

Pittsburgh Allegheny K-5

810 Arch Street | Pittsburgh PA 15212 | Phone: 412.323.4100
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

welcome!

Dear Parents,

Welcome to Pittsburgh Allegheny K-5. Thank you for choosing Pittsburgh Allegheny K-5 for your child's elementary education. We know that you have chosen Pittsburgh Allegheny K-5 for our emphasis on model behavior, rigorous academic programs and high attendance expectations. We welcome you and your family to our community of learners.

This handbook has been prepared as a source of information which will help you understand the policies, regulations and services provided at Pittsburgh Allegheny. Please read and keep this handbook readily available throughout the year. It is our hope that this handbook will be helpful to you and that it will promote a clear understanding of the school's standards and services.

Close cooperation between the home and school is essential to promote the best interest of the child. Parents/guardians are encouraged to visit school and to attend scheduled meetings for parents and teachers. Mutual benefits occur where there is meaningful exchange of information between home and school.

Be assured we are going to do everything possible to make your child's time spent at Pittsburgh Allegheny K-5 both an enjoyable and educationally profitable experience.

Once again, welcome to Allegheny K-5, where every challenge is an opportunity.

Sincerely,

Viola Burgess, Principal

SCHOOL MOTTO

"Where every challenge is an opportunity."

OUR VISION

Excellence for All

ALMA MATER

We sing with one voice, one heart one mind
The past is behind us, right now is our time
As we look to the future, your lesson provides
The Northstar and Astro, to serve as our guides

Allegheny, our hearts are true to thee
Where every challenge is an opportunity
With glory and honor, we're called to be
Allegheny Traditional Academy

Though high or low the road may be
The path we follow is our destiny
Our education, we owe to thee
A. T. A. forever lovingly

Allegheny, our hearts are true to thee
Where every challenge is an opportunity
With glory and honor, we're called to be
Allegheny Traditional Academy
Allegheny Traditional Academy
Allegheny Traditional Academy

Written by our very own Mr. Stamerra

OUR MISSION

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well managed, and innovative. We will hold our selves accountable for preparing all children to achieve academic excellence and strength of character, so they have the opportunity to succeed in all aspects of life.

WHO WE ARE

Pittsburgh Allegheny K-5 is a magnet school located in the heart of the redevelopment of the North Side. We are in walking distance of many

North Shore attractions such as the National Aviary, Children's Museum, PNC Park, Heinz Field and Science Center. Pittsburgh Allegheny students may reside in any area of the city with preference given to families on the North/Central Area and to Pittsburgh Allegheny siblings.

Every student, parent and teacher signs the Pittsburgh Allegheny contract in which all commit to 'attend, achieve and adjust' in order to maintain magnet status. The students wear uniforms. Pittsburgh Allegheny K-5 provides a comprehensive curriculum emphasizing the standards in reading, math, science, social studies, art, music and physical education. Students who need additional support may attend the Early Bird Extended Learning Program or work with an OASIS tutor. Students may also receive Learning Support Services, Emotional Support Services and Speech/Language Services through the Program for Students with Exceptionalities.

ATA has been designated a Title I and Reading First School which are state and national efforts to help make every child a proficient reader. Pittsburgh Allegheny K-5 students have numerous opportunities in the creative and performing arts with community partners such as the Pittsburgh Public Theater, Pittsburgh Symphony, Artist in Residence, Gateway to the Arts and Saltworks. Each student learns to play the piano starting in kindergarten, and in grade three students may select to learn another musical instrument. Each student learns to swim starting in grade three in Physical Education. Students have opportunities for extra-curricular activities with Student Council, Safety Patrol, Boy Scouts, Student Banking and the Science Fair.

Parent Involvement is encouraged and parents have numerous opportunities to be involved through PSCC, PTO, Math/Literacy Workshops, Junior Achievement, Career Day, Family Swim Nights, Family Fun Nights and the Walk to Win Program. Pittsburgh Allegheny K-5 has met Annual Yearly Progress (AYP) with the No Child Left Behind Act in Reading, Math and Attendance.

SCHOOL PROCEDURES

Bell Schedule

Bell schedules were not available at the time these materials were printed. Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Attendance

Students can only learn if they are present and on time for school. It is the responsibility of the

parent or guardian to insure that his or her child is in school and on time. For more information, refer to the *Code of Student Conduct* included in your welcome packet.

Buses

Pittsburgh Allegheny K-5 serves families from every neighborhood of the city of Pittsburgh. We have more than 20 school buses to transport our students. Keeping our students safe is our primary concern. It is imperative that students behave appropriately and safely in and around buses at all times.

Students must remain seated and talk softly on the bus at all times. Windows may be opened only at the direction of the driver. Video cameras are randomly installed on school buses to ensure the safety for all. Students will be disciplined and may be removed from the bus for inappropriate and unsafe behavior. Parents are responsible to transport their child to and from school if the student is not permitted to ride the bus.

Our district contracts with numerous bus companies. Please keep the bus information sent to you each fall. You may contact the bus company directly regarding many of your concerns. You may also contact the Transportation Office at the Board of Education or Pittsburgh Allegheny K-5's Assistant Principal.

PM drop-off forms are available in the school office for those students who attend day care or after-school programs when school is dismissed. It takes approximately one week to process and you will be notified when the change will take place.

Students may not ride buses for which they are not assigned and parents are not permitted to ride the school bus. All changes in transportation for our students must be in writing.

Dismissal Procedures

Students riding buses #1 through #11 report to the cafeteria where they sit at a table with other students from the same bus and are supervised by a 'bus line teacher.' The students are then escorted as a group to the bus parked on the Commons by the teacher when the bus arrives.

Walkers, car riders, students attending after-school programs, and students riding buses # 12 through # 23 report to the auditorium where they are supervised by teachers and sit with other students in the like group.

Walkers and car riders are dismissed through the auditorium door to Arch Street. These bus students

are escorted to their bus as a group by the 'bus line teacher' when the bus arrives. Students attending after-school programs are dismissed to after-school program personnel.

Early Dismissals

A written parent request is required for an early dismissal. Normal medical and dental appointments should be scheduled for after school hours when possible. If it is absolutely necessary to excuse a student during school hours, parents are asked to do the following:

- Notify the child's teacher in writing, stating the reason for the early dismissal. The office will issue an early dismissal slip to the student.
- Report to the office to pick up the child at the designated time to sign him/her out. No student is permitted to wait outdoors for safety reasons.
- If someone, other than the parent/guardian, is picking the child up, the office must be informed ahead of time in writing. No child will be released to anyone other than a parent or legal guardian unless prior arrangements have been made in writing with administrative or clerical personnel.

If you arrive at the school early, wait for your child to be dismissed with his/her class. Please do not ask office staff to page your child for an early dismissal.

Inclement Weather

In the event of inclement weather, parents are asked to watch KDKA, WTAE or WPXI television. Please do not call the school for information on delays or closings.

Please be sure that your child knows what to do or where to go in the event that school needs to be dismissed early due to weather or emergency situations. It is imperative that we have current emergency information on file in our office for your child.

If there is a two-hour delay, all schools and buses will operate exactly two hours later than usual. For example, if there is a two hour delay and your child normally goes to the bus stop at 8:20 a.m. they will automatically go to their stop at 10:20 a.m. Classes for the Gifted Center and all field trips are cancelled on days there is a delay.

If classes are cancelled for the day, all after-school and evening activities are automatically cancelled for that day. They are not cancelled when schools are on the delayed schedule.

If there is an emergency due to inclement weather such as a severe snowstorm (during the school day) the following procedures will take effect:

- If students must remain at school past the end of the school day due to inclement weather, there will be adequate staff to supervise them.
- Students who walk to school will not be released unless the school is notified by the parent (via telephone or written note) to send them home. If possible, parents should come to get their child.
- Students who use transportation will remain until buses arrive. If buses and other carriers have not arrived by 5:30 p.m., the cafeteria manager and her staff will provide dinner in the cafeteria.
- While waiting, students will be engaged in a variety of activities such as homework, reading, games, television and movies to help contain the students.
- Remember that all students will remain at school until transportation is available to get them safely home.

Emergency School Closing/Dismissal

In the event of an emergency or crisis situation, it is important that a plan be in place for our students. We have reviewed our emergency plan and are providing parents with guidelines and procedures to expedite the safe and orderly release of students from school should that circumstance arise.

Safety is our number one concern. Pittsburgh Allegheny K-5 staff will all strive to remain calm and proceed with the normal school routine as much as is safely possible. District and superintendent directives to all schools are relayed by multi-communication modes during these situations including telephone calls, fax messages, visits to schools, etc. The administrators and staff will carry out the safety plan and procedures as given. Please work with us to keep all children safe and free from anxiety and fear as much as possible.

School may be the safest place for your child to be in some situations. However, should you choose to come to school to take your child home, please follow the following procedures for the safety and order of the entire school:

- Park at the meters on the Commons Street or Arch Street. Do not block cars or fire lanes in our parking areas.
- Enter the building from the Commons side of the building. (There is a buzzer on the front door.)

- Bring your driver's license or some other form of photo identification with you.
- A staff member will be at the front door. Please show them your ID and tell them whether you are there for an elementary or middle school student. They will direct you to the appropriate office. (1st floor – elementary, 3rd floor – middle)
- Go directly to the office. We ask that you do not go directly to any of our classrooms.
- Show your ID to the office staff and give the name and grade of your child. They will call them out of their class to the office.
- Sign your child out on the form provided including your name, child's name, relationship, date and time. If you are not the child's parent, please have either a note from the parent or be prepared to call the parent, so that we can verify the permission for the child's release into your custody.
- Please do not give information or details of the situation to other students. We would like them to feel as secure as possible as they remain in school without their own parents.
- After your child gathers their belongings, please exit the building as soon as possible to avoid congestion in our office, hallways and limited parking areas.
- Stay tuned to the radio and television stations for the latest updates, information, possible early dismissals or school closings.
- It is our hope that we will not need to utilize this plan. Thank you for your continued cooperation and support. We will do everything in our power to keep all students safe at all times.

Magnet Criteria

If accepted into the Pittsburgh Allegheny K-5 program, students must abide by the following magnet school criteria. Failure to do so may result in rescinding of the magnet program application.

All students are required to adhere to the magnet school criteria policy of maintaining a C or better in Reading and Math courses and maintain satisfactory status in both conduct and attendance. Failure to do so could result in the rescinding of the magnet application and the child may be returned to their home school.

A student at Pittsburgh Allegheny K-5 may be placed on probation after a grading period for one or more of the following reasons:

- One or more E and/or two or more D grades on the report card

- Receiving a D or less in Reading and/or Math
- Six or more absences within a grading period
- Receiving two or more N's in conduct, any suspension, and/or three or more detentions

School Dress Code

A modified dress code was selected by 80 percent of the parents during the 1992-1993 school year. This code is also effective for this school year.

Girls are permitted to wear only plain solid navy blue jumpers, skirts, slacks or walking shorts. Skirts and shorts must be at least knee length (apply the fingertip test). Plain solid white, light blue or navy blue blouses or shirts with collars or turtlenecks are required. Undergarments must be white or plain and not visible. Pittsburgh Allegheny polo shirts, sweatshirts and T-shirts may be worn as uniform. Girls may wear plain solid white or navy blue sweaters, vests or non-hooded fleeces. White or dark colored socks or tights may be worn with casual or dress shoes. Only sandals with backs or back straps may be worn.

Boys are only permitted to wear plain navy blue trousers, slacks or walking shorts. Shorts must be at least knee length (apply the fingertip test). Plain solid white, light blue or navy blue collared shirts or turtlenecks may be worn; Pittsburgh Allegheny polo shirts, sweatshirts and T-shirts may be worn as uniform. Undershirts and garments should not be seen and should be white. Boys may wear plain navy blue or white sweaters, vests or non-hooded fleeces. White or dark colored socks may be worn with casual or dress shoes. Only sandals with backs or back straps are permitted. Navy blue ties are also encouraged.

Note: Since all students conform to a uniform dress code, parents are strongly encouraged to label all children's clothing. This will assist in identification when items are lost or misplaced.

The dress code, created and adopted by parents, is an integral part of the Traditional Academy Agreement (contract). Students are expected to be clean and neat at all times. Failure to follow the code is a breach of the contract. The following list outlines the consequences for failure to conform to the dress code.

1. The homeroom teacher telephones the parent as a first warning.
2. A letter is sent home from the office as a second warning.
3. Students are given an out of school suspension.
4. Students are placed on "probation" and risk loss of magnet school status.

Cafeteria

All parents must complete the lunch application form regardless of income. This generates funds for our school.

Breakfast and lunch are served fresh daily at Pittsburgh Allegheny K-5. Costs for breakfast and lunch are based on parents' ability to pay. Lunch money will be collected once each week. A letter will be sent home at the beginning of each year regarding specific procedures. All inquires should be made to the cafeteria manager at 412.323.4128.

Eating breakfast at school is a privilege. A letter outlining cost and serving time will be sent home annually. Students may be excluded from breakfast for improper behavior or for loitering since law does not mandate a breakfast program. Walkers who are tardy will not be served breakfast. Bus riders who are tardy due to the bus will be served breakfast.

At Pittsburgh Allegheny K-5, we encourage proper eating habits for all of our students. Children who develop proper eating habits will carry these healthy habits into their adult lives. We are encouraging these habits in our own cafeteria. All students' lunches should be healthy regardless if they pack or purchase a lunch.

If you do pack your child's lunch, please do it as nutritionally rich as possible. We would like students to avoid consuming chips, candy, etc. as they are not a necessary part of a healthy diet. Nutrition plays a key role in your child's learning experience. Please help to create a healthy environment at Pittsburgh Allegheny K-5.

Auditorium Etiquette

Pittsburgh Allegheny K-5 is a Traditional Academy with an emphasis on the creative and performing arts, and we are very proud of our newly renovated Art Deco auditorium. We offer continuous cultural programming for our student body and our students put on outstanding performances. Proper audience etiquette is stressed at all times. Please turn off all cell phones, pagers and electronic devices and refrain from talking during the performances.

Please supervise and remove young children who are crying or disturbing the performance. Parents are asked to sit in the rear of the auditorium due to the assigned student seating arrangement. Those wishing to take photographs or video tapes may do so without disturbing the program or obscuring the view of another person in the audience.

Each class has an assigned section in the auditorium. Students sit with their class unless otherwise

instructed. Students must sit silently and give their attention to the speaker and/or performers. Children are to be respectful and responsive at all times.

Field Trips

A field trip permission form for walking to North Shore attractions will be signed each fall by parents and kept on file so that our students/teachers may take advantage of our excellent location near the Children's Museum, Aviary, and West Park, etc.

Field trips are not part of our regular curriculum. They are scheduled to enhance the educational program or to provide opportunities for out-of-school socialization. Attending field trips is a privilege, therefore, if a student's behavior is thought to be potentially disruptive; he/she will not be permitted to attend the trip. Signed parent permission slips must be submitted before any student leaves our building. Students must dress in uniform unless otherwise indicated.

Nurse and Dental Hygienist

A nurse practitioner is assigned to Pittsburgh Allegheny K-5 two days each week. A nurse is available through Health Services for emergencies on other days. The school nurse performs various mandated services such as physical exams and vision/hearing screenings. The nurse is certified to identify contagious school diseases and makes referrals for parental follow-up. The school nurse works closely with school personnel in cases of suspected neglect or abuse.

The dental hygienist evaluates the dental health of students. The hygienist also teaches dental health lessons to the students and advises parents on low cost or free dental treatment. The hygienist visits Pittsburgh Allegheny K-5 for approximately two weeks each school year.

Visitors

Guests, especially parents, are welcome to visit Pittsburgh Allegheny K-5. All visitors must first stop in the office to secure a visitor's pass before going elsewhere in the building. In this way, children's safety is protected by knowing who is in the building at all times.

It is required that parents call to schedule appointments for conferences with teachers. In order to minimize instructional disruptions, classroom observation is limited according to school board policy and must be first cleared through a school administrator. Unscheduled visits interfere with valuable class time and the professional development activities of the faculty.

Fire Drills

The purpose of fire drill is to establish procedures for evacuating the building quickly and safely in case of an emergency. The drills ensure proper pupil and adult reaction to emergency situations. Fire drills are conducted once a month. All students are directed to exit their classrooms immediately and to follow predetermined routes to the outdoors. It is absolutely essential that all children are silent, orderly and follow adult direction.

Textbooks

Students are held responsible for the textbooks assigned to them. They are expected to take care of all books and will have to pay for textbooks that they abuse. Because of the enormous expense of lost and damaged texts and limited funds to purchase new ones, students may not be permitted to take textbooks home. Homework assignments are made which do not require textbooks. If a parent desires a textbook, however, arrangements can be made with the principal.

Homework

Homework is a critical element of the educational process. In a Traditional Academy, emphasis is placed upon academic achievement and acquisition of basic skills. Therefore, homework is required and contributes to earned grades.

Homework provides many benefits to students and parents. It offers practice of skills, which is necessary for retention and mastery. It can enrich and supplement classroom experiences. It also provides parents with information about what is being taught in the classroom and the quality of their child's work. Besides the academic benefits, homework provides practice in budgeting time, meeting deadlines, and organizing materials.

Homework is usually assigned four nights a week. On the average, homework assignments are designed not to exceed a total of 20 minutes for grade one, 30 minutes for grade two, 45 minutes for grade three and 60 minutes for grades four and five.

SUPPORT SERVICES

Title I Program

Title I is a federal program to help students in our nation's schools. Schools in communities that meet certain income requirements can use Title I monies to benefit the entire student body. Federal funds provide for added educational services and programs. Title I staff assists students to achieve high standards. As a school-wide Title I project, our faculty is able to increase the amount of

instructional time provided after school hours through the extended learning program.

Developmental Advisor

The Developmental Advisor provides a comprehensive system of student services which includes academic, social and emotional development and career awareness by addressing barriers that impact the cognitive, physical, emotional and social well-being of students. Referrals are made by students, parents or staff when a student is experiencing poor school adjustment or fails to make expected academic progress. The Developmental Advisor helps to resolve problems and works closely with students, teachers and parents to motivate and develop maximum student potential.

Student Services Assistant

The Student Services Assistant serves as adjuncts to the counseling team. They perform a wide range of duties that include but are not limited to supervision students during Morning Community times, at lunch time and dismissal.

IST/SAP TEAM

The mission of Instructional Support Team/Student Assistance Team is to identify the learning needs of students who are experiencing difficulty and providing them with the type of academic, behavioral and /or social support needed to succeed in school. Parents are important members of the IST team.

School Psychologist

A certified school psychologist is a member of our Instructional Support Team and Multidisciplinary Team. The Psychologist conducts psycho-educational assessments of students who have been referred by the team for learning or behavior problems. The Psychologist also helps determine which students are eligible for the Gifted Program.

Speech and Language Specialist

The duties of the Speech and Language Specialist include screening, evaluation and diagnosing communication difficulties. Referral for a communication disorder may come from a parent, teacher, support staff, or outside agency. Following a referral, an evaluation is performed and a multi-disciplinary team meets to discuss the results of the evaluation. Placement is made based on the results of the evaluation and team recommendation.

Learning Support Services

Students in need of Learning Support Services must go through the state educational intervention

procedure prior to being placed in the program. Services may include inclusion with supportive services provided in the mainstream classroom or services in a resource classroom. Students in the inclusion model participate in the general education curriculum with modifications, adaptations and support from a paraprofessional. Students in the resource model receive their Reading/Language Arts and/or Math education on their instructional level in the resource classroom.

Emotional Support Services

Students from Pittsburgh Allegheny K-5 and our surrounding feeder pattern in need of emotional support in grades 3-5 may receive their education in a self-contained classroom at the school. The classroom has one special education teacher and an education assistant working together to meet each student's individual needs, personality and circumstance. Along with academic supports, each student has a behavior support plan to assist in promoting positive behaviors and appropriate social skills development.

Occupational, Physical, Visual & Hearing Therapy

Students in need of occupational, physical, visual or hearing therapy will be evaluated at the request of a parent with a prescription from the child's physician.

Gifted Education

Students in need of enrichment and acceleration may be evaluated for Gifted Support services. The student must meet the criteria set by Pennsylvania regulations for Gifted Education, Chapter 16.

SCHOOL PROGRAMS

Student Council

Pittsburgh Allegheny K-5 Student Council is an organization in which fourth and fifth grade students meet weekly to discuss various topics. The purpose of the Council is to provide students with a forum to express their opinions regarding their school experience while promoting school spirit. Each year, students are nominated by each homeroom teacher, based on behavior, academics, and leadership skills. Students who are interested in holding an office on the Council prepare an oral presentation which is delivered during an assembly. The intermediate student body votes on Student Council officers.

Safety Patrol

The Safety Patrol consists of selected students from the fourth and fifth grades. These students are chosen on the basis of teacher and administrator

rating in areas such as leadership, dependability and punctuality.

The responsibilities of the Safety Patrols are many and varied. Patrol members are assigned to posts in the halls, at doorways and outside in the morning and at dismissal to assist in reminding students to walk and to be safe. Some patrol members assist with line up procedures to ensure the safe and orderly movement of classes at lunch time. Other duties may include helping during auditorium programs and serving as ushers at various events. Safety Patrol members set high standards of excellence at all times for themselves or they will forfeit participation with this group of school leaders.

Music Programs

Musical productions occur in December and June. Each production is based on a teachable theme and involves every student in the school. Students gain skills in acting, dancing and singing. All staff members are involved as well. Each production is a highlight of the school year and is well attended by Pittsburgh Allegheny families.

Choral Ensemble

Pittsburgh Allegheny K-5 Choral Ensemble is a select treble choir comprised of fourth and fifth grade students. Auditions are held each September and rehearsals occur twice a week during the school day. Each year, the Ensemble performs at the school and in the community at the Pittsburgh International Airport, the Children's Festival and the Adjudication Festival.

Piano Keyboarding

All students in kindergarten through grade five receive piano keyboarding instruction as a part of their music education program.

Instrumental Music

Students in grades three through five have the opportunity to audition and subsequently play a musical instrument. Children who express a desire and show aptitude as determined by the instrumental music teacher must have signed parent permission to participate. Approval from the classroom teacher is also necessary. Any student who has his/her own instrument may automatically be in instrumental music classes. Available instruments include the violin, viola, clarinet, trumpet, trombone, cello and drums.

The students are assigned one to two instrumental music periods per week. It is imperative that each child practices at home and brings his/her instrument on the designated day for lessons. Students forgetting

their instruments more than three times, who do not practice, or who fail to attend performances will be dropped from the program. Parents must bear the cost of lost or damaged instruments.

Family Swim Night

Families can come and enjoy a night of swimming at Pittsburgh Allegheny. Parents and students are encouraged to come and exercise and play in the pool. Look for dates and times on the school calendar and parent letter.

Intramural After-school Swimming

There is a swimming program for fourth and fifth grade students after school in the fall and spring from 3:30 p.m. to 5 p.m. A parent permission slip will be sent home with the students with the dates for the program.

PARENTAL INVOLVEMENT

Parent School Community Council

Pittsburgh Allegheny K-5 has an active PSCC which is comprised of parents, school staff and community members. The Council meetings are held once a month after school hours and are approximately two hours in duration. The PSCC functions as an 'advisory' group to the school. Meetings are informational in nature or are working meetings to design programs, plans of action, etc. The meetings are always open to any interested party. We strongly encourage participation by all stakeholders.

Parent Teacher Organization

Parent involvement in our PTO is strongly encouraged. Pittsburgh Allegheny students are provided with many outstanding programs and activities as a result of our hard-working PTO. There are small as well as large tasks to perform as members, so all contributions are welcome regardless of the time that a parent's schedule permits.

Meetings are generally held once each month. For a current list of PTO officers and other important meeting and activity information, contact the school at 412.323.4100.

Parent/Teacher Conferences

Either a parent or teacher can initiate conferences. If a parent receives an Interim Progress Report and is not pleased with his or her child's performance or needs to convey vital information, he/she is encouraged to schedule a conference. If the teacher feels that a student is performing below ability, he/she will contact the home to schedule

an appointment. Working together, teachers and parents can determine the best ways to assist students so that they work to their maximum potential.

Junior Achievement Day

Parent volunteers teach five economic lessons in their child's classroom for a day. Training, materials and lesson plans are provided by Junior Achievement.

Career Day

Parents and other family members are invited to school in May to share information regarding their job, career or special interest or hobby with their child's classroom. Parents may stay all day or part of the day. Students and family members may share lunch together, compliments of the PTO.

Clearances

Act 33 and Act 34 Clearances are a must in order to volunteer to work with students in the school or to chaperone on field trips. See the main office for forms. Ask your child's teacher regarding volunteer needs in his/her classroom.

CODE OF STUDENT CONDUCT

The Traditional Academy adheres strictly to the District Code of Student Conduct. In addition:

1. Students are to show respect for all staff, other students, parents, other visitors and property through consistent demonstration of appropriate behavior and appropriate language.
2. Students will follow the directives of all adults in charge.
3. Students will comply with all areas of the Academy uniform dress code, unless otherwise instructed.
4. Students are to report promptly to their assigned areas when they arrive to school each day. For safety purposes, students must behave in a manner appropriate to school and the directions of the adults in charge.
5. Students will quietly visit their lockers three times each day (during homeroom, at lunch, and at dismissal) under teacher supervision.
6. Students will move from place to place on campus in a safe, orderly and courteous manner.
7. Students will sit in their assigned seats in

all classes and common areas unless otherwise excused by the adult in charge.

8. Students will remain in classrooms and assigned areas unless permitted or directed to go elsewhere (with a hall pass).
9. Students who are traveling throughout the building during class time will utilize a hall pass.
10. Students will utilize the lavatories during their transition time between classes. They will be excused from class for emergencies only.
11. Money is not to be brought to school except for lunch and approved school activities.
12. Eating is permitted at breakfast and lunch times (in the cafeteria) or during approved activities. Students are not permitted to bring candy, gum, beverages, or any other snacks to school.
13. Toys (including Walkman, Discman, yo-yo's, etc.), games, and other 'attractive nuisances' (example: Beanie Babies, etc.) are not to be brought to school except for pre-approved activities. Toy weapons are never permitted on the school campus.
14. Students are expected to obey all of the regulations of the Traditional Academy Code. They must also follow all teacher established classroom rules and procedures.

Allegheny Traditional Academy will provide a highly structured and organized educational environment so that all children can learn to their fullest potential. Students who disrupt the learning process for themselves or others will be disciplined. The disciplinary action will be based on the severity of the infraction, as well as how often these school disruptions are repeated.

For more information, please refer to the *Code of Student Conduct*.

End of Year Awards

Model Student Award

Rubric

Students who have exhibited model behavior throughout of the entire school year. In addition to NO office referrals, these students should have met the behavioral criteria in each classroom EVERY day including related arts, breakfast room and lunch/recess.

Most Improved Student:

1-2 Students – Academic/Behavior

Rubric

Students who have shown great growth (academic, behavior). Homeroom teachers should consult grades, citizenship or figures to determine recipients.

Gerwig Unselfish Award

Rubric

1 male, 1 female student, Grade 5 – Students who have consistently demonstrated unselfish acts, a go-getter attitude, and are willing to step in and assist at any time, also exhibiting model behavior throughout the entire school year.

community Resource Guide

Attending a Pittsburgh Public School has many advantages. In addition to the education and guidance that your child will receive while in school, there are also many resources available to you and your family. In coordination with 3 Rivers Connect, the Pittsburgh Public Schools created a general listing of services and activities city-wide that you may find helpful. The following page highlights organizations in three categories, including Family Resources, Children's Services and Cultural Organizations.

We hope that this guide will help you become more familiar with all of the opportunities available in Pittsburgh, and that you find activities that you and your family can use and enjoy as part of the Pittsburgh Public Schools' community.



**Pittsburgh
Public Schools**

EXCELLENCE
FOR ALL

FAMILY RESOURCES

Allegheny County Respite Care Coalition (ACRCC) 1.800.876.7607

ACRCC is a collaborative network of families, providers, community members and advocates who work to ensure the availability of quality respite care.
www.acrcc.org

Allegheny Family Network (AFN) 1.888.273.2361

Supports and partners with families raising children with emotional and mental health needs to improve their quality of life.
www.alleghenyfamilynetwork.cfsites.org

Carnegie Library of Pittsburgh 412.622.3114

The Carnegie Library has multiple branch locations offering special services such as job/career and educational centers.
www.clpgh.org

Child Care Information Services – CCIS of Allegheny County – City 412.255.1281 or 1.800.392.3131

CCIS serves as a primary resource to assist families with child care referrals, emergency childcare, subsidized care for qualifying families, and promotes quality child care by offering training in subjects such as early literacy.
www.dpw.state.pa.us/ServicesPrograms/ChildCareEarlyEd/003670483.htm

Children's Health Insurance Program – CHIP 1.800.986.KIDS

Pennsylvania's program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance.
www.chipcoverspakids.com

Humanservices.net

HS.net is a community resource directory of social services programs.
www.humanservices.net

The Mentoring Partnership of Southwestern Pennsylvania 412.281.2535

Helps mentoring programs by providing training, recruiting, quality assistance, and support to increase the number of mentors in the community.
www.mentoringpittsburgh.org

Parent Education & Advocacy Leadership (PEAL) Center 412.281.4404

The PEAL Center is an organization of parents of children with disabilities reaching out to assist other parents and professionals.
www.pealcenter.org

Pittsburgh Public Schools 412.622.7920 (Parent Hotline)

The Pittsburgh Public Schools believes in regular, two-way, meaningful communication connecting student academic learning and other school activities; to this end the Parent Hotline is one of a number of resources to assist parents and families in engagement.
www.pps.k12.pa.us

Southwestern PA Afterschool Resource Collaborative (SPARC) 412.392.1006

SPARC provides information about out of school time programs throughout Southwestern Pennsylvania.
www.SwpaAfterschool.org

United Way of Allegheny County 412.255.1155 (HelpLine)

United Way of Allegheny County provides information to families through their online resource Help Connections; agency funding, planning, and community problem solving for health and human services agencies operating within Allegheny County.
www.unitedwaypittsburgh.org

CHILDREN'S SERVICES

Achieva 412.995.5000

A world-renowned leader in the field of disabilities, known for its innovative programs, and dedication to children with disabilities and their families.
www.achieva.info

Alliance for Infants and Toddlers 412.885.6000

This program provides service coordination, screenings, assessments, family support services, and early intervention service coordination to families with children between the ages of birth to three years of age.
www.afit.org

Big Brothers Big Sisters of Greater Pittsburgh 412.363.6100 or 1.877.937.2447

Big Brothers Big Sisters increases the self-confidence of children and the probability that they will become fully integrated members of society, leading productive and rewarding lives through mentoring and enrichment programs.
www.bbbpittsburgh.org

Beverly Jewel Wall Lovelace (BJWL) - Family Resource Centers 412.363.1702

Family Resources offers many services to help parents and children improve their relationship along with youth enrichment activities at its centers.
www.familyresourcesofpa.org

Boys and Girls Clubs 412.782.5710

The BGC is a unique organization consisting of 8 Club facilities, a Charter H.S., Outlet Connection retail venture, Campfire USA, and extension programs. Our goal is to provide every child with the essential tools needed for a successful & bright future.
www.bgcwpa.org

Catholic Charities, Child Care Support Services 412.456.6985

Catholic Charities provides counseling, refugee resettlement, respite care, utility assistance, emergency relief, tangible assistance services and makes referrals for clients. In 2007 it expanded services by opening a Free Health Care Center.
www.ccpgh.org

Children's Institute 412.420.2400

The Children's Institute is a nonprofit pediatric rehabilitation facility which provides education services for children ages two to 21 with cognitive or physical disabilities with in-home services for children and families with special needs.
www.amazingkids.org

Girl Scouts – Trillium Council 412.566.2570 or 1.800.248.3355

The Girl Scouts inspires girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.
www.gswpa.org

Greater Pittsburgh Council Boy Scouts of America 412.325.7940

The Boy Scouts trains young people in citizenship, service, and physical fitness through the Cub Scouting, Boy Scouting, Venturing programs, & more.
www.gpc-bsa.org

Junior Achievement of Southwest PA Inc. 1.800.522.6957

JA's purpose is to educate and inspire young people to value free enterprise and understand business & economics to improve the quality of their lives.
www.pittsburgh.ja.org

Parental Stress Center 412.361.4800

The Parental Stress Center provides comprehensive services for abused and neglected children and their families.
www.pscfamily.net

Parks and Recreation 412.255.2539

Parks and Recreation offers a wide variety of recreational programs and facilities for use by the citizens of Pittsburgh.
www.city.pittsburgh.pa.us/parks/html/citiparks_events.html

Pittsburgh Toy Lending Library 412.682.4430

The Pittsburgh Toy Lending Library, a cooperative run by volunteers, is an indoor play-space for children, birth through kindergarten, and their caregivers.
www.pghtoys.com

Urban League of Greater Pittsburgh 412.227.4802

The Urban League is the largest social and educational service provider and advocacy agency devoted to empowering African Americans to enter the economic and social mainstream community in Pittsburgh through its diverse programs.
www.ulpgh.org

YMCA 412.227.6457

YMCAs serve America's children, families and communities by "building healthy spirit, mind and body for all."
www.ymcaofpittsburgh.org

YouthPlaces 412.434.0851

YouthPlaces promotes the positive cognitive, social, physical, emotional and moral development of youth by providing a safe place for them to engage in a range of activities.
www.youthplaces.org

YouthWorks Inc. 412.281.6629

YouthWorks builds a community solution to help young people whose potential might be overlooked to pursue employment and career development opportunities.
www.youthworksinc.org

YWCA Greater Pittsburgh 412.391.5100

YWCA works to improve our community by increasing the status of women, girls, families and advancing racial justice by tackling homelessness, childcare needs, unemployment, fair housing and civil rights issues.
www.ywcaphgh.org

CULTURAL ORGANIZATIONS

Carnegie Museums of Pittsburgh: Natural History & Art 412.622.3131; **Science Center** 412.237.3400; **Andy Warhol** 412.237.8300

Carnegie Museums of Pittsburgh has a fascinating history dating back 111 years. But the story of who they are today—a collection of four dynamic, distinctive museums, and the Pittsburgh region's home for great art and science exploration—is the real page turner.
www.carnegiemuseums.org

Children's Museum of Pittsburgh 412.322.5058

Children's Museum of Pittsburgh provides innovative museum experiences that inspire joy, creativity and curiosity.
www.pittsburghkids.org

Fort Pitt Museum 412.281.9284

Through exhibits and programs, the museum addresses the important role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh.
www.fortpittmuseum.com

The History Center 412.454.6000

The Senator John Heinz History Center is an affiliate of the Smithsonian Institution and the largest history museum in the state of Pennsylvania.
www.pghhistory.org

National Aviary 412.323.723

The National Aviary is America's only independent indoor nonprofit bird zoo. It is home to 600+ birds of more than 200 species.
www.aviary.org

Phipps Conservatory and Botanical Gardens 412.622.6914

Encounter the wonders of the natural world. Tour through the jewel-like Conservatory and visit exotic lands and ancient worlds with vivid colors, natural oddities, and surprises around every corner of the botanical gardens.
www.phipps.conservatory.org

Pittsburgh Zoo & PPG Aquarium 412.665.3640 or 1.800.474.4966

The Pittsburgh Zoo & PPG Aquarium is a 77-acre facility that is home to thousands of animals representing hundreds of diverse species. It is one of only six major zoo and aquarium combinations in the country.
www.pittsburghzoo.org