aggressive behavior[s] that may be verbal, physical, written or electronic, aimed at another student or students, for the purpose of creating fear or intimidation by harming physically, mentally or emotionally. It may be direct or indirect, with face-to-face interactions or by spreading rumors, sharing inappropriate pictures or demeaning a student using social media.

Please click on the link below to learn more about our District's Bullying Prevention Resources

pghschools.org/student-supports/code-of-conduct/bullying-policy

Non-discrimination Policy

Policy 102 – Non-Discrimination in School and Classroom Practices

Please click on the link below to learn more about our District's Non-Discrimination Policy

pghschools.org/about/non-discrimination-policy/home

Role of School Social Workers

Pittsburgh Allegheny K-5 has two Social Workers. School Social Workers are the link between the school and the students, families, and the community to promote and support students' academic success and well-being. Some of the services that school social workers provide are: crisis intervention, attendance support, support for housing instability, connecting students and families to resources, providing direct support to students in school (individual, group, SEL), identify and report suspected child abuse and neglect, obtain and coordinate community resources to meet student needs. Social workers are also trained members of the Student Assistance Program (SAP).

Transcript Requests

Please contact the main office for any transcript requests.

Prospective Student Visits

We welcome all prospective students along with their parents to come check out our school! Please reach out to the main office (412-529-4101) and we will schedule you for a visit.

Education for Children and Youth Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate night time residence. Please click on the link below for more information.

pghschools.org/departments/student-support-services/homeless-assistance

STUDENT EXPECTATIONS/PROCEDURES

Student Code of Conduct

To access Pittsburgh Public School's complete student code of conduct PDF, please visit

pghschools.org/student-supports/code-of-conduct/conduct-homepage

Behavioral Expectations

Students are responsible for attending classes on time and regularly, being prepared for classes, and for coming to class with all necessary supplies. Students should also take good care of school property. Students should work to organize their time well to complete all homework assignments. All students should always respect themselves and others.

Reading every day outside of homework assignments is also necessary for students. Most importantly, students should always work toward doing their best! Please take some time to review the Matrix below so that you and your child fully understand the behavioral expectations we have as part of student responsibilities.

Location	Be a RESPECTFUL Star	Be a RESPONSIBLE Star	Be a SAFE Star
Auditorium	- I will use a level 1 voice when appropriate. - I will look and listen to the speaker.	I will walk directly to my assigned seat.	- I will exit silently in line order. - I will keep my hands, feet and unkind words to myself.
Classroom	- I will enter the classroom at a level 0 voice - I will use and care for materials.	- I will come prepared with materials and homework. - I will be an active participant.	I will keep my hands, feet and unkind words to myself.
Hallways	- I will use a level 0 voice. - I will respect bulletin boards and student work displayed.	- I will walk in line order. - I will walk to the right side of the halls and stairs.	- I will stay in my designated area. - I will keep my hands, feet and unkind words to myself. - I will exit at a level 0 in line order.
Bathrooms	- I will use a level 1 voice - I will use the facilities quickly and appropriately.	- I will wash my hands with soap and water. - I will report bathroom issues to an adult.	I will keep my hands, feet and unkind words to myself.
Cafeteria	- I will clean up after myself. - I will use a level 2 voice at the tables. - I will eat neatly and clean up after myself.	- I will get all items and go to my seat. - I will line up when directed using a level 0 voice.	- I will keep my hands, feet and unkind words to myself. - I will exit at a level 0 in line order.

Recess	• I will play fair and share with others • I will care for playground equipment.	• I will line up when directed using a level 0 voice • I will help to clean up equipment.	• I will keep my hands, feet and unkind words to myself.
Bus	• I will use a level 1 voice. • I will follow the bus driver's directions.	• I will keep my area clean.	• I will stay seated in my assigned seat. • I will keep self and objects inside the bus for safety.
Dismissal	• I will use a level 1 voice. • I will follow staff's directions in my dismissal area.	• I will quickly organize my materials. • I will walk to my assigned dismissal area and stay there.	• I will remain with my assigned bus monitor at all times. • I will keep my hands, feet and unkind words to myself.

Positive Behavior Interventions and Supports (PBIS)

Pittsburgh Public Schools has always been committed to creating environments where teachers can teach and students can learn. Through the framework of Positive Behavior Interventions and Supports (PBIS), we now have a formalized way to provide consistent supports and interventions that ensure all students and staff have clear expectations for a safe and engaging learning environment.

PBIS is built on a foundation of expectations. When students know what is expected of them, they are more likely to behave appropriately. With that thought in mind, principals, teachers, and staff at every school in the District work together to set up behavioral expectations and subsequent rewards that are specific to their school. Expectations are reinforced and acknowledged at places like morning meetings, classrooms, and school-wide events.

All students, even ones who struggle with appropriate behavior, can achieve success and learn social and emotional skills that will help them be successful in school and in life.

Expectations are broad, and age-appropriate. Most revolve around common objectives such as being respectful, responsible, and safe. Consistency is the key to success. Each building has selected their own set of positively stated expectations. All adults and students throughout their school utilize the same expectations in all environments.

In our school, when students are “caught being good,” they are acknowledged with points using the online app PBIS Rewards to reinforce the likelihood that the positive behavior will occur again. Opportunities to reinforce student behavior happen at the building,

classroom, and individual levels. Over time, negative behaviors disappear in favor of preferred positive behaviors.

What is a "House" Team?

To build and support a positive school community, all students and staff are assigned to "Houses." Once students are assigned, they remain with their house for their entire time at Allegheny K-5. These houses include students from all grade levels, and we have house meetings during every half day. The 8 houses are: **Unicorn, Phoenix, Pegasus, Swan, Fox, Chameleon, Dolphin, and Peacock**. Each house is represented by a constellation, a mascot, a flag, and they each also have a bulletin board where each member is listed. Students in the houses have even created House Chants, House Songs, and House Dances. Be sure to ask your child what house they are in, and to share what House Days mean to them and their school community.

- Students spend half days completing activities focused on social and emotional learning, meeting with their house members, building community and friendships, and shopping in the school store.
- Students earn points throughout each school day for being Respectful, Responsible, and Safe.
- Students then have the opportunity to exchange points for items from the school store.

Cafeteria Procedures

Each child is given an area or assigned based on need. Students in 3rd-5th grade are able to purchase from a variety of snacks offered. Snack options typically include Baked Lays, Hot Cheetos, ice cream sandwiches, or freshly baked cookies! Students are limited to purchasing only 2 items from the snack line.

Lockers Procedures

Lockers or a belonging area may be assigned to students by their teacher. Locks may be permitted on lockers by request. Please note the student is responsible for their combination or key. The school will not reimburse if a lock needs to be removed. Students should not bring valuables to school. The valuables will not be replaced. Students are permitted to go to their lockers at the beginning and end of the school day and before and after lunch.

Restroom Procedures

Students must ask their teacher for permission to leave the room in order to use the restroom. If a student is found taking advantage of their bathroom privileges, the teacher has the right to modify that child's access during that class period.

Search and Seizure Procedure

All teachers and staff at ATA have the right to search a student's belongings if there is prior knowledge of prohibited items being present or if there is a reason for concern. Please review the student code of conduct for a complete list of prohibited items.

Transportation Rules and Procedures

- Follow all rules and directions given by the bus driver and adults in charge.
- Always stay in your seat. (Do not kneel or lay on seats.)
- Talk in a low voice (inside voice). Yelling distracts the driver
- Use appropriate and respectful language only. Swearing or speaking disrespectfully to an adult or peer WILL NOT be tolerated.
- Walk when boarding and exiting the bus.
- Keep your hands, arms, legs, and feet to yourselves and out of the aisles.
- DO NOT hang out or yell out bus windows
- Leave all windows the way you find them. You may only open or close a window with permission from the driver
- No eating or drinking on the bus
- Pick up papers or trash that you may have dropped.
- Keep track of your own possessions. Do not touch other students' belongings. Carrier or bus driver is NOT responsible.
- Tell an adult if you find something questionable on the bus.
- If an infraction occurs, depending on the severity, the following will occur in consecutive order:
 - Conference with child and phone call home.
 - Consequence at school and phone call home
 - One day suspension from the school bus with parent notification given.
 - Three-day suspension from the school bus with parent notification.
 - Five-day suspension from the school bus with parent notification.
 - Ten-day suspension from the school bus with parent notification.

During a bus suspension, it is the responsibility of the parent/guardian to make sure that their child gets to school. It is a bus suspension and not a school suspension

VISITORS

A basic responsibility of the school is to ensure the safety of the children. Therefore, it is imperative the office staff know who is in the building. All visitors **MUST** enter the building through the Common Street entrance.

Persons wishing to visit a school shall make arrangements in advance with the school office. 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.

All visitors who enter the building will be asked to go through the metal detector after signing in. Visitors will wait in the grand lobby or the main office to meet the party. All Visitors should be able to produce identification upon request.

ADDITIONAL PROCEDURES

Arrival Procedures

- Students Enter the Building on Arch Street
- For arrival, all students enter the building through the Arch Street entrances. The Commons entrance will no longer be used for student entry during morning arrival.
- Doors will open at 8:30 AM and close promptly at 8:50 AM.
- Elementary students will enter through the doors under the flagpole.
- Middle school students will enter through the doors to the right of the flagpole.
- The Arch Street doors will close at 8:50 AM to allow teaching staff assigned to morning metal detector duty to transition to their classrooms and begin instruction on time.
- Students arriving after 8:50 AM must enter through the Commons entrance to receive a tardy slip.

Dismissal Procedures

To ensure student safety and an orderly end to the school day, ATA follows a structured dismissal process:

- Kindergarten and 1st Grade students are picked up at the side cafeteria doors on the right-hand side of the building (if facing the school from Commons Avenue). A staff member will greet you, and sign out your child before they are brought out to you.
- 2nd through 5th Grade students are dismissed from the auditorium doors on Arch Street. The same sign-out procedure applies.
- If a Kindergarten or 1st Grade student has an older sibling, they will also be dismissed from the auditorium doors on Arch Street to keep families together.
- Afterschool programs will also dismiss from the auditorium doors on Arch Street. Please follow the same ID and sign-out procedures during afterschool pick-up.
- Northside neighborhood bus students are dismissed on Arch Street.
- All other bus riders are dismissed from Tennis Court Lane (near the tennis courts).
- Dismissal ends at 3:35 PM. Any students not picked up by that time will be brought to the main office, which can be accessed through the Commons Avenue entrance.

ADDITIONAL INFORMATION

PSCC

PSCC stands for Parent, School, Community Council. The purpose of this meeting is to help all parties involved stay connected and have a voice about what is going on within the school.

Parents will be notified in advance of any changes. Virtual links will be sent out prior to the meetings.

ATA Parent-Teacher Organization (PTO)

The ATA PTO is an active group of parents, guardians, and staff members who work together to support our school community. Their mission is to enhance the educational experience of all students by fundraising, providing classroom and school-wide support, and creating opportunities for families to get involved.

The PTO helps organize after-school events, supports teachers and students with special projects, and fosters strong school-home connections. Meetings are held monthly alongside our PSCC (Parent School Community Council) meetings.

New members are always welcome! Whether you can help plan events, lend a hand at activities, or simply attend meetings to stay informed, your involvement makes a difference. Please consider joining and helping us strengthen the ATA community. They may be reached by email ptoalleghenyk5@gmail.com

Volunteer Information

We appreciate the added support our many dedicated volunteers provide to our schools and students.

In accordance with State law, the District has adopted a Volunteer Clearance Policy. These requirements are in effect for all volunteers.

Prior to volunteering at a school or on a school trip, a volunteer must complete and submit the following to their child's school:

- IntakeForm for volunteers
- PA State Criminal History Report (obtained online; cost: FREE for volunteers)
epatch.pa.gov/home
- Child Abuse Certification (obtained online; cost: FREE for volunteers)
compass.state.pa.us/CWIS

- The FBI Criminal History Report (fingerprinting required – FBI report apply online; Service Code 1KG6ZJ; Cost: \$21.35 paid at the fingerprinting site) You can also apply via phone at 1-844-321- 2101. uenroll.identogo.com
- A signed PA Resident Form AND Waiver Request can be submitted in lieu of this report if you have lived in PA for 10 consecutive years.
- When visiting the fingerprinting site, a valid ID must be presented. Acceptable forms of ID include, but are not limited to, a Valid Driver's License, Military ID, Passport or US Visa.
- A TB test is also required to volunteer in PreK classrooms.

* There may be a fee if you have requested free clearances within 5 years.

** Ensure you request clearances through the PA Department of Education (PDE).

Fire Drills

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.

School Safety Drills

Twice a year, 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 out 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.

APPENDIX

Policy 115 – Homework

This policy establishes expectations for meaningful, purposeful homework aligned to instructional goals. Homework should reinforce learning, be developmentally appropriate, and not excessive.

Policy 119 – Athletics & Extracurricular Activities

This policy governs student participation in athletics and extracurricular activities, including eligibility, academic expectations, conduct standards, and equitable access to programs.

Policy 204 – Attendance

Students are required to attend school regularly in accordance with Pennsylvania law. The policy outlines excused and unexcused absences, documentation, and procedures to support consistent attendance.

Policy 206 – Health Services

Outlines school health services including screenings, medical support, and procedures that ensure student health, safety, and readiness to learn.

Policy 209 – Grading and Reporting

Defines how student performance is assessed and communicated, including grading practices, report cards, and expectations for fairness and consistency.

Policy 211 – Graduation Requirements

Specifies the credit requirements and criteria students must meet to earn a diploma, aligned with state regulations.

Policy 212 – Student Code of Conduct

Establishes behavioral expectations and outlines disciplinary procedures to maintain a safe and respectful learning environment.

Policy 215 – Anti-Bullying

Prohibits bullying and harassment and outlines reporting, investigation, and intervention procedures to protect students.

Policy 216 – Electronic Devices

Governs student use of electronic devices. Devices may be used for educational purposes but are restricted during the school day to maintain a focused learning environment.

Policy 221 – Dress Code

Ensures student dress supports a safe, respectful, and inclusive environment while allowing appropriate self-expression.

Policy 226 – Academic Integrity

Prohibits cheating, plagiarism, and other forms of academic dishonesty, reinforcing ethical academic behavior.

Policy 231 – Homeless Students

Ensures educational stability and access for students experiencing homelessness in alignment with the McKinney-Vento Act. The policy outlines rights related to enrollment, transportation, and support services.

Policy 1004 – School Visitors

This policy outlines procedures for visitors entering school buildings, including sign-in requirements, identification, and approval processes to ensure a safe and secure environment for students and staff.

Annual Child Find Notice

Pittsburgh Public Schools conducts ongoing 'Child Find' activities to identify, locate, and evaluate children who may be eligible for special education services under the Individuals with Disabilities Education Act (IDEA). This includes children ages 3–21, including those who are homeless, wards of the state, or attending private schools. Families can request an evaluation if they suspect a disability impacting learning.



Students first
Always, in all ways.



Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. 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)