



Pittsburgh Arlington PreK-8

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

Welcome to the 2026–2027 school year at Pittsburgh Arlington PreK-8!

As we begin a new year together, I want to take a moment to reflect on an accomplishment that our entire school community should be proud of. Last year, Arlington experienced a significant reduction in school violence. This achievement did not happen by chance. It was the result of students making better choices, staff building stronger relationships, and families partnering with us to reinforce the importance of resolving conflict. I want to personally thank our families for the role you played in this success. When students learn to resolve disagreements with words and seek help from trusted adults, our school becomes a safer and stronger place for everyone. As we move forward, we ask for your continued partnership in helping students understand that conflicts are a part of life, but violence is never the solution.

While we are proud of our progress, our work is far from finished. This year, our primary focus is literacy. Reading is the foundation upon which all learning is built, and we are committed to ensuring that every student grows as a reader. Through high-quality instruction, targeted interventions, and meaningful opportunities to engage with text, we will work to increase every student's literacy skills and confidence. Our goal is for every Arlington student to see themselves as a reader and leave this school year better prepared for the opportunities that await them.

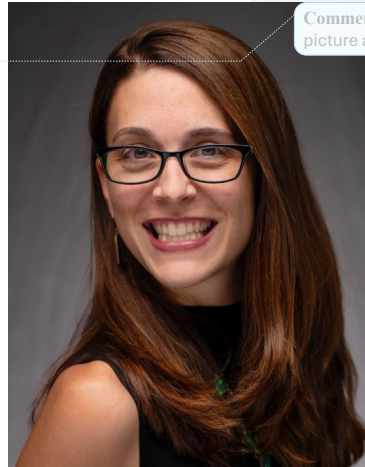
The 2026–2027 school year will be the final year of Pittsburgh Arlington as a PreK-8 school. While change is ahead, this year provides us with an opportunity to honor our school's legacy and celebrate the incredible students, families, staff, and community members who have shaped Arlington's story. Throughout the year, we invite you to join us for the many events, performances, celebrations, and milestone moments that will make this final chapter special. Together, we will celebrate our achievements, recognize our traditions, and create memories that will last long after this school year ends.

We are excited for the year ahead and look forward to partnering with you to ensure that every student is safe, supported, challenged, and successful.

With gratitude and optimism,

Crystal Caldwell

Principal, Pittsburgh Arlington PreK-8



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SCHOOL INFORMATION



Pittsburgh Arlington PreK-8

800 Rectenwald St, Pittsburgh, PA 15210
Phone: 412-529-4700
Fax: 412-488-4709
Website: pghschools.org/schools/k-8/arlington
Staff Directory: [PPS Arlington Directory](#)

School Colors Yellow and Black
School Mascot Eagle
Motto Rise. Learn. SOAR.

VISION AND MISSION

Mision

Our mission is to increase the presence and engagement of students, staff, families, and community members in our school through a strengthened positive culture, engaging educational opportunities, and consistent systems that support success. By working together—students, educators, and families—we will create a school that is welcoming, inclusive, and focused on learning for all. When families are active participants in school life, our collective purpose is realized, and true achievement becomes possible.

Vision

We envision a school where all students, staff, families, and community members feel safe, valued, inspired, and empowered to achieve their highest potential here at Pittsburgh Arlington. When we achieve this, our students' regular attendance rate will reach 100%, indicating that all students were present more than the required 90% of days enrolled.

COMMUNICATION PROCEDURES

Contacting the School

Please see the previously listed phone number and office email address to contact our school. Our main office hours are from 7:30 AM to 3:45 PM, Monday through Friday. Please call during these hours to reach our administrative staff, Ms. McCray and Ms. Jackson. Call by phone or stop in to update your contact information, make an appointment, or visit your child in their classroom!

Social Media

Arlington manages a Facebook page found [here](#) – please join to see the fun! From pictures of our learning to livestreaming of events like our Halloween Parade, we want you to see our excitement for school! If you would like to share news or photos regarding our soaring Eagles, share them with Ms. Payne-Ford at ipayne2@pghschools.org.

Newsletter

Newsletters are sent quarterly with news of upcoming events, celebrations, and important information and updates from Principal Caldwell. Check with your child that they are bringing theirs home!

Talking Points

To ensure you never miss important updates, please keep your contact information current with the main office. We also encourage all families to join TalkingPoints, our main communication tool for reminders, field trips, fundraisers, good news, delays/cancellations, and so much more! All staff members use TalkingPoints to stay in touch—so join us and stay connected all year long!

Parental Involvement

Did you know Arlington now has a PTO? They are AMAZING! PTO is not just about raising funds or volunteering at recess. PTO is a great way to get involved to ensure your child has the best schooling possible. Contact Ms. Payne-Ford at ipayne2@pghschools.org if you are interested in joining!

Family Communication Protocol

Good communication between home and school is important for a successful year. Please follow these steps if you have questions or concerns:

- Start with the Teacher: For questions about attendance, behavior, classwork, or grades, contact your child's teacher first. They work with your child daily and can help quickly.

- **How to Contact Staff:** Use HAC to determine which teacher you would like to speak with, email them or call the main office to leave a message. You can also message staff directly through Talking Points.
- **Response Time:** Staff will reply during the school day, usually during planning time or after school. Please allow time for a response. Staff are not expected to reply in the evenings or on weekends. Staff are not to reply while instruction is occurring as well.
- **Next Steps:** If more help is needed, the teacher will connect you with the right staff member. If concerns continue, you may call the main office to schedule a meeting with Principal Caldwell. All meetings must be scheduled in advance. Please share the concern with Secretary Ms. Jackson.
- **Check Resources First:** Please check the school website, district site, social media, or handouts sent home before reaching out. These are updated often with important information.

Thank you for helping us keep communication clear and respectful throughout the year.

BELL SCHEDULES

Staff Meetings: 7:25am-8:00am

Student Breakfast: 8:05am-8:25am

Period	Regular Day	Half Day	Two-Hour Delay
Period 1	8:25-8:55	8:25-8:55	
Period 2	8:55-9:40	8:55-9:40	
Period 3	9:40-10:25	9:40-10:25	
Period 4	10:25-11:10	10:25-11:10	10:25-11:10
Period 5 Lunch (Grades K-4)	11:10-12:00	11:10-11:45	11:10-12:00
Period 6 Lunch (Grades 5-8)	12:00-12:45		12:00-12:45
Period 7	12:45-1:30		12:45-1:30
Period 8	1:30-2:15		1:30-2:15
Period 9	2:15-3:05		2:15-3:05
Dismissal	3:05	11:45	3:05

Remote Learning Day Schedules:

Period	Time	PK-5
Period 1	8:05	Teacher Schoology Preparation
Period 2	9:05	Attendance Check / ELA-Synchronous
Period 3	9:45	ELA - Asynchronous
Period 4	10:25	Math - Synchronous
Period 5	11:05	Math - Asynchronous
Period 6	11:50	LUNCH
Period 7	12:50	Science/Social Studies
Period 8	1:30	Optional Assistance for Asynchronous Work
Period 9	2:10	Specials Choice Board

Period	6A	6B	7A	7B	8A	8B
1 st 8:05	Teacher Schoology Preparation					
2 nd 9:05	Social Studies	ELA - Synchronous	Math-Synchronous	Science	Math - Synchronous	ELA - Synchronous

3 rd 9:45	ELA - Synchrono us	ELA - Asynchron ous	Science	ELA - Synchrono us	Social Studies	ELA - Asynchron ous
4 th 10:2 5	Science	Math - Synchrono us	Math - Asynchron ous	Social Studies	Math - Asynchron ous	Math - Synchrono us
5 th 11:0 5	ELA - Asynchron ous	Math - Asynchron ous	Social Studies	ELA - Asynchron ous	Science	Math - Asynchron ous
6 th 11:5 0	LUNCH					
7 th 12:5 0	Math - Synchrono us	Science	ELA - Synchrono us	Math - Synchrono us	ELA - Synchrono us	Social Studies
8 th 1:30	Math - Asynchron ous	Social Studies	ELA - Asynchron ous	Math - Asynchron ous	ELA - Asynchron ous	Science
9 th 2:10	Specials Choice Board					

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

At Pittsburgh Arlington, we post our monthly calendars on Facebook, TalkingPoints, and in HAC. Please make sure you join these digital ways to stay in the know!

In addition, if you would like a magnetic calendar of key dates, stop by the school office and we will gladly update your contact information, enroll you in HAC and TalkingPoints, and give you one!

ATTENDANCE

Arriving on time to school and class each day is an important factor to school engagement and success. All students are required and encouraged to have regular attendance to support their growth. In addition to student and adult incentives – like field trips and gift cards– parents are encouraged to reach out if there is a barrier to regular attendance.

Parents/ guardians have 3 days from the date the child missed school to turn in a written excuse. Parents/guardians can submit an excuse for up to 10 absences per school year. After that, an excuse from a licensed healthcare provider is required. Parents/guardians can submit absence excuses in paper form or electronically, by reaching Ms. McCray at emccray1@pghschools.org. If a legal excuse is not submitted, the absence will be considered unlawful and noted as unexcused.

Tardies and Early Dismissals

Tardies should be rare. School doors open at 8:05 AM, and instruction begins promptly at 8:25 AM. Ms. McCray, our SDSS, inputs and monitors tardies in the Home Access Center, working with our social workers to determine habits that need addressed. Students arriving after 9:25 AM must be escorted by a guardian. Any arrival after 10:25 AM will require a doctor's note. Let's work together to ensure students start their day on time and ready to learn!

A parent may need to request an early dismissal from school for their child (such as for a doctor's appointment). The procedure for obtaining an early dismissal is as follows:

- Early dismissals end at 2:20pm to support getting ready for the whole school dismissal. This is a firm stop unless there is an immediate stated emergency.

Please send a note or email to notify us of the early dismissal. The note should contain the reason for the dismissal, the time of the dismissal, and a phone number where the parent can be reached. The note should be given to the main office secretary, Ms. Jackson, or emailed to her at sjackson6@pghschools.org.

Transportation Updates

To ensure a safe and smooth dismissal process, any changes to how your child will go home must be communicated to the school by 2:20 PM. This includes updates such as who will be picking them up, if they will walk home, or if they'll be using district transportation. These updates should also be sent to the main office secretary, Ms. Jackson, or emailed to her at sjackson6@pghschools.org. Timely updates help us keep all students safe and accounted for—thank you for your cooperation!

ACADEMICS

At Pittsburgh Arlington, we are committed to fostering a culture of academic excellence, responsibility, and community. In alignment with our identity as SOARING Eagles, all students are expected to uphold the following academic expectations to ensure a productive and supportive learning environment.

SOARING Academic Expectations

Pittsburgh Arlington students will:

1. Be Present and Prepared
 - Arrive to class on time, with necessary materials and a readiness to learn.
 - Maintain focus and actively engage in all instructional activities.
2. Engage in Meaningful Participation
 - Contribute to class discussions as both thoughtful speakers and respectful listeners.
 - Demonstrate curiosity and critical thinking through active dialogue.
3. Demonstrate Responsibility for Learning
 - Complete all assignments with care and submit them by the due date.
 - Take ownership of academic progress and seek opportunities to improve.
4. Foster a Supportive Learning Community
 - Ask for help when needed and offer support to peers.
 - Collaborate respectfully to build a community rooted in mutual respect and shared success.

These expectations are designed to promote academic growth, personal responsibility, and a collaborative school culture. Staff, students, and families will work together to uphold these principles throughout the school year.

ACADEMIC INTEGRITY

We SOAR by showing honesty and responsibility in all academic work. Academic integrity means doing your own work, giving credit where it's due, and following directions on assignments and tests.

What Academic Integrity Looks Like:

- Doing your own work on tests, homework, and projects.
- Asking questions if you're unsure about expectations.
- Using your own words or giving credit when using others' ideas.
- Helping others learn—not cheat.

If There's a Violation:

- You'll talk with your teacher about what happened.
- You may redo the assignment or lose credit.
- Parents/guardians will be informed.
- Continued issues may involve a counselor or administrator.

Why It Matters:

Being honest helps you grow as a learner and builds a stronger school community. When you show integrity, you're not just following rules — you're showing that you're ready to SOAR.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Athletics

Pittsburgh Arlington follows District Policy 119 regarding student participation in athletics. We offer a variety of sports opportunities, including flag football, basketball, cross country, and soccer.

Before each athletic season, students and families will receive detailed information and agreements outlining expectations and requirements. Any equipment or uniforms borrowed from the school must be returned in good condition at the end of the season.

To participate in practices or games, students must be present at school on that day.

For questions about athletics, please contact the appropriate Head Coach.

Extracurricular Activities

Field Trips/Special Events: Field trips are valuable learning opportunities for students. They are also a means of incentivizing students for academic achievement, attendance, and SOARING behavior. Parental consent is required for all field trips as a signed permission slip. Some educational field trips are planned that correspond to activities that go on in class. Other trips/events are meant as rewards. Field trips will be planned throughout the school year and criteria to attend will be shared with students and families prior to the field trip. We ask parents to please provide an updated phone number on the field trip consent form in case of an emergency.

Interscholastic Sports: Throughout the school year, we offer a variety of interscholastic sports such as soccer, basketball, flag football, etc. A “C” average is required to participate and behavioral expectations must be met according to the Student Code of Conduct.

In-school Activities: We have numerous programs at Pittsburgh Arlington for students to participate in throughout the school day as well as after school. Some of our partners and programs include: STEM Coding Lab, Boy Scouts/Girl Scouts, CLO Theater, Alcosan, Reading is Fundamental, Urban Hilltop Farm, Student Envoy, and more. All during-school programs are open to all students, however, after school programs follow the same guidelines for interscholastic sports.

DRESS CODE

Students must always wear appropriate clothing while at school. 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. In addition, so that all Eagles feel safe and valued, certain items are not permitted, including apparel/jewelry that promotes sexual activity or violence, the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability. Families will be contacted if a student needs a change of clothes. If necessary, Arlington will provide a change of clothes from our community clothing closet.

In addition to the above, several dress code items are meant to keep everyone safe, in particular in the event there is an emergency. Those are as follows:

- Student faces are not to be covered, unless for medical or religious reasons. This includes sunglasses, ski masks, etc.
- Coats and outerwear are to be worn only at arrival, outdoor recess, and dismissal. At all other times, those items must be stored in student lockers.
- Shoes must always be worn when in school.

ELECTRONIC DEVICES

Cell Phones

To maintain a focused and distraction-free learning environment, all student cell phones will be collected upon arrival at the metal detectors and returned at the end of the school day.

Cell phone lockers will be used to securely store devices. These lockers will be locked promptly at 8:25 AM, once morning arrival has concluded. At that time, all phones will be distributed to students' teachers for safekeeping during the day.

Students arriving after 8:25 AM will have their phones stored in a designated "Tardy Student Locker" in the main office. These devices will remain secured until all dismissal procedures are complete. Students who wish to have immediate access to their phones at dismissal are encouraged to arrive on time and be present for learning throughout the day. Timely arrival helps avoid delays in accessing personal devices.

Other Electronics

Students are expected to focus on learning during the school day. Please leave video games, headphones, and other personal electronic devices at home. These items are not permitted during school hours. If brought to school, they will be confiscated and held until the end of the day. Please note: The school is not responsible for lost, damaged, or stolen items of this nature. Bringing them to school is at the student's own risk.

Violations of Electronics Policy

If a student is found in possession of their cell phone during the school day, families will be notified immediately. The phone will be secured in the main office and must be picked up by a parent or guardian. Students will not be permitted to take the phone home if it was found on them in violation of school policy. This policy is in place to support a focused and respectful learning environment. Consistent enforcement will apply. If a student violates the policy more than once, they will lose the privilege of bringing a cell phone to school for a set period of time as discussed in a family conference.

GRADING

At Pittsburgh Arlington PreK-8, we believe that strong family-school partnerships are essential to student success. To help you stay informed and engaged in your child's academic journey:

Access to Grades

Families can view their child's grades at any time using the Home Access Center (HAC). We encourage you to check HAC regularly and use it as a tool to talk with your child about their academic progress. If you need help accessing HAC, please contact the main office. We will also have staff available to help you with HAC access at our Back to School event and our popular Trunk or Treat event. Grades reflect your child's knowledge and skill development, and include factors such as participation, effort, and engagement in learning activities.

Conferences and Communication

Formal parent-teacher conferences are held in October. However, families are always welcome to request a conference at any time during the school year.

Teachers and staff are expected to communicate regularly with families about student progress, strengths, and academic needs. If you have questions or concerns, please don't hesitate to reach out — we are partners in your child's learning.

Grading Scale

As a rule, all classes at Arlington PreK-8 will use the Pittsburgh Public Schools 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

We believe homework serves as a vital communication tool between students, families, and teachers. Our educators have the discretion to determine when and how often homework is assigned, ensuring it reinforces the skills being taught in the classroom.

Homework assignments are designed with a clear purpose: to provide students with opportunities to practice and reinforce their learning. We adhere to the guideline that homework from each subject should not exceed the student's age in minutes, ensuring a manageable workload. Should any concerns arise regarding homework, please reach out to your child's teacher.

Other options for homework include academic programs on Clever that your child has access to, including IXL and other district programs they use within school. In addition, Arlington has a substantial library as well as free books for students. Come by to claim some fun read-alouds!

HEALTH SERVICES

At the start of each school year, a Health Services form is sent home for families to complete. This form is required for our school nurse, Nurse Ton, to provide medical care to your child during the school day. Please return the completed form as soon as possible to ensure your child has full access to health services.

Medication and Inhalers

If your child requires medication or an inhaler during school hours, it must be brought directly to Nurse Ton by a parent or guardian. Medications should be clearly labeled and accompanied by a physician's order and the appropriate district forms.

Allergies and Emergency Contacts

To keep your child safe, it is essential that we have up-to-date information about any allergies, medical conditions, or health concerns. Additionally, emergency contact information must be current in case we need to reach you during the school day.

Communication

If your child visits the nurse for any significant health concern or treatment, Nurse Ton will contact you directly to keep you informed. Your child's health and well-being are a top priority. We appreciate your cooperation in helping us provide safe and effective care throughout the school year.

INFORMATION TECHNOLOGY/ACCEPTABLE USE

Pittsburgh Arlington PreK–8 follows the Pittsburgh Public Schools’ Acceptable Use Policy for Information Technology. All students are expected to use school devices responsibly, ethically, and for educational purposes only.

Device Care and Smart Tech Practices

To help students keep their devices in good working order throughout the school year, we encourage the following habits:

- Use bookbags to safely transport devices and chargers to and from school.
- Charge devices at home each night to ensure they are ready for use during the school day. If you leave the device at school, plug it in before dismissal.
- Practice smart tech care, including:
 - Closing unused windows or apps
 - Shutting down devices regularly
 - Handling devices gently and keeping them clean and dry

Students are responsible for the care and maintenance of their assigned technology. Families may be held accountable for loss or damage in accordance with district guidelines.

STUDENT SUPPORT SERVICES

Pittsburgh Arlington is proud to be a Community School, which means we are committed to supporting not only academic success but also the overall well-being of our students and families. As a Community School, we partner with local organizations to bring valuable resources and services directly into the school—including health and wellness support, family engagement opportunities, after-school programs, and more. Last year, we unveiled a food and clothing Resource Room that can be used by all Arlington families.

Our Community School Site Manager, Ms. Gill, coordinates these efforts and serves as a bridge between the school, families, and community partners. She works to ensure that students have what they need to learn and thrive both in and out of the classroom. If your family needs support or would like to get involved, please reach out to Ms. Gill through the school office or by email, dgill1@pghschools.org.

In addition to being a Community School, Pittsburgh Arlington believes that social-emotional learning is essential to student growth and success. Through a variety of school-based services, including therapy and mentorship, we work to ensure that all students and families have the support they need to learn, grow, and succeed. For more information about the supports available at Arlington, please contact our school social workers, Mr. Henry (K-4th grades) at ahenry2@pghschools.org or Mrs. Blackhurst (5th-8th grades) at eblackhurst1@pghschools.org.

We're here to help—because when families and schools work together, everyone benefits.

STUDENT EXPECTATIONS/PROCEDURES

At Pittsburgh Arlington PreK–8, we are proud to be a PBIS (Positive Behavioral Interventions and Supports) school. Our students are encouraged to be SOARing Eagles by showing they are:

- Safe – hands and feet to self
- Organized – materials ready to learn
- Accountable – owning your decisions
- Respectful – kind words and actions

We are also in our second year of a House System – which includes Amistad, Altruismo, Isibindi, and Reveur -- to build a stronger sense of community and support positive behavior across all grade levels. Through both systems, students can earn incentives, recognition, and rewards for making positive choices and contributing to a respectful and inclusive school environment. Together, these efforts help us create a school where every student can succeed socially, emotionally, and academically.

Lunchtime

Students will sit at their assigned tables after getting lunch and remain seated until dismissed for recess.

- Students are responsible for cleaning up and disposing of their trash when bins are brought around.
- Microwaves and refrigerators are not available, so all lunches should be ready to eat.
- Students may not leave the dining hall during lunch without a staff-issued pass.
- Food must remain in the dining hall and should not be taken outside.

Lockers

All students will be assigned one locker for their convenience. Students will need a lock to store and secure their items such as bookbags, coats, lunches, etc. While locks are not required, the school is not responsible for items stored in lockers. The school reserves the right to inspect the contents of any locker when there is reason to do so.

AM Arrival Procedures

- K–5 students enter through the main entrance (top of Rectenwald St.).
- Middle school enters through the lower entrance (bottom of Rectenwald St.).
- All students must:
 - Turn in their cell phones to dismissal bins upon entry.

- Have their bags checked before going through metal detectors.
- To maintain safety and focus on learning:
 - Large bags of snacks will be confiscated at the door.
 - Opened drinks are not allowed and will be discarded
 - Water bottles must be empty upon arrival and can be filled at school.
 - Individual snacks or drinks must be in a lunchbox or lunch bag and stay in lockers until lunch or will be confiscated.
 - Items considered to be a safety concern or distraction will be confiscated, including but not limited to sprays, large bottles of sanitizer or lotion, sharp objects, and blankets.
- After entering, students should pick up breakfast and unpack at their lockers before promptly reporting to homeroom for attendance and community building.

Dismissal Procedures

To ensure a safe and efficient dismissal for all students, it is essential that families follow these procedures closely. When everyone follows expectations, dismissal runs more smoothly and quickly for all.

Due to the narrow streets of Mount Oliver and the high number of student walkers, bus riders are dismissed first at 3:05 PM.

- Buses use McManus and Rectenwald Streets exclusively due to size limitations.
- To avoid traffic congestion, families should not use these streets during dismissal. Instead, please use side streets and alleyways for pickup and movement.

Car riders are sent to the cafeteria at 3:05 PM and dismissed from the bottom exit of the building.

- If you are picking up your child by car, they must exit through this bottom door.
- Please reinforce this with your child and do not allow them to exit through the walker doors, as this slows down dismissal and clogs traffic for everyone.

Once all buses have safely departed, walker dismissal begins around 3:10 PM.

- Students must exit through the designated walker doors and begin walking home using sidewalks only.
- Three staff members will be walking with them to supervise and ensure student safety.
- Please speak with your child about the importance of staying on sidewalks and always following adult directions.

VISITORS

We are delighted to have visitors enrich our school community. To ensure a smooth and safe experience for everyone, we have established the following visitor guidelines:

General Visitors

- Visitors are always welcome during school hours. Please check in at the main office upon arrival. If you do not have a scheduled visit, please note you may not be able to speak with your intended audience, but someone will be able to help.
- For security purposes, all visitors must enter through the main doors, check in at the security checkpoint and complete the RAPTOR identification process to receive their visitor's badge.

Classroom Visitations

- Visitors who wish to observe a classroom lesson are encouraged to give at least 24 hours' notice. This is in accordance with Policy 1104 and helps us maintain an optimal learning environment.
- To schedule a classroom visit, please contact the school office or the specific teacher directly. We will do our best to accommodate your request.

Volunteers

We value the contributions of volunteers who support our school community in various capacities. If you are interested in volunteering, please contact the Parent-Teacher Organization (PTO) for opportunities.

All volunteers must submit necessary clearances as required by state law. This may include background checks and clearance for working with children. Please inquire with the school office, Ms. Gill, or the PTO for details on clearance requirements. Clearances information and applications can be found here: pghschools.org/community/get-involved/volunteering

Visitor Conduct

Visitors are expected to adhere to school policies and guidelines at all times.

Respect for the learning environment and confidentiality of student information is paramount. If this does not occur, families will be asked to leave and potentially not allowed to return.

Special Events and Activities

Throughout the school year, we host various events and activities where families and community members are invited to participate. Information about these events will be communicated through newsletters, the school website, social media, or direct communication from the school office.

ADDITIONAL INFORMATION

School Safety

At Pittsburgh Arlington PreK-8, the safety of students and staff is the top priority. Therefore, in an emergency, School Police or Pittsburgh City Police may recommend that the school be placed on a modified lockdown, full lockdown or evacuate to an alternative site. The procedures for these actions are listed below.

Modified Lockdown

A modified lockdown means that normal instructional activities continue as much as possible; however, there are no outside events or activities (including recess) or field trips, unless they are explicitly cleared by School Police. While in modified lockdown, entry to and exit from the school will be restricted to those individuals with a pre-existing appointment. A modified lockdown may be a precautionary measure called when there is a community issue that is external to the school and not directed at the school.

Full Lockdown

In the event of a full lockdown, all exterior doors and windows will be locked, and no one, aside from emergency/administrative crisis team personnel, will be permitted to enter or exit the school facility. During full lockdown, students will be kept safe in individual secured classrooms during the event and will not be permitted to go outside or attend outside activities or field trips. School Police or Administration will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when the City of Pittsburgh Police or School Police warn the school of a fugitive in the neighborhood or when a threat has been received by the school.

Evacuation

Evacuation may occur if a threat, fire or other event makes the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. The Pittsburgh Arlington PreK-8 evacuation site is The Arlington Teen Outreach Center located at 520 Arlington Boulevard, Pittsburgh, PA 15226. In an evacuation, attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. The following standard reunification plan will be implemented to assure all students are safely returned to their families. During a reunification, families are directed to complete the following:

- Bring a valid form of identification (ID).
- Follow signage and parking directions of the reunification location.
- Complete the provided reunification form.

- Choose the check-in line that corresponds to the student's grade.
- Provide school personnel at the check-in table with a valid form of photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieves and escorts student to you.

Only approved adults with valid photo identification will be allowed to pick-up students from the evacuation location.

Standard Response Protocol (SRP)

Communication with Families During an Emergency

If Pittsburgh Arlington PreK-8 is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Arlington PreK- 8 or at the District to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for the staff to quickly update parents, it is also important that the information that is sent is accurate. Please be aware that emergency situations are fluid and always changing, and information received from non-District sources, such as the news media and social media, may be inaccurate. Depending on the type of emergency, the District may also utilize its website, Facebook and Twitter accounts to provide timely information to families.
- Along with a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other appropriate information, such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh Arlington PreK-8 has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm, and do not attempt to come to the school. The staff understands that the first reaction of many families is to come to the school; however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may hinder the emergency response and jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If a student calls or texts during a school emergency, please encourage him/her/them to remain calm, and follow the directions of the teachers and staff.

Also encourage the student not to post information to social media sites, as it can lead to misinformation and confusion.

The District has strong partnerships with local law enforcement and will work collaboratively with the City of Pittsburgh Police to respond quickly to potential threats and always assure student and staff safety. Please contact the Main Office if you have any questions regarding these procedures.

Inclement Weather, School Closings and Two-Hour Delays

The District posts school closing and two-hour delay announcements on its website (www.pghschools.org). The following radio and television stations announce school closings or delays: KDKA Radio, KQV, BOB-FM, WPXI, WTAE, KDKA.

Students will not be permitted to go outside for recess when the temperature is below 32 degrees and/or the wind chill factor is below 32 degrees.

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.



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)