Superstars shining brightly together as thinkers, readers, writers, and problem solvers.
Welcome!

Pittsburgh Arsenal PreK-5 is a neighborhood school with a diverse population. We provide an academic environment that focuses on developing the whole child and supporting students in becoming problem solvers and the best version of themselves. We believe that every child can achieve excellence and it is our goal to provide students with the skills, knowledge, tools, and supports they need to excel in life.

We strive to be a caring school that emphasizes effort, creates hope, builds relationships, and collaborates effectively. We are committed to a culture of excellence by producing academic and social growth and achievement, where everyone is valued as a learner and leader, contributing to the global society.

As principal of Arsenal Pre K – 5, it is my pleasure to welcome everyone back for another wonderful year. We are excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. This year’s theme is “Superstars shining brightly together as thinkers, readers, writers and problem solvers” and we will work hard to establish a learning culture focused on continuous improvement so that students will demonstrate academic growth and achievement.

Our teachers utilize research-based best practices and frequently analyze academic data to determine current skill levels and set goals for growth and improvement. We believe that all students should leave Arsenal prepared for the demands of middle school, on track to receive the Pittsburgh Promise, and ready for college, career, and life.

Sincerely,

Dr. Ruthie Rea, Principal
## Staff List

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Teacher</th>
<th>Teacher's Email Address</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Erica Knipple</td>
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<td></td>
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<td>Amy Neal- Autistic Support</td>
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<td></td>
<td>Briana Barbarino- Math</td>
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<td></td>
<td>Schuyler Pratkanis- Speech</td>
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<tr>
<td>PSE Paraprofessional</td>
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<td>ELA Coach</td>
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<tr>
<td>ESL Teachers</td>
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<td></td>
<td>Demi Stonick- K-1</td>
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</tr>
</tbody>
</table>
District Vision
All students will graduate high school, college, career and life-ready prepared to complete a two- or four-year college degree or workforce certification.

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

School Vision
We are committed to a culture of excellence at Arsenal PreK-5 by producing academic and social growth and achievement, where everyone is valued as a learner and leader, contributing to the global society.

School Mission
This school year, Arsenal PreK-5 will be a caring and high performing school by creating the conditions that engage all students, teachers, parents, and community members in positive learning experiences that are innovative, differentiated, culturally relevant and rigorous.

<table>
<thead>
<tr>
<th>ESL Paraprofessional</th>
<th>Jared Tabita- Math 1-5</th>
<th><a href="mailto:jtabita1@pghschools.org">jtabita1@pghschools.org</a></th>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<th>Related Academic Teachers</th>
<th>Edward Ashi- P.E.</th>
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<tbody>
<tr>
<td></td>
<td>Ann Lewis- Art</td>
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<td></td>
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<td>Nyomin Buhler - Music</td>
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<td>Elizabeth Peel- Library</td>
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<thead>
<tr>
<th>Instrumental Music</th>
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<tr>
<th>School Counselor</th>
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<tr>
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<tr>
<td>Community in Schools Site Manager</td>
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</tr>
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<table>
<thead>
<tr>
<th>Principal SDSS</th>
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<tr>
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<tr>
<th>Secretary</th>
<th>Shalay Sturdivant</th>
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</tr>
</thead>
</table>
School Procedures

Bell Schedule
The school day for Pre-kindergarten students starts at 9:15 am and ends at 3:15 pm. Pre-K students should be dropped off and picked up on 39th Street or at the lower patio outside of B2 and B6. The school day for kindergarten through fifth grade students begins at 9:10 a.m. and ends at 3:55 p.m. Please visit our website at wwwpps.k12.pa.us or contact our Parent Hotline at 412-529-4357 (HELP) for the bell schedule. Students will be dismissed at 12:30 pm on half days.

![Arsenal PreK-5 Bell Schedule 2022 – 2023]

**SCHOOL THEME**  Superstars shining brightly together as thinkers, readers, writers, and problem solvers.

<table>
<thead>
<tr>
<th>Period</th>
<th>Length of Period</th>
<th>Total Time</th>
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<tbody>
<tr>
<td>Bus Drop-off</td>
<td>9:00 am</td>
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<tr>
<td>Student Breakfast</td>
<td>8:50 - 9:05 am</td>
<td>15 minutes</td>
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<tr>
<td>Homeroom</td>
<td>9:05– 9:10 am</td>
<td>5 minutes</td>
</tr>
<tr>
<td>1</td>
<td>9:10– 9:54 am</td>
<td>44 minutes</td>
</tr>
<tr>
<td>2</td>
<td>9:54 – 10:38 am</td>
<td>44 minutes</td>
</tr>
<tr>
<td>3</td>
<td>10:38 – 11:22 am</td>
<td>44 minutes</td>
</tr>
<tr>
<td>4</td>
<td>11:22 – 12:07 pm</td>
<td>45 minutes</td>
</tr>
<tr>
<td>5</td>
<td>12:07 – 12:52 pm</td>
<td>45 minutes</td>
</tr>
<tr>
<td>6</td>
<td>12:52 – 1:37 pm</td>
<td>45 minutes</td>
</tr>
<tr>
<td>7</td>
<td>1:37 - 2:21 pm</td>
<td>44 minutes</td>
</tr>
<tr>
<td>8</td>
<td>2:21 – 3:05 pm</td>
<td>44 minutes</td>
</tr>
<tr>
<td>9</td>
<td>3:05 – 3:49 pm</td>
<td>44 minutes</td>
</tr>
<tr>
<td>Transition</td>
<td>3:49 – 3:55 pm</td>
<td>6 minutes</td>
</tr>
<tr>
<td>Student Dismissal</td>
<td>3:55 pm</td>
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Attendance
Class attendance and participation in classroom activities are the basic underlying components of a student’s academic work and are necessary for the accomplishment of curriculum objectives.

Pennsylvania State Law requires an explanation from a parent/ guardian or physician each time a child is absent from school.

Attendance Policy and Guidelines

What Is A Legal Excuse?
- Illness (absences beyond 10 total days requires an excuse from a doctor).
- Weather emergency, impassable roads.
- Religious holidays recognized by the Board of Education
- Bereavement - temporarily excused for family members death.
- Health care (doctor’s note medical/behavioral health)
- Principal approved reasons for absence from school
- Involuntary exclusion (i.e., suspension from school, court summons)

*It is the responsibility of the STUDENT to make up all school work missed during his/her absence.

When your child is absent from school it is important that you write a note that includes the following information:
- Your child’s name and homeroom teacher
- The date the note is written
- The date (s) that your child was absent
- The reason for the absence (please be specific)
- Your signature and a phone number where you can be reached

Truancy and School Attendance in Pennsylvania
In Pennsylvania, all children of “compulsory school age” - i.e., children between the ages of six (6) and eighteen (18) - must attend school.

Once your child has three (3) or more unexcused absences in the current school year—meaning your child is “truant”—your child’s school must send you written notice explaining that your child is truant. The school must send this notice within ten (10) days of your child’s third unexcused absence.

Once your child becomes habitually truant, the school must take certain actions depending on whether your child is under fifteen (15) or is fifteen (15) or older. These actions include:
- Referrals to a community based or school-based attendance improvement program
- A truancy citation filed with the local Magisterial District Courts
- A referral to the county Children, Youth and Family Services (CYF) agency

POSSIBLE CONSEQUENCES FROM THE MAGISTERIAL DISTRICT COURTS
- A fine: You may be fined up to $300 for the first offense, up to $500 for the second offense, and up to $750 for the third and any subsequent offenses
- Community service
- Completion of a course or program designed to improve school attendance
- Jail for up to 3 days if you:
  o Fail to comply with a lawful sentence ordered by the judge
  o Had the ability to comply with the penalty imposed
  o Willfully failed to comply with the sentence
We would like your cooperation in the following areas:

- Do not permit absences, which includes tardies and early dismissals, from school unless it is absolutely necessary (personal illness or serious family emergency). Legal absences include illness, bereavement/death in family, weather emergency (impassable roads or quarantine), religious holidays, hospitalization, and principal-approved reasons for absence from school or class.
- Know the attendance policy and make school attendance a priority.
- Help your child maintain daily routines such as finishing homework and getting proper rest.
- Keep communication line open with school.
- Send one of the excuse forms, completed, to school with your child upon his/her return. If absence notes are not received within three days, these absences will remain unexcused.
- Make every effort to see that your child is at the bus stop or in school on time. A student is late after 9:10 a.m.
- Written requests are required for early dismissals. Early dismissals cannot occur after 3:00 p.m.
- If you drive your child to school, please do not drop them off any earlier than 8:50 a.m. Supervision will not be provided prior to this time.
- All excuses based on parents’ traveling or work obligations must be submitted to the office for approval from principal prior to the trip. This will allow the staff to organize all missing work.

We feel that our working together will result in continuous education, which is important for your child.

If you have any question or concerns, contact your child’s teacher or the School Counselor at 412-529-5796.

Cancellation of School
Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Parents must have arrangements made for delays, early dismissals, and school closings. There will be no afterschool programming on days that school is delayed or cancelled.

This is just a reminder to families to listen to KDKA for information regarding school closings and delays. In the event that a two-hour delay is announced, students should not arrive to school before 10:50 a.m. Buses will run on a two-hour delay. Breakfast will not be served if there is a school delay and students will have an abbreviated school schedule.

Arrival Procedures
Students should not arrive before 8:50 a.m. There is no supervision for students who arrive before this time. Students participating in the supervised breakfast program should arrive at 8:50 a.m. All students must use the lower entrance on 39th Street.

Tardy
Students are considered tardy if they enter the building after the bell rings at 9:10 a.m. At that point, all students are to report to the main office and receive an admission slip to give to their teacher.
Students will be asked the reason for being tardy.

**Early Dismissals**
Parents are to write a note for any student that is being dismissed at a time earlier than the dismissal time of 3:00 p.m. All parents are to come to the main entrance, ring the buzzer and inform the office staff of the early dismissal. Parents or guardians will be asked to sign their child out of school when the child is brought to them. Students will not be dismissed early after 3:00 p.m. due to the need for communication with their teacher and because school ends at 3:55 pm.

**Dismissal Procedures**
Dismissal begins at 3:45 p.m. All students are expected to be picked up by 4:00 p.m. Students will be dismissed from their assigned bus location and the teacher assigned will take attendance and make sure that all of the students are present. The students will be escorted to their bus on 39th Street. Walkers will be supervised and released to their parent/guardian waiting directly outside the gates near the courtyard on 39th Street and Butler Street.

Parents are not permitted to take students off the buses once they have been placed on the school bus and are asked to report to the main office to obtain a student from the school buses. Students who walk home or are picked up will be dismissed from the corner of Butler and 39th Street. Any changes in dismissal procedure, with the exception of emergencies, should be made prior to 3:00 p.m. A note should be written and given to your child’s homeroom teacher.

**Classroom Visitation**
Pittsburgh Arsenal PreK-5 students are not permitted to enter a classroom without permission from an adult, preferably the teacher in that room. Parents wishing to visit with a teacher are asked to contact the principal and teacher to schedule a mutually agreed upon time to meet with the teacher, at least 24 hours prior to the scheduled visit. This will allow for the staff to have materials and student information prepared to address any parent concerns. During any visitation to the school, parents must sign in and receive a “Visitor” badge to be worn during their visit. Any visitation that occurs more than 20 minutes, such as classroom volunteering, requires ACT 33/151 clearances submission to the school office.

**Security**
To ensure the safety of our students and staff, the main doors of the building are locked each day. There is a call button and speaker on the wall near the door to communicate with office personnel. Please indicate your name and the purpose for you visit. Office personnel or school security will meet you at the main entrance.

When exiting any of our doors, please make sure they close and lock behind you. While these procedures may cause an inconvenience, the added measure of security for the children and staff is worth the effort.

**Medical/Dental Examinations/Screenings**
Medical and dental examinations should be completed by the family physician or dentist and turned in to the school. Physical examinations are required for entry into kindergarten, by all new students from out of state, and by students transferring from other Pennsylvania school systems unless an adequate health record is available.
Dental exams are required for entry into kindergarten, third and seventh grades, by all new students from out of state, and by students transferring from other Pennsylvania school systems unless an adequate health record is available. Parents are invited to be present for any examinations at school. The school nurse completes vision screening on all students every year. Hearing screening using an audiometer is completed on students in kindergarten, second, third, and seventh grades by the school nurse.

**Medication**

Any student who needs to take medicine during school hours for any reason must follow this procedure:

- Parents must complete the Request for Medication form and submit the completed form to the school nurse.
- Parents must obtain a written prescription from their physician to be directed to the school nurse.
- The prescription must include the student’s name, diagnosis, kind of medicine, and the time and amount of medication to be given.
- Medication will be locked in a safe place in the Nurse’s office.
- Medication must be brought to school in the original container labeled by the pharmacy.
- Non-prescription (over the counter) medication should not be sent to school without a written prescription from the doctor. Parents may come and personally administer medications that they wish their child to have during the school day.
- Prescriptions are to be updated each school year.
- The school nurse will give all medication.

**Visitors**

The safety and security of the children at Pittsburgh Arsenal PreK-5 is critical. Please follow the measures below to ensure every child’s safety:

- All school doors will be secured each morning and remain secured all day.

- During school hours, you must enter and leave through the main entrance on 39th Street.

- To enter the school, press the button to the side of the entrance door. This is connected to the main office, and you will be asked to identify yourself.

- School personnel will greet you at the door and take you to the main office.

- Visitors are required to sign in and receive a visitor’s pass. Upon leaving, return the pass to the office and sign out.

- Volunteers must sign-in/out and wear their volunteer badge.

**Field Trip Guidelines**

Permission forms for field trips for the present school year are signed and kept on file at the school. All parents will be notified prior to each trip. The teachers planning the trip will contact
the number of volunteers required to serve as chaperones. All chaperones must have clearances to attend student field trips.

**Behavior Management Plan**

As in all Pittsburgh Public Schools, it is especially important to maintain a positive and safe learning environment for students, both instructionally and behaviorally. In order to achieve these important goals, students must have clear expectations and rules. This information has been developed to help parents and students understand their instructional and behavioral expectations during their tenure at Pittsburgh Arsenal PreK-5. The students and staff began using restorative practices along with our school wide PBIS (Positive Behavior Intervention Support Plan) seven years ago. This year will continue implementing our PBIS plan and infuse social emotional learning lessons weekly during intervention periods.

**Policy 102 – Non-Discrimination in School and Classroom Practices**

Board Policy 102 states in part:
The Board declares that it is the policy of the district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.
The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the district.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: [https://www.pghschools.org/nondiscrimination-policy](https://www.pghschools.org/nondiscrimination-policy)

**Title IX Procedures**

For information about our Title IX procedures, please visit: [https://www.pghschools.org/titleIX](https://www.pghschools.org/titleIX)

**Instructional Practices**

The Arsenal PreK-5 Staff will use effective instructional practices with the students. Effective strategies used are below:

- Differentiated Instruction
- Small Group Instruction
- Student Discussions
- MTSS (Multi-tiered System of Supports)
- Writing in all content areas
- 25 Book Initiative
• Technology Integration

We will also use the PA Common Core State Standards in English Language Arts and Math to make certain all of our students are able to learn at high levels and achieve the standards established by the state of Pennsylvania for all students.

Multi-tiered Systems of Support is a framework that helps educators provide academic and behavioral strategies for students with various needs. In PPS, we provide behavioral and academic interventions and supports for all students based on need. MTSS takes a proactive approach to identifying students with academic or behavioral needs. Early assessment and intervention for students can help them catch up with their peers sooner. The key components of MTSS include:

- Universal screening of all students early in the school year
- Tiers of interventions that can be amplified in response to levels of need
- Ongoing data collection and continual assessment
- Schoolwide approach to expectations and supports
- Parent involvement

Title I
Title I is a federally funded program designed to academically intervene with children struggling in the reading and mathematics program. Additional funds and supports are provided to our school and students. Funds are allocated for staff salaries and the family and community engagement coordinator stipend, parent engagement activities, instructional materials, and books.

Arsenal All-Star Behavior Management System
It is important to maintain a positive and safe learning environment for students. In order to accomplish a positive learning atmosphere, students are expected to demonstrate positive behavior. Each day, students have the opportunity to earn 10 points and those points are entered into a platform for monitoring and tracking points titled, PBIS Rewards. Students have the opportunity to participate in the weekly and monthly incentive activities within their classroom or school wide. They will be able to redeem the points earned to participate in activities and purchase items in the Star Store.

School Rules & Expectations:

Be Respectful
- Show self-control
- Follow all directions the first time
- Use kind words and actions

Be Responsible
- Wear school uniform daily
- Use school materials wisely
- Put things where they belong
Be Safe
• Walk at all times
• Keep hands, feet, and objects to myself
• Stay in assigned space at all time

School Dress Code
• Tops- Navy, light blue, or light yellow, collared blouses, and/or shirts
• Bottoms- Navy blue or Khaki dress pants (cords or twill), skirts, slacks, and/or jumpers. Note: Shorts will be permitted during the months of September, October, May, and June or when the weather indicates it.
• Shirts and blouses can be either short-or-long sleeved (sleeveless shirts are not permitted)
• Belts are encouraged
• Closed toe shoes are recommended
• Socks should be worn

The following are not permitted:
• Jeans
• Shorts that are not knee length
• Sandals, rubber thongs, flip-flops, bedroom slippers, or wheelies
• Hats, coats, scarves, or bandannas (outside wear) to be worn inside during the school day
• Midriff tops
• Exposed underwear
• Loose tank tops, halters, underwear T-shirts, or any revealing tops
• No clothing pictures, words, or graphics

Cell Phones
At Pittsburgh Arsenal PreK-5, we want our students focused on learning each and every day. It is important for students to be free from distractions while learning in class and moving throughout the building for lunch, recess, or other activities. Every day, all students will be required to turn in all electronic devices as they enter the building.

This includes all cell phones and any other electronic communication and/or musical devices. The security and staff will oversee the secure containment of all electronic devices during the school day. These items will be kept in the safe locked located in the main office.

Below are the steps that will be followed each day to secure all electronic devices:
• Upon entering the building, all electronic devices will be taken and placed in a secured compartment.
• At the conclusion of the school day during dismissal, all electronic devices will be returned to the student.
• In the case of a scheduled early dismissal, students will be able to receive their devices at the office.
Once in the building, any student found in violation of this procedure will be asked to surrender his/her device and must return to school with a parent in order to have his/her electronic device returned.

We are implementing this procedure in order to ensure the overall instructional climate and to have safe learning community. This procedure reduces classroom distractions during instruction and allows all students to be fully engaged in class. We are asking for total cooperation from all families in order to achieve 100% compliance from the students.

**English as a Second Language (ESL) Program**

It is the policy of Pittsburgh Public Schools to provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain academic standards and achieve academic success.

English as a Second Language (ESL) has been a part of the Pittsburgh Public Schools (PPS) since 1982 and is offered in grades kindergarten through 12. Over 70 countries have been represented by ESL students in Pittsburgh Public Schools. As a result of the PPS program and individual student effort, ESL students are well prepared for college or other post-high school endeavors.

The ESL program provides total English immersion for students, who receive one to three ESL classes daily, depending on their English proficiency level. ESL students are provided with the support needed to effectively adjust to American culture through an individualized, student-centered learning environment. ESL students are enabled to participate fully in general education classes as quickly as possible, and in extracurricular activities.

**Homework**

Homework is important and will be assigned Monday through Thursday of each week. It is an extension of the learning that takes place in school. Homework provides an opportunity for students to practice skills and strategies being learned at school and can provide opportunities for independent study, research, and creative thinking. Homework is most often assigned in math, language arts, science, and social studies. Parents can help their children by arranging a quiet, comfortable place for students to work and check their child’s work before it is returned to school. Recommended nightly study time at home for grades 1, 2, and 3 is 20-30 minutes. Students in grades 4 and 5 study up to one hour nightly. Any questions or concerns about homework should first be addressed to the teacher who created the assignment.

**School Programs**

To enhance the instructional program at Pittsburgh Arsenal PreK-5, we have a variety of activities and programs that are available to students. Programs include:
Chorus
Chorus is available to students in fourth and fifth grade. Students convene once per week to work with our music teacher. The chorus performs in our school concerts and in special programs within the community.

Instrumental Music
Instrumental music is available to fourth and fifth grade students. Students are pulled from their regular classes one period every six days to attend class. Students will perform twice per year during school concerts or programs.

African Drumming
Drumming is available to students in second through fifth grade. Students work with the general music teacher to learn the art of African drumming.

Student Envoys
Students in 3rd-5th grade are selected by their teachers and peers to serve as an envoy. Student envoys are leaders within their classes and in the school that provide feedback to the principal, lead school-wide student initiatives, and participate in leadership development activities throughout the school year. Activities they engage in include leading daily announcements, speaking at community time, providing ideas for field trips, and visiting classrooms to teach efficacy principles and school expectations.

Extended Day Program organized and operated by Neighborhood Learning Alliance and Bloomfield-Garfield Corporation
An extended instructional day program is offered for two hours Monday through Friday. The program runs from September through June. Students in kindergarten through 5th grade will be issued invitations to join the program based on academic needs.

Scout reach Program (Cub Scouts)
Scouting addresses many of the social concerns of parents and youth in our community, by emphasizing ethics and moral values. Scouting prepares youth to become leaders, accept responsibility, and care about principles and causes beyond their self-interest. This program is for students in 1st-5th grade.

Girls on the Run
Fourth and fifth grade girls meet twice a week in small teams. The girls are taught life skills through dynamic, interactive lessons and running games. The 24-lesson curriculum is taught by certified Girls on the Run coaches and includes three parts: understanding ourselves, valuing relationships and teamwork and understanding how we connect with and shape the world at large.

Strong Women, Strong Girls
Third through fifth grade girls engage in group-based mentoring that uses the study of contemporary women role models, mentoring relationships between college-aged women and girls in grades 3-5, and activities focused on skill-building, to help enhance the lives of at-risk girls. Through building positive self-esteem and skills for life-long success, Strong Women, Strong Girls is working to strengthen the futures of all women and girls involved in the program.
**Parental and Family Engagement**

**Family Nights**
A quarterly family night occurs for the students, parents, and community members. These activities provide the parents with an evening to engage, meet other parents, learn in a fun way, and engage in experiences with their children. A theme is planned for the families and community.

**Calendars**
A monthly calendar is issued to each student detailing special school events, club meetings, field trips, after-school programs, and other items of interest to the students and their families. Calendars are distributed the last Wednesday of every month for the upcoming month.

**Parent Communication**
Pittsburgh Arsenal PreK-5 staff share upcoming events and other relevant information that parents need to know through Talking Points, Facebook, PBIS Rewards, Class Dojo, and through the Wednesday folders. Students are given a communication folder for homework and school notices. These folders are sent home every Wednesday with correspondence from the school.

**Conferences**
Conference sign-up letters will be sent home the last week in September for Parent/Teacher conferences that occur every October. Parents are encouraged to arrange conferences at any time during the school year by contacting the teacher or school secretary.

There are opportunities for parents to serve on or participate within the school. Please consider joining

- Parent School Community Council (PSCC)
- School Volunteers
- Pre-Kindergarten Policy Council

**Community Partners**

- Carnegie Library
- Mercy Behavioral Health (School-based Therapy)
- UPMC St. Margaret Health Partnership
- UPMC PATHS Preventive Educational Program
- Reading is Fundamental
- Neighborhood Learning Alliance
- Lawrenceville United
- UPMC Children’s Hospital
- University of Pittsburgh Office of Child Development
- Bloomfield/Garfield Corporation
- Communities in Schools
Emergencies
At Pittsburgh Arsenal, we have developed a crisis plan to address potential emergencies that could occur which require immediate action on the part of the school personnel. We work to ensure the safety of all students during fires, significant injury or illness, or unpredictable hazards (i.e., boiler explosions, breaks in water pipes, heating malfunction in cold weather, hazardous material incidents (solids, liquids, or gas), utility emergencies, or natural disasters).

Fires
In the event of an actual fire or a serious emergency, students are evacuated from the building. The following procedures are followed:

Teachers lead children from the building as practiced in the monthly fire drills. If necessary, children will be led to St. Augustine’s Church. Once all students have been accounted for, we will walk down 39th Street to Butler Street, make a left, and walk 2 blocks to 37th Street. Once at 37th Street, we will make a right and head to 225 37th Street (St. Augustine’s Church). Once there, the principal will assess the situation. Children may be kept temporarily in the church until a further decision is made. Children will remain until all danger has passed or until parents pick them up.

Fire Alarm Procedures
• Sound the fire alarm by pulling any alarm signal. Make yourself familiar with their locations. The Pittsburgh Fire Department will automatically be called by our fire alarm system.

• The school secretary, or other office personnel, notifies the superintendent’s office-412.529.3600

• Custodial staff and teachers are trained in the use of fire extinguishers to fight small fires. However, the staff will not neglect to sound the fire alarm. Fire extinguishers are also located in various locations in the building.

Children should be psychologically prepared for any emergency. They will be taught that drills for fires are serious. Fire drills are held once a month. At times, drills are announced in advance during very wintry weather when the students must wear coats. Proper exits and exit paths are shown and posted in classrooms. A drill may very well occur when homeroom children are in places other than their own room, i.e., lunchroom, change of classes, etc.

Fire Drills
• The fire signal is the pulsing sound and light on each floor.
• Upon hearing the signal, teachers have children stand and proceed, in an orderly fashion, out of the room.
• If possible, without endangering safety, teachers bring their roll books or roll card.
• The teacher leads the line.
• The last one out of the room closes the door. No one is to be sent back to the room to do this or to close the windows.
• No one stops for his/her coat unless directed to do so by way of the PA.
• The teacher leads the class to the appointed place outside the building.
• There is no talking during a drill.
• At times danger may not be from the fire, but from smoke, which is lethal. Smoke and/or other
gases may suffocate personnel remaining in a burning building.

- Teachers make sure all pupils are accounted for in all drills by calling roll.

Severe Injury or Illness
In case of severe injury or illness, the immediate concern is to help injured or sick students. After identification of injury or illness, the following procedures are used as guidelines:

- Immediately contact the principal, secretary, responsible teacher, or school nurse. In the unlikely event that none of these staff members is available, the assigned teacher on duty in the lunchroom or on the playground immediately attempts to contact the parent or legal guardian. Emergency forms are kept in the school office.
- Based on the determination of the school nurse or principal, the injured student may be taken to the hospital in one of the following ways:
  - Parent – The parent comes to school and transports the injured in his/her car
  - Ambulance Service – Person in charge at the time notifies the Pittsburgh EMS (ambulance) by calling 9-1-1.
- If the student is being transported to hospital via ambulance and parents are not available to go with student, the nurse, principal, or responsible teacher accompanies student and meets parent at the hospital.
- In cases of severe injury, call the superintendent’s office, 412.529.3600, and notify him/her of the type of injury, seriousness, and status of the situation.
- The school nurse fills out an accident report form for all injuries.

School Crisis Plan
We have a school crisis plan that details the following procedures for staff.

<table>
<thead>
<tr>
<th>Emergency</th>
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<tbody>
<tr>
<td>Bomb Threat</td>
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<tr>
<td>Active shooter</td>
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<tr>
<td>Weather</td>
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<tr>
<td>Missing Child</td>
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<td>Utility Failure</td>
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<td>Lockdown</td>
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<tr>
<td>Medical Emergency</td>
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<tr>
<td>Pandemic</td>
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<tr>
<td>Bus Accident</td>
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</table>

In the event of a school intruder, the following procedures are to be used as guidelines:
• Notify Dr. Rea or office. School police will be notified or police 9-1-1, if necessary. The safety of students and staff are the #1 priority.
• Staff have been trained in ALICE procedures and will engage with the procedures based on the information known. ALICE procedures include
  o Alert: all staff are authorized to announce
  o Lockdown: Students and staff barricade in a particular space within the school
  o Inform: Staff will be informed as information is received using various communication methods (Remind app, school wide intercom system, text messages
  o Counter: Interrupt the skill set of the school intruder
  o Evacuate: Get away from danger, if possible, by leaving the school.

Community Resource Guide
Family Resources

Alliance for Community Respite Care - 1(888) 954-2424
A collaborative network of families, providers, community members and advocates who work to ensure the availability of quality respite care.
www.classcommunity.org/how-we-help/alliance-community-respite-care

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) 261-2273 or 1(800) 392-3131. CCIS serves as a primary resource to assist families with childcare referrals, emergency childcare, subsidized care for qualifying families, and promotes quality childcare by offering training in subjects such as early literacy.
http://www.dhs.state.pa.us/findfacilsandlocs/childcareinformationservices/

Children’s Health Insurance Program - CHIP - 1(800) 986-5437
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

Family Resources - (412) 363-1702
Family Resources offers services to help parents and children improve their relationship along with youth enrichment activities at its centers.
www.familyresourcesofpa.org

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) 529-4357 (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 resource to assist parents and families in engagement.
www.pps.k12.pa.us

Right to Education Task Force – (412) 529-2300
The Local Task Force provides opportunities for parents, guardians, and community members to ask questions about special education services as well as address concerns that affect students with disabilities in the Pittsburgh Public School District.
Program for Students with Exceptionalities PSE/Oliver
2323 Brighton Rd.
Pittsburgh, Pa. 15212
ltf2pgh@gmail.com
http://on.fb.me/1vtwvYK

United Way ofAllegheny County - 211 (HelpLine), (412) 261-6010
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
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.bbbspittsburgh.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) 456-6999
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) 471-2927
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.** – (412) 208-4747
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.
https://www.juniorachievement.org/web/ja-westernpa

**Parks and Recreation** - (412) 255-2539
Parks and Recreation offers a wide variety of recreational programs and facilities for use by Pittsburgh citizens.
http://pittsburghpa.gov/citiparks/

**Pittsburgh Toy Lending Library** - (412) 682-4430
The Pittsburgh Toy Lending Library, a cooperative run by volunteers, is an indoor play-space for children, pre-kindergarten, and their caregivers.
www.pghtoys.org

**Cultural Organizations**
**The August Wilson Center** - (412) 258-2700
The August Wilson Center for African American Culture is a not-for-profit organization that presents performing, visual and education programs that celebrate the contributions of African Americans within the region and the impact of cultural expression from Africa to the African Diaspora.
https://culturaldistrict.org/venues/august-wilson-center


**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](http://www.pittsburghkids.org)

**Fort Pitt Museum** - (412) 281-9284
Through exhibits and programs, the museum also addresses the significant role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh. [http://www.heinzhistorycenter.org/fort-pitt/](http://www.heinzhistorycenter.org/fort-pitt/)

**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.heinzhistorycenter.org](http://www.heinzhistorycenter.org)

**Manchester Craftsmen’s Guild** - (412) 322-1773
Manchester Craftsmen's Guild is a multi-discipline, minority directed, center for arts and learning that employs the visual and performing arts to foster a sense of accomplishment and hope in the urban community. [www.mcgyouthandarts.org](http://www.mcgyouthandarts.org)

**National Aviary** - (412) 323-7235
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](http://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](http://www.phipps.conservatory.org)

**Pittsburgh Zoo & PPG Aquarium** - (412) 665-3640
The Pittsburgh Zoo & PPG 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](http://www.pittsburghzoo.org)