

# Pittsburgh McNaugher

2610 Maple Street | Pittsburgh, PA 15214 | Phone: 412.323.3115 | Fax: 412.323.3489  
Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

Dear Parents and Guardians,  
We look forward to welcoming your child back to school for the 2011-2012 school year.

We want to remind you that the Pittsburgh Board of Directors adopted a policy concerning Dress Codes and the Wearing of Uniforms on June 26, 1991. As you know, Pittsburgh McNaugher implemented a uniform dress code several years ago. We are confident that your child will be ready for the opening of school.

School opens this year before the Labor Day holiday weekend. The first day of school is Thursday, September 1, 2011 for all elementary, middle and high school students!

We want to remind you that you will receive information directly from the transportation company, First Student, regarding the pick-up and drop-off times for your child. The First Student dispatcher's telephone number is 412.322.4449.

We continue to be excited about the district's Excellence for All plan to improve academic achievement and the work we do at Pittsburgh McNaugher to support these initiatives. If you have any questions or need additional information, please do not hesitate to contact the school at 412.323.3115.

We appreciate your continuing cooperation and support and we are pleased to have you as an important member of the Pittsburgh McNaugher Team. We look forward to another great school year!

Sincerely,

**Jane Doncaster, Principal**

### Who We Are

Pittsburgh McNaugher is a full-time special education facility serving grades 3-12. All students have an Individualized Education Plan (IEP) which

drives the curriculum decisions for the students. Pittsburgh McNaugher adheres to the Pittsburgh Public School curriculum with adaptations according to the students' I.E.P.s.

Pittsburgh McNaugher is a highly structured school with a school-wide behavioral management system to support the positive behavioral support plans for each student. Pittsburgh McNaugher's staff is trained in therapeutic crisis interventions and has a behavioral health team comprised of a psychiatrist, psychologist, and masters' level therapist to complete evaluations, provide individual and group therapy and assist with case management issues. Pittsburgh McNaugher has two school-based probation officers to ensure maximum coordination and compliance with conditions of probation.

Our Vision : *Excellence For All*

Our Mission: The Pittsburgh Public Schools will be one of America's premier school districts. We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so they will have the opportunity to succeed in all aspects of life.

### SCHOOL PROCEDURES

#### Bell Schedule

Please visit our website at [www.pps.k12.pa.us](http://www.pps.k12.pa.us) or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Pittsburgh McNaugher is a fulltime special education program and students receive instruction from assigned staff all day. There is no unsupervised time between classes. Staff provides instruction regarding transitional needs according to the IEP and social skill interactions between classes.

## Schedule

Our Daily schedule consists of:

- English
- Math
- Reading
- Science
- Social Studies
- Physical Education / Health
- Related Arts classes:
  - Computer Literacy
  - Art
  - Music
  - Family and Consumer Science
  - Industrial Production

## Arrival and Dismissal Procedures

All students receive door-to-door transportation to and from Pittsburgh McNaugher.

- Students are greeted by staff assigned to each van and supervised as they exit the vans and enter the school.
- All students will exit their vans and enter the school through the main entrance.
- All students will be properly checked at the security/ metal detector station before proceeding to breakfast or to their homeroom.

## Tardy Procedure

If a student will be arriving to school by transportation other than his or her door-to-door van, his or her parent or guardian is asked to call the school (by 7:30). The student's name will be posted at the security desk where the student is required to sign-in upon arrival.

## Dismissal

- Students are dismissed by their staff when the announcement is made to "report to their vans" via the PA system.
- Students are dismissed by teams.
- All students are escorted from the school to their vans by their classroom staff.

## Early Dismissal

To receive an early dismissal, parents and guardians are asked to write a note for the school with the date, time, and reason for the early dismissal and include a daytime telephone number. Parents and guardians

are encouraged to make appointments for necessary services after school hours.

## School Dress Code

Pittsburgh McNaugher has a uniform dress code which governs the color, type and appropriateness of clothing for school.

Students may wear pants and/or appropriate length walking shorts in a khaki (tan/beige) or navy blue color. Girls may wear skirts, culottes/capris or jumpers in these colors. A belt must be worn with all pants and shirts must be tucked in at all times. Students may wear shirts / blouses that have a collar, such as a button-down oxford or polo style shirt. Full turtlenecks shirts are acceptable. They may be white, tan, light blue, or navy in color. Students may wear t-shirts under other shirts, but they must be in the appropriate uniform color. Plain sweatshirts and sweaters may be worn in the appropriate color.

Shoes may be tennis shoes (which are required for gym classes) or any other footwear suitable for school.

Coats and jackets may not be worn in classrooms.

The wearing of sunglasses, headgear, bandanas, etc. is not permitted.

Students are not permitted to have inappropriate writing or drawings on their clothing. This includes but is not limited to references to alcohol and/or drugs, inappropriate language, or inappropriate gestures. The following items are not permitted: hooded tops, belly shirts, tank tops, slippers and flip-flops. Baggy pants may be worn but students are not permitted to expose undergarments.

Students will be given opportunities to wear "dress down" clothes to school. This is a privilege that can be earned or awarded by administration. "Dress Down" days will be marked on the daily point sheets.

Any attire that disrupts the learning of others is not allowed; this includes "dress down" attire.

## When earning a Dress Down Day:

- Skirts and shorts must be appropriate length.
- Clothes must not have inappropriate writing or symbols on them.
- Clothes must cover undergarments and midriff at all times.

## **Specific School Rules**

McNaugher Education Center provides a safe and structured learning environment where students can obtain the optimal academic and social skills necessary to be successful in school and in life.

Students set and achieve goals with a plan to return and graduate from their home school. Along with academic goals, based on Individual Education Plans, our students focus on behavioral goals represented by the acronym TALID (staying on Task, staying in assigned Area, using appropriate Language, using appropriate Interactions and following Directions).

By building character and accepting responsibility for the decisions they make, our students are able to change their behavior and realize their goals.

The school-wide behavior management system, based on TALID, has a hierarchy of rules and privileges for students as they gain independent control of their behaviors. Each academic team (Intermediate, Middle School and High School), specify the rules, consequences and rewards that correspond with the behavior system and encompass the Individual Education Plans.

Pittsburgh McNaugher strives to maintain a safe and caring school environment for all students. The same Code of Student Conduct and Pittsburgh Public Schools policies are followed to ensure the environment is suitable for learning. We would like to highlight the following school policies:

### **Cell Phones**

Cell phones are not permitted at our school. We provide door-to-door transportation and there is not a viable need to have this electronic device at our school. If displayed during the school day, cell phones will be confiscated and the student may be subject to disciplinary action. For a first offence only, the cell phone will be returned to a parent or guardian following a conference at school. In all other cases, the item will be returned at the end of the school year.

### **Electronic Devices**

Radios, tape players, beepers, laser pointing devices and CD or MP3 players are not permitted in school. If displayed, the item will be confiscated and the student may be subject to disciplinary action. For the first offence only, the item will be returned to a parent or guardian following a conference at the school. In all other cases, the item will be returned at the end of the school year.

## **Valuables**

Please DO NOT bring expensive items (jewelry, clothing) or large amounts of money to school. Neither Pittsburgh McNaugher nor the Pittsburgh School District may be held responsible for the loss of valuable items.

## **Food and Drinks**

Food and drinks are not permitted in certain areas in the school building (library, gym, computer classes). No open bottle is allowed to be brought to school. No food or drink is allowed to be taken out of the cafeteria. Teaching and support staff may grant permission for a snack in their areas.

## **Visitors**

Persons who wish to visit the school for reasons other than parent conferences or Evaluation Team Meetings (IEP, RR), may do so by contacting the school and speaking to a counselor or administrator to arrange a date and time to meet.

Upon entering the school building, visitors must sign in at the main office and a counselor or administrator will be called to the main office to escort the visitor to the appropriate meeting location.

## **ACADEMICS**

Pittsburgh McNaugher Education Center is a program in the Pittsburgh Public Schools. As such we follow the curriculum guidelines set forth by the school district. In addition, each student has an Individualized Educational Program (I.E.P.) specifying where modifications are necessary for helping students to achieve at an acceptable level.

Our students are expected to attend school regularly. Guidelines for attendance are spelled out in the district's policy. To graduate, Pittsburgh McNaugher students must complete 26.5 course credit hours, in addition to completing and presenting a Graduation Project. The Graduation Project is generally completed in the student's senior year with the help of a coach. Upon graduation, Pittsburgh McNaugher students receive their diplomas from their home schools. If they choose, they may participate in the graduation ceremonies at their respective schools.

Pittsburgh McNaugher's school-wide Behavior Management System is based on the system of T.A.L.I.D.

Task—Students will be focused on classwork and complete assignments.

Area—Students will stay in their assigned seats and with assigned staff at all times.

Language—Students will use appropriate language at all times.

Interaction—Students will have positive and appropriate interaction with staff and peers.

Direction—Students will follow directions given by staff.

Homework is given Monday through Thursday and is indicated on the Daily Home Sheet.

## **PROGRAM OFFERINGS/SCHOOL DEPARTMENTS**

Pittsburgh McNaugher offers a safe and positive climate, a variety of electives, individual counseling, daily home progress reports, transition programs, vocational opportunities, a mentoring program, and a Conflict Resolution/Mediation Program.

Pittsburgh McNaugher is comprised of three schools within a school, as follows:

### **Intermediate School Team**

The team consists of students from 3rd to 7th grade. Presently, there are three classroom teachers and three educational assistants on the team. Students on the Intermediate Team are engaged in a positive reward program, individual counseling, mentoring, gym, swimming, art, music, behavioral contracts and a variety of field trips.

### **Middle School Team**

The Middle School team consists of 7th and 8th grade students, two classroom teachers and two educational assistants. The team also implements a positive behavior reward system. Middle school students have the opportunity to experience a rotating schedule. Class elective offerings include gym, swimming, music, art, cooking, woodshop, and computer literacy. There are educational field trips and reward field trips throughout the year.

### **High School Teams**

The High School is divided into two teams (A and B) of students from grades 9 through 12. The high school staff includes nine teachers and nine educational assistants. The high school also offers a life-skills oriented classroom. High school students receive transition planning, including a transition curriculum and experiences in the community, including field trips.

## **Related Arts/Electives**

Pittsburgh McNaugher offers related arts classes in art, music, Family and Consumer Science, Industrial Productions, computer literacy, and physical education.

## **Support Team**

All three academic teams receive services from two social workers, two crisis interventionists and a transition counselor.

## **High School Behavior Management Program**

As a way of teaching students practical and useful life skills, the High School Behavior Management System is based on a checking account. Students carry timesheets and earn Pittsburgh McNaugher 'dollars' throughout the day based on the T.A.L.I.D. System. Those dollars may then be spent in our school store or used to purchase special privileges (i.e. ordering lunch, spending extra time with a teacher). Students receive weekly checks which are deposited into accounts during math class.

## **Positive Education Plans and Individualized Behavior Plans**

Positive Education Plan (PEP) days, as well as Individualized Behavior Plans are given to students who require an alternative education and/or behavior plan. The plans are short-term and may last from one day to several weeks.

## **Social Skills**

Pittsburgh McNaugher has a school-wide social skills program system based on the work of Richard Lerner. The 5 C's is a model for social skills which build the capacity for students to develop in positive ways. The 5 C's are: Competence, Confidence, Character, Connection and Caring. Each academic team (Intermediate, Middle School and High School) incorporates the 5 C's into their social skills activities, which correspond with the behavior system and the student's Individual Education Plans. Students have the opportunity to practice social interactions through chess classes, assemblies and on field trips.

## **Athletic Programs**

Pittsburgh McNaugher enrolls students from all Pittsburgh Public Schools, grades 3-12. Eligible students may try out and play for sport teams at their home school, when appropriate. Pittsburgh McNaugher has a basketball team, the Pittsburgh McNaugher Mustangs, which is part of the Western Pennsylvania Scholastic Athletic League (WPSLA).

## **Extra-curricular Programs**

Pittsburgh McNaugher offers intramural opportunities for students in the fall, winter and spring seasons. These opportunities vary annually and are based on student interest.

## **After-school Programs**

Pittsburgh McNaugher does not offer traditional after-school programs. Basketball and other intramurals are held after school hours.

## **Contracts/Incentives**

Students can participate in written contracts to earn specific rewards such as extra periods in gym, music, art, computer literacy or industrial production. We also have monthly incentives that may include in-school or out of school activities. Students work with staff members to set personal goals, design the criteria for achieving the goals, and design a personalized reward for when the goal is met. Students and staff at Pittsburgh McNaugher get very creative when writing contracts. Some examples of contract rewards are going out to lunch, earning extra gym time, cooking with Family and Consumer Science, and receiving a special item from the school store. The goal of all contracts is to reach success and celebrate when success is achieved.

## **Mentoring/Tutoring**

Pittsburgh McNaugher staff mentor students throughout the school day. In addition, every teacher has a designated mentoring period to mentor students one-to-one. High school students also participate in peer tutoring with the Intermediate school students.

## **Field Trips/Extracurricular Activities**

Pittsburgh McNaugher provides various opportunities throughout the year for students to learn outside of the classroom. Field trips are extensions of the classroom and are planned by the academic teams, by grade level (intermediate, middle and high school). Teaching Teams collaborate and plan field trips to enrich learning and tie-in with the curriculum. These trips include educational trips to museums and plays as well as reward trips such as bowling and skiing. Past trips have included Simmons Farm, Carnegie Science Center, roller skating, movie theaters, neighborhood tours, Gateway Clipper Fleet, and Challenge by Choice.

## **Community Education Program**

In May of 2006, Pittsburgh McNaugher's Transition Team sought out resources to develop a program to assist students in learning skills necessary to become competitively employed. Program for Students with Exceptionalities (PSE) and Pittsburgh McNaugher Education Center staff collaborated to develop a partnership for a community based assessment and training program. The goal of the program is to train and teach students the skills necessary to maintain full or part-time employment.

## **PARENTAL INVOLVEMENT**

Pittsburgh McNaugher welcomes parents and guardians as a key member of the multi-disciplinary team. Parents and guardians attend the Individual Education Plan (IEP) team meetings and other periodic meetings to discuss student progress.

Pittsburgh McNaugher sends a Daily Progress Report home with every student, every day. This report outlines the student's performance, both academically and behaviorally each day. Homework assignments are included and staff adds personal notes. Students are expected to return the reports the following day with parent comments. Pittsburgh McNaugher staff make weekly (and sometimes more frequent) calls to the parents and guardians. These calls are for all kinds of reasons, including the positive achievements of students.

Parents and guardians are encouraged to be part of the Parent School Community Council, which meets monthly during the course of the school year to discuss programs, curriculum and other issues pertinent to the education of our students.

## **Communication**

Communication between parents and staff is essential to the success of our students. Parents are kept abreast of their child's progress through regular and ongoing contact. Teachers, educational assistants and support staff make phone calls home on at least a weekly basis to inform parents of the progress their child is making. Parents are also encouraged to call the school or schedule an appointment if they have any questions, concerns, or would simply like to meet with their child's staff.





