



Pittsburgh Allderdice Student Planner – 2023-2024

Dear Pittsburgh Allderdice High School Families and Students:

On behalf of the staff, we would like to extend a warm welcome to returning students and their families, and to those who are new to Pittsburgh Allderdice High School. We look forward to meeting families during the year!

Pittsburgh Allderdice High School has a reputation for delivering quality education to its students. Student learning is its cornerstone with an outstanding staff of dedicated professionals committed to teaching and striving for academic excellence. Parents and staff have high expectations for students' education – to become the most dependable, innovative, courteous, and engaged Dragons that they can be!

We are committed to the goal that Pittsburgh Allderdice High School will continue to provide an outstanding education in a safe, caring, and personalized environment where students are focused on academic achievement, have the necessary supports to be successful, and have the opportunity to be involved in extra-curricular activities of the highest quality.

Families are a valued and key factor in student success and school success. We hope you will continue to provide opportunities for our students to enable all to learn and succeed. If we work together as partners, Pittsburgh Allderdice students will improve in learning, become better citizens, and build stronger communities. Please contact the school if you have any questions or issues of concern. It is very important to us that the lines of communication between all members of our learning community be open and available. A weekly update is generated each week and is available to parents to subscribe to on the Pittsburgh Allderdice website (www.tinyurl.com/allderdiceupdates). Please sign up for this bulletin to receive weekly updates, news and reminders. There is important information for all Allderdice community members in each week's bulletin.

To students, we are looking forward to getting to know you. We do hope that you find this school to be an enjoyable learning place. We encourage you to become involved in as many school activities as possible. Don't sit back and watch, but rather get out and participate in the rich and varied co-curricular activities available to you at Pittsburgh Allderdice High School. These activities will immeasurably add to your personal development, enrich your days at the school, and further prepare you for future endeavors.

**KNOW SOMETHING. DO SOMETHING.
BE SOMETHING.**



Expect great things.



Pittsburgh Allderdice will always give you its very best and we expect in return only the very best effort from you. Your high school years should be ones in which you grow intellectually, mature socially, and in general, prepare yourself for life-long learning and active participating in future communities. Take pride in yourself, in your accomplishment, in our school, and in our community. Make this your best year ever!

As the Pittsburgh Allderdice Motto states:

**Know Something.
Do Something.
Be Something.**

Sincerely,
Pittsburgh Allderdice Administration

PITTSBURGH ALLDERDICE HIGH SCHOOL

Opened in 1927

MISSION STATEMENT

Pittsburgh Allderdice High School, a large and diverse school representing a variety of communities, provides an environment where all students can achieve academic excellence and excel in all aspects of life. The school promotes the relationship between and among students and caring adults, and believes that this is paramount to the social, emotional and academic success of all students. In a safe and welcoming environment, all students will be challenged to reach high academic standards, becoming lifelong learners, and contributing members of their current and future communities.

We Believe That:

- Diversity is a strength of the school
- Each student can learn at high levels
- Education begins with a safe and healthy learning environment where all students feel a sense of belonging
- All students have a right to challenging classes that facilitate critical thinking skills and foster creativity
- The school promotes continued personal development for all students, recognizing their individual gifts
- An effective curriculum promotes understanding and appreciation of diverse people and cultural backgrounds
- Engaged, motivated students will apply what they have learned to their own lives
- Students pride in self, school and community will strengthen the Allderdice community
- All students are accountable for their own behavior and academic achievement
- Student participation in extra-curricular activities is an important component of a well-rounded education
- All students can graduate with 21st century skills and be Promise-Ready
- Teachers have a profound impact on student development and should have ample training, support and resources
- All staff members strive to serve all students
- Improvement in education is guided by consistent and effective leadership
- Engaged families are an essential part of the educational process
- A commitment from the entire community is necessary to build a culture that encourages student achievement

SCHOOL COLORS Green and White

SCHOOL MASCOT Dragon

SCHOOL MOTTO Know Something
Do Something
Be Something

PRINCIPAL Dr. James McCoy

ALMA MATER:

To Allderdice a song of joy we raise
Her trifold creed in word and deed we praise;
She stands on high to guide us through the days
Our loyalty we pledge to her always!
In quest of knowledge may she be our guide
To serve her well be this our aim and pride
She leads us on as comrades side by side
To that fair goal where truth and love abide

KNOW SOMETHING. DO SOMETHING. BE SOMETHING.

To make this motto a reality we believe...

- that every member of the Pittsburgh Allderdice community will be challenged to achieve high standards;
- that mutual respect and a commitment to a responsibility are essential ingredients for success; and
- that every student can make a successful transition from school to a productive future.

Pittsburgh Allderdice High School
2409 Shady Avenue
Pittsburgh, Pennsylvania 15217
Phone: 412-529-4800
FAX: 412-422-4803
Website: <https://www.pghschools.org/allderdice>

The information contained in this handbook is as current as possible. However, some changes may occur after this is initially received by students.

Pittsburgh Alderdice Contact List 2023-2024

Administration	Grade Level	Phone Number	e-mail
James McCoy	Principal	412-529-4800	jmccoy1@pghschools.org
Casey Plouffe	Vice Principal 9	412-529-4830	cplouffe1@pghschools.org
Danielle Michalski	Vice Principal 10	412-529-4831	dmichalski1@pghschools.org
Katie George	Vice Principal 11	412-529-4806	kgeorge1@pghschools.org
Clifford Perkins	Vice Principal 12	412-529-4850	cperkins1@pghschools.org
Student Services	Grade Level	Phone Number	e-mail
Dana Hecht	9-12 A-E	412-529-4834	dhecht1@pghschools.org
Tica Harris	9-12 F-K	412-529-4812	tharris1@pghschools.org
Heather Meyers	9-12 L-R	412-529-4813	hmeyers1@pghschools.org
Lyndsey Van Luik	9-12 S-Z	412-529-4890	lvanduik1@pghschools.org
Courtney Stonestreet	PSE 9,10	412-529-4836	cstonestreet1@pghschools.org
Maggie Ionadi	PSE 11,12	412-529-4832	mionadi1@pghschools.org
Debbie Genter	Social Worker A-K	412-529-4884	dgenter1@pghschools.org
Leanne Wilson	Social Worker L-Z	412-529-4880	Lwilson4@pghschools.org
Kristie Yalch	Nurse	412-529-4875	kyalch1@pghschools.org
Lauren Compel	Nurse	412-529-4876	lcompel1@pghschools.org
Judy Rogalsky	Teen Parent Advocate	412-529-4835	jrogalsky1@pghschools.org
Tamara Garnett	Student Services Asst.	412-529-4846	tgarnett1@pghschools.org
Paula McCommons UPMC-WBH	Behavioral Liaison	412-529-4874	pmccommons1@pghschools.org
Debbie Stewart	Drug & Alcohol Prevention	412-529-4874	dstewart1@pghschools.org
Elaine Khalil-Khoury	Student Data Specialist	412-529-4838	ekhalilkhouri1@pghschools.org
Naomi Wilson	Student Data Specialist	412-529-4801	nwilson1@pghschools.org
Support Services	Position	Phone Number	e-mail
Cheryl Snelsire	Secretary	412-529-4800	csnelsire2@pghschools.org
Christine Sullivan	Cafeteria Manager	412-529-4855	csullivan1@pghschools.org
Jahn Grimm	Custodian	412-529-4820	jgrimm2@pghschools.org
9th Grade Gifted Facilitators	Assignment by Grade	Phone Number	e-mail
Mariah Monroe	9 th Grade	412-529-7015	mmonroe1@pghschools.org
Jen Mazzocco	9 th Grade	412-529-8540	jmazzocco1@pghschools.org
Helen Monroe	9 th Grade	412-529-7065	hmonroe1@pghschools.org
Jen Felton	9 th Grade	412-529- 8293	jfelton1@pghschools.org
10th Grade Gifted Facilitators	Assignment by Grade	Phone Number	e-mail
Janelle Price, Coordinator*	10 th Grade	412-529-7528	jprice1@pghschools.org
Heather Meyers	10 th Grade	412-529-4813	hmeyers1@pghschools.org
Sara Herrmann	10 th Grade	412-529-8845	sherrmann1@pghschools.org
11th Grade Gifted Facilitators	Assignment by Grade	Phone Number	e-mail
Michael Carey	11 th Grade	412-529-7443	mcarey1@pghschools.org

Troy Taylor	11 th Grade	412-529-4800	ttaylor1@pghschools.org
12th Grade Gifted Facilitators	Assignment by Grade	Phone Number	e-mail
Melissa Donnelly	12 th Grade	412-529-8570	mdonnelly1@pghschools.org
Sarah Mueller	12 th Grade	412-529-8546	smueller1@pghschools.org
Steve Meddings	12 th Grade	412-529-8531	smeddings1@pghschools.org
Cortney Fischer	12 th Grade	412-529-4800	cfischer2@pghschools.org
CAS Coordinator			
Janelle Price	9-12 th Grades	412-529-7528	jprice1@pghschools.org
Athletic Directors	Season	Phone Number	e-mail
Jerry Haslett	Winter and Spring	412-529-4851	jhaslett1@pghschools.org
Richard O'Brien	Fall	412-529-4851	robrien1@pghschools.org
Fall Sports	Coach	Phone Number	e-mail
Crew (Boys/Girls)	Emma Schauf	n/a	allderdicecrewcoach@gmail.com
Co-Ed Cross Country	Ed Flynn	412-370-1762	flynned@verizon.net
Football	Jerry Haslett	412-529-4851	jhaslett1@pghschools.org
Golf	Jay Slosky	412-529-6933	jslosky1@pghschools.org
Soccer Boys (interim)	David Thyberg	412-528-4800	dthyberg1@pghschools.org
Soccer Girls	Jeff Dugan	412-519-8910	jdugan1@pghschools.org
Tennis (Girls)	Keith Goldman	412-529-4881	kgoldman1@pghschools.org
Volleyball (Girls)	Tricia Kampert	412-529-4800	tkampert1@pghschools.org
Field Hockey (Girls)	Wendy Kramer	412-529-3458	wkramer1@pghschools.org
Winter Sports	Coach	Phone Number	e-mail
Basketball Boys	Devin Crummie	412-583-7513	cgrummie1@pghschools.org
Basketball Girls	Ellen Guillard	412-427-1435	egulliard1@pghschools.org
Ice Hockey (Co-Ed)	Dana Deresh	n/a	d.deresh@comcast.net
Swimming Boys	Karina Scheuering	412-529-4881	kscheuering1@pghschools.org
Swimming Girls	Travis Scheuering	412-529-5854	tscheuering1@pghschools.org
Co-Ed Wrestling	Rudy Nesbitt	412-537-8362	rnesbitt1@pghschools.org
Spring Sports	Coach	Phone Number	e-mail
Baseball	Brad Hoffer	412-529- 4801	Bhoffer1@pghschools.org
Co-Ed Crew	Emma Schauf	n/a	allderdicecrewcoach@pghschools.org
Lacrosse (Girls)	Wendy Kramer	412-529-3458	wkramer1@pghschools.org
Lacrosse (Boys)	Josh Cohen	443-831-9029	jcohen2@pghschools.org
Softball	Eric Harvey	412-245-6683	eharvey1@pghschools.org
Tennis (Boys)	Keith Goldman	412-529-4800	kgoldman1@pghschools.org
Track Boys	Ed Flynn	412-370-1762	flynned@verizon.net
Volleyball	Rich O'Brien	412-529-7131	robrien1@pghschools.org

Calendar

FIRST SEMESTER BEGINS:

Teachers - August 22, 2023

Students – August 28, 2023

SECOND SEMESTER BEGINS:

January 29, 2024

LAST DAY OF SCHOOL

June 12, 2024

NO SCHOOL AND EARLY DISMISSAL DAYS FOR STUDENTS

*PD – professional development

September 4th Labor Day
September 25th Yom Kippur
September 29th PD Early Dismissal/Half Day
October 27th PD Early Dismissal/Half Day
November 7th Election Day
November 10th Veterans Day
November 17th PD Early Dismissal/Half Day
November 23rd-27th Thanksgiving Break
December 15th PD Early Dismissal/Half Day
December 25th-January 2nd Winter Break

January 15th Martin Luther King Jr Day
January 25th-26th End of Semester Clerical and PD
February 2nd PD Early Dismissal/Half Day
February 16th PD Early Dismissal/Half Day
March 1st PD Early Dismissal/Half Day
March 15th PD Early Dismissal/Half Day
March 25th-29th Spring Break
April 10th Eid al-Fitr
April 23rd Election Day
May 27th Memorial Day

REPORT CARDS

Distributed quarterly. The first three report cards are given to the students. The final report is mailed to the student's home. Report card dates are:

1 st Report Period:	8/28/23 –11/1 /23	Report Card Distribution-- 11/15/23
2 nd Report Period:	11/2/23 –1/24/24	Report Card Distribution-- 2/7/24
3 rd Report Period:	1/29/24 –4/5/24	Report Card Distribution-- 4/19/24
4 th Report Period:	4/8/24 –6/12/24	Report Card Distribution-- 6/24/24

More information can be found in the district Grading and Reporting of Student Progress policy [HERE](#) and the district Report Cards policy [HERE](#).

Allerdice Bell Schedule

2023-2024

Regular Bell Schedule

Student Entry	7:10 – 7:40
Time Slot 1 - HR	7:40 – 7:55
Time Slot 2	8:00 – 8:40
Time Slot 3	8:45 – 9:25
Time Slot 4	9:30 – 10:10
Time Slot 5	10:15 – 10:55
Time Slot 6	11:00 – 11:40
Time Slot 7	11:45 – 12:25
Time Slot 8	12:30 – 1:10
Time Slot 9	1:15 – 1:55
Time Slot 10	2:00 – 2:40

ATTENDANCE INFORMATION

ARRIVAL TO SCHOOL AND VISITOR INFORMATION

The building will open at 7:10 a.m. Walkers are encouraged to arrive before 7:20 a.m. Students are expected to remain on the first floor until 7:25 a.m. Homeroom begins at 7:40 a.m. In compliance with the district's School Safety Plan, all students and visitors must enter through the metal detectors. All visitors must register at the main entrance. Please note that students should be on time each day. Homeroom attendance is required each day to calculate Promise Readiness. Arriving late or not reporting to homeroom will affect your Promise Readiness. Arriving on time to school and class is an important factor to school engagement and success. Repeated unexcused absences or their equivalent, including unexcused tardy minutes, constitute truancy as defined in this guide. Schools will provide interventions and support for class and school tardies before assigning disciplinary consequences. Additional information related to attendance can be found in the district Student Attendance policy [HERE](#).

Excessive tardiness will result in intervention by: teacher, counselor, social worker and administration, when necessary.

Remember: Items such as Swiss army knives, penknives, aerosol sprays (e.g. mace, pepper spray, etc.) razor blades or any other object that can be deemed as a weapon are strictly prohibited. Violation of this rule will result in disciplinary action. Students are responsible for any items that they bring into the building. Students should make sure to always check their bags before entering school. More information related to weapons (406) can be found in the Student Code of Conduct [HERE](#).

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time. There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment. Principals will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request.

More information related to the district's Visitor Policy can be found [HERE](#).

EARLY DISMISSALS FROM SCHOOL

We understand that there are times when requesting an early dismissal for your student is unavoidable. However, we do ask that these early dismissals occur only when it is necessary. We all need to be committed to keeping our kids in the classroom all day, every day as consistently as possible. Please keep in mind that all students/families must provide a request for an early dismissal in writing to the office stating the nature of the dismissal before the student is allowed to leave the building. This should be sent into the office before 12:00 PM. In your communication, please make sure to also include the best number to reach you to confirm this early dismissal request. These early dismissal requests should be emailed to allderdiceHS@pghschools.org OR a paper copy can be turned into the main office. More information related to student attendance can be found in the PPS Student Attendance policy [HERE](#).

ATTENDANCE

We realize that it will be necessary for students to be absent on occasion when a student is prevented from attendance for certain reasons (illness, health care, bereavement, religious holidays, school activities). It has

been proven, however, that students who attend school regularly achieve more than those who do not. Class attendance and participation are imperative for academic achievement and necessary for the accomplishment of curricular objectives. Therefore, it is the policy of the school district that all students be in attendance unless absent for an approved reason.

Excuses should be emailed to allderdiceHS@pghschools.org the day after an absence. Another option is to turn in a paper copy to the main office. If a student does not bring in an absent note from a parent or guardian after three days following the absence, the absence is then considered unexcused. Unexcused absences violate the Pennsylvania school compulsory attendance laws and can lead to a citation being filed with the local magistrate.

It is important to note that the Pittsburgh Promise uses attendance as one of several criteria when determining eligibility for scholarships. Suspensions and unexcused absences shall count against a student when determining eligibility for the Promise. All excused absences are not counted against a student in determining eligibility for the Pittsburgh Promise. More information related to student attendance can be found in the PPS Student Attendance policy [HERE](#).

DEFINITIONS REGARDING ABSENCES

- **Absence:** non-attendance in school in an individual class, the entire school day or a combination of both. Absence includes tardiness to class and/or school as well as early dismissals.
- **Excused Absence:** includes the absence of a student for any of the following reasons:
 - Illness or other urgent reasons - Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent's written note will excuse a student's absence. A maximum of ten (10) days of cumulative absences verified by parental notification may be permitted during a school year for illness reasons. All absences beyond ten (10) cumulative days require an excuse from a physician.
 - Health Care - A student may be excused during school hours to obtain non-school professional health care, including emergency care, hospitalization and/ or quarantine. Documentation from the treating licensed health care professional shall be obtained and provided to the school.
 - Bereavement - A student may be temporarily excused from school for bereavement and/or to attend the funeral of a family member. All such excusals must be reported to and approved by the School Principal or principal's designee.
 - Religious Holidays and Religious Instruction - A student shall be excused from school for absences occasioned by the observance of the student's religion recognized by the Board of Education as a religious holiday.
 - Weather Emergency - A student may be excused from school for weather emergencies, impassable roads and school transportation issues. The school principal or principal's designee determines whether a student's absence will be excused for these reasons.
 - Involuntary Exclusions - A student who is lawfully absent from school or class due to involuntary exclusion shall be excused. An involuntary exclusion includes suspensions (in-school and out of school), temporary alternative placements and incarceration or home-detention.
 - School-Approved Activities - A student absent from class or school due to participation in a school, principal or teacher approved activity, including, but not limited to field trips, service learning, assemblies, support groups, counseling, mentoring, or tutoring shall be lawfully excused.
 - Other Principal-Approved Excusals - A School Principal or Principal's designee may excuse a student from attendance for lawful reasons. Administrator– Approved Excusals are: educational vacations,

college visitation, counseling or support groups, or social service agency appointments including, but not limited to Children, Youth and Families. **Approved absences exceeding five days that are not medical, legal or religious will be subject to only five days of excused absences. The remaining days will be marked unexcused.** To make a request for an approved absence, the student/family should request a "Request for Approved Absence" form from the school. This form should be completed at least one week before the first requested day of absence. Based on the PA state code, these days will count towards the 10 acceptable parent excuses per school year.

STUDENTS ARE ONLY ABLE TO MISS THEIR FINAL SEMESTER EXAMS WITH AN EXCUSE THAT IS MEDICAL, RELIGIOUS, OR COURT-RELATED. FAMILIES SHOULD NOT SCHEDULE VACATIONS DURING FINAL EXAMS. There is more information on this later in this handbook.

- **Unexcused/Illegal Absence:** All absences that are not excused pursuant to this policy will be considered unexcused. If a student is under age 17, then an absence that is not excused pursuant to this policy will be considered unlawful and unexcused. Tardiness that results in a student missing class without a written lawful excuse will be considered an unexcused and/or unlawful absence. Parents/guardians shall submit written explanations for excused absences within three (3) calendar days of the absence. If the school does not receive a written explanation within three (3) calendar days of any absence, the absence will be permanently counted as unexcused and/or unlawful. Early dismissal requests should be emailed to allderdiceHS@pghschools.org or turned in on paper to the main office.

STUDENTS LEAVING THE BUILDING

Students are not permitted off the school campus during the school day. Students who leave the campus without an appropriate early dismissal will be disciplined in accordance with the School Discipline Code. Additionally, if a student assists another student in entering the building through any door except the main entrance, this is a serious infraction and disciplinary consequences would result. More information related to unauthorized presence (209) can be found in the Student Code of Conduct [HERE](#).

FOOD AND BEVERAGE

Open beverages will not be permitted past the metal detectors. Sealed beverages will only be consumed during students' lunch period. Water bottles must be empty and filled at ingress or later in the day.

Students are not permitted to order food from outside and or have food delivered to the school (Uber Eats, Doordash etc.)

- All food will be confiscated.
- Parents can bring lunch, but must be consumed at their assigned lunch period.

TRANSPORTATION

School buses are provided for students who live two miles or more from the school. PRT bus passes are provided to some communities outside of our feeder pattern. Students board the buses on Tilbury Street or Forward Avenue. These assignments are provided at the start of the school year.

Activity buses are provided after school. The bus departure times change each season. Please contact the activities director for the most updated schedule.

ACADEMIC INFORMATION

ENROLLMENT, TRANSFERS AND WITHDRAWALS

Transfers and withdrawals are handled through the student services department. Please contact the student data systems specialist (SDSS). For enrollment purposes, immunization records, two proofs of residency, birth certificate, most recent report card and achievement test scores must be provided.

More information related to enrollment can be found in the PPS Enrollment in District policy [HERE](#) and the PPS Student Records policy [HERE](#).

GRADUATION CREDIT AND COURSE REQUIREMENTS

The PPS Board recognizes its responsibility to adopt the graduation requirements students must achieve in accordance with state regulations. The Board shall award a regular high school diploma to every student enrolled in the School District who meets the requirements of graduation established by the Board and set forth in this policy that can be found [HERE](#).

Guidelines - The Board hereby establishes minimum requirements for graduation from the District, as outlined in the Graduation Requirements policy [HERE](#). Each student shall complete the course credit requirements, the student portfolio requirements set forth in this policy or meet the requirements of their Individualized Education Program (IEP) to meet the minimum requirements for graduation. IEPs should include the graduation requirements set forth by this policy to the maximum extent the requirements are appropriate.

Course Credit Requirements – Students currently are required to graduate with 26.5 credits. Beginning with the graduating class of 2028, each student shall be required to meet the minimum requirements of twenty-four (24) credits or to meet the requirements of their IEP for graduation.

Again, more information can be found in the PPS Graduation Requirement policy [HERE](#).

STUDENTS' SCHEDULES

Class scheduling is done in school in the late winter or early spring by the Student Services Department. Parents should see the students' selection of courses and approve the choices.

It is very important that students think carefully about the courses they select. Factors considered in the course selection process include teacher and counselor recommendation, student choice, parent input and previous academic performance. Changes will only be made when there is an error or the student is placed in the incorrect level of a class. Convenience changes will not be made. Also, changes will not be made for teacher preference or lunch preference.

Students who are placed in the incorrect level of a core academic class may change level once permission is obtained from the principal including written teacher consent and parental approval. Grades from the previous level will be transferred to the new section.

Students must remain in elective courses through the entire semester and those who select AP Level Courses will complete the entire course unless special permission is granted by the principal. Schedule changes will not be made unless there is an error with the student's schedule.

Students may possibly elect to dually enroll at post-secondary institutions at the expense of the family and with counselor/principal approval. Students who complete courses through these programs will generally not receive a high school transcript, but they should receive a college transcript that can be shared as part of the college application process.

There will not be a schedule change period at the start of the 2023-24 school year for any students that attended Allderdice during the previous school year.

PHYSICAL EDUCATION

Students must take four P.E. classes during their high school experience.

The school does not sell or provide gym clothes; therefore, it is the responsibility of each student to provide their own. Put only clothes and books in lockers, remove lock at the end of each class period. Students supply their own locks. The school will not be responsible for the loss of student property. Do not place money or any valuables in gym lockers without a lock.

ACCESSING STUDENT GRADES

Parents can view real-time information through a convenient web portal (HAC) anywhere and at any time including:

- Schedules
- Attendance
- Published Assignments
- Class Averages
- Report Card Information
- Transcript Grades

Information will be provided at the outset of the school year explaining how to access grades through this portal or you can reach out to the students' counselor for assistance.

PROGRESS REPORTS

Notices are available in the Home Access Center (HAC) at the mid-point of each grading period. Parents will be alerted via email blast and automated phone call.

More information can be found in the district Grading and Reporting of Student Progress policy [HERE](#) and the district Report Cards policy [HERE](#).

SEMESTER FINAL EXAMS

Final exams are given in all classes in January and June. These final exams count for 20 percent of the course grade. No student is exempt from final exams. Students are only able to reschedule their finals for reasons outlined below. Please note that family vacations (in the US or abroad) are not acceptable reasons to reschedule a final or midterm examination. **All Allderdice parents/guardians should ensure their students are in attendance on the scheduled dates for midterms and finals.**

1. Illness or injury that necessitates home recuperation which must be verified in writing by the parent/guardian, school nurse or physician.
2. Religious holidays.
3. Bereavement and/or to attend the funeral of a family member.
4. Involuntary exclusions from school or class such as suspension or as mandated by legal or medical professionals.

More information can be found in the district Grading and Reporting of Student Progress policy [HERE](#).

TUTORING SERVICES

Tutoring service for students may be arranged through the classroom teacher, the Instructional Teacher Leader, the CAS Coordinator, the National Honor Society, or a counselor.

TRANSCRIPT REQUEST

Current students requesting transcripts to be sent to colleges, universities, scholarship programs and/or for internships or employment, must complete a transcript release form and submit this to their school counselor.

For seniors, transcript requests to colleges and universities must also be made in Naviance in addition to the completion of the transcript release form.

Transcripts requests may take up to 15 days to process, once received by the counselor. Requests must be made 15 days before any application deadline.

ACADEMIC DISHONESTY

Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as their own, and the unauthorized use of aids during examinations, projects, and assignments. In addition to guidance interventions, consequences for violation of this policy can be found in the 6-12 infractions guide [HERE](#) and may include other appropriate alternatives to out of school suspension.

More information can be found in the district Academic Integrity policy [HERE](#).

GENERAL INFORMATION

ATHLETIC ELIGIBILITY

To maintain eligibility for an athletic team, you must meet the following requirements for each marking period prior to the season in question.

Eligibility Guidelines

All students enrolled in grades kindergarten through twelve must meet certain academic standards to be eligible for participation in any athletic, extra-curricular or co-curricular activity. The Board directs that the academic standards set forth below shall apply in grades kindergarten through twelve. Participation in interscholastic athletics for enrolled students ages 18-21 may be subject to additional eligibility requirements.

*

1. Students must have a 2.0 grade point average, exclusive of physical education, at the end of the previous report period or they will be placed in the District's academic intervention program for continued eligibility in accordance with this section.
2. Beginning in the 2020-2021 school year, students with a 1.0-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the academic intervention program designated by the Superintendent or designee and achieving a 2.0 grade point average by the end of the next report period.
3. Beginning with the 2021-2022 school year, students with a 1.25-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the District's academic intervention program and achieving a 2.0 grade point average by the end of the next report period.
4. Beginning with the 2022-2023 school year, students with a 1.5-1.99 grade point average, exclusive of physical education, at the end of the previous report period will be placed in the District's academic intervention program and can maintain their eligibility by completing the District's academic intervention program and achieving a 2.0 grade point average by the end of the next report period following the start of the next report period.
5. When determining eligibility for programs beginning at or before the start of the school year, eligibility will be based on end of year final grades and not on fourth report period grades.
6. Single report period grades are to be used as last previous grades only in determining academic eligibility for activities that start or are in progress once the school year begins.
7. If a student is found to be ineligible under this policy or under other applicable requirements due to having grades below those set forth above or otherwise failing to meet other applicable eligibility requirements * the student shall not be permitted to participate in any interscholastic athletics or extra and co-curricular activities until they meet the eligibility requirements.
8. The academic eligibility requirements set forth in this policy do not apply to co-curricular activities that provide academic credit.

More information can be found in the district's Interscholastic Athletics policy [HERE](#).

CAFETERIA

The cafeteria is located on the first floor. All food and drinks must be consumed inside the cafeteria. Orderliness and cleanliness are vital in making the cafeteria a pleasant place to eat. To that end, please wait your turn in the cafeteria line. Leave your table clean by depositing your tray and waste in the containers provided as you exit the cafeteria.

Breakfast will be served from 7:10 a.m. to 7:37 a.m. No snack items will be sold during breakfast. Students may eat in the cafeteria only and need to dispose of all items properly. Students will have one lunch period. During the last 15 minutes of lunch, students are encouraged to "Drop everything and read" since the timeslot is a full 40 minutes.

COMMENCEMENT CEREMONY

If a student is eligible to attend the commencement ceremony, to participate in the ceremony, the student must be present for the mandatory commencement practice. If the student does not attend, they will not be permitted to participate in the ceremony. Also, to walk, seniors should not wear tennis shoes, jeans, or t-shirts. Graduates should make sure to wear formal attire.

Please note that valedictorians will consist of graduating seniors with the highest unweighted grade point average. All valedictorians will be seated on the stage during the ceremony, although not all valedictorians will be able to speak during the ceremony.

FIRE DRILLS

Consider all fire alarms as either a drill or emergency and proceed with evacuation of the building unless cancelled via the intercom. Every fire alarm must be treated as a potentially serious event.

HANGING SIGNS IN THE SCHOOL

Please note that signs of any sort may only be displayed in the school when they are approved by a principal.

Additional information can be found in the district's Student Expression policy [HERE](#).

LOCKERS

Each student will be assigned a locker for the storage of books and other belongings. It is the student's responsibility to see that their locker is always secured. The school will not be responsible for lost or stolen property. Students must only use their assigned lockers. Good judgment should be used in what you bring to school. It is not wise to wear expensive jackets, jewelry, etc. Lockers are school property and may be searched at any time if reasonable cause exists to do so. Students will also be provided with a lock once during their time at Allderdice. Students are to keep this lock throughout their time at Allderdice and if this is lost, it is the responsibility of the student/family to purchase a new lock.

Each student is responsible for securing their belongings with a lock in the gym locker rooms. The school will not be responsible for lost or stolen property. Students must supply their own lock and remove it after each gym class. Lockers are school property and may be searched at any time if reasonable cause exists to do so.

More information can be found in the district's Care of School Property policy [HERE](#).

LOST AND FOUND

Students who find lost clothing, library books and textbooks are asked to take those items to the main office. The main office is located on the first floor. Items not collected will be donated at the end of the school year.

MAIN OFFICE/TELEPHONE MESSAGES

Students will not be given any personal messages. In the event of an extreme emergency, which must be explained to the secretary at the time of the phone call, every attempt will be made to deliver the message to the students.

Teachers have telephones in their classrooms and have a voicemail for messages. A directory will be distributed to families at the start of the school year.

PERSONAL ITEMS

Faculty will not be responsible for accepting or holding student's personal items. It is strongly recommended that students refrain from bringing to school large sums of money, valuable jewelry, or expensive outer coats. Students may carry cell phones to and from school but must not use them during class instruction unless instructed to by the teacher. Students who use their phone during class time, when not instructed by the teacher, will be subject to necessary consequences and/or interventions. As noted in the PPS Code of Conduct, students who violate the electronic device restrictions may be subject to disciplinary action and confiscation of the device. More information related to electronic devices (111/214) can be found in the Student Code of Conduct [HERE](#). We appreciate all families' support in reminding students to keep the phones off and away during instructional time. Parents, guardians, and/or family members should not contact student cell phone during school hours and should contact the main office, instead. Please note that school plans to implement the use of Yondr pouches before the start of the second quarter to create a cell-phone free school for students. More information will follow on this.

Additional information related to cell phones can be found in the district's Electronic Devices policy [HERE](#).

PROGRAMS, CLUBS AND ATHLETICS

Practice for most fall sports begins in early August. Anyone interested in joining a team is encouraged to attend preseason practice. Call the main office for practice times and locations at 412.529.4800. If you cannot attend, contact the coach at the beginning of the school year. Information can also be provided through the Athletic Director at 412.529.4827.

Students wishing to create a school club must have this approved by Dr. McCoy. After approved, a description of this club will be placed in the club catalogue and the club may begin promoting around the school.

RESTROOM USAGE

Five minutes are provided between each period for students to take care of personal needs. Students may be excused from class to go to the restroom in cases of emergency. Students are not to use the restrooms during the first 5 minutes and the last 5 minutes of each class.

SAFETY AND CRISIS MANAGEMENT INFORMATION

Maintaining a safe environment at Pittsburgh Allderdice High School involves collaboration among the staff, students, families, and community.

- All building entrances locked except for the front doors.
- Visitors to our schools will be required to report to the main office and wear visitor badges. If the visitor does not have a child at the school, they must contact the main office and make an appointment in advance of the visit.
- The principals will maintain high visibility.
- Teachers will stand in the hallway between classes to supervise students.
- Deliveries will not be accepted unless related to school business.

SCHOOL DRESS CODE

Students are expected to always wear appropriate clothing while at school. Attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises. Any clothing or jewelry that advocates or promotes sexual activity, profanity or acts of violence, ethnic slurs, or the use of alcohol or drugs or demeans or degrades another because of race, sex, gender identity or expression, religious persuasion, national origin, handicap, or disability is prohibited. Bandanas of any color or kind are not permitted in school or at school sponsored events. Sunglasses and balaclava face masks compromise the safety of our school and are not permitted.

Additional information can be found in the district's Dress Code policy [HERE](#).

SENIOR PROM AND OTHER SCHOOL DANCES

Please note that students planning to attend senior prom or other school dances **must attend school on the date of this dance**. Students may lose the privilege to attend these events for violation of level 3 or 4 infractions in the code of student conduct. This appropriateness of this decision is at the discretion of the principal and the administrative team. If a student loses the right to attend prom or another school dance, their ticket money will not be refunded. Also, the school will announce the last day that tickets will be sold. No tickets will be sold after this publicized date. We encourage students to buy their tickets as soon as possible, because some dances only have limited space.

STUDENT IDENTIFICATION BADGES

To continue to ensure safety, photo identification cards will be given to all students. These cards will include the student's name and picture. The following policies will be in place for the ID cards:

- Students will receive the card and they will be responsible for maintaining it.
- Student ID cards will be required to scan in when entering the building each day and when entering the cafeteria during each student's lunch period.
- If the card is lost or stolen, students are to report this loss to Mrs. George.
- A \$3 replacement fee will be initiated in order to pay for reprinting a new card. This cost will be added to the students' account balances if not paid immediately.
- Students who withdraw from Pittsburgh Allderdice will be required to return the ID card.
- Students will be permitted to use the photo ID over the summer for travel, job applications, SAT/ACT testing, etc.

TEXTBOOKS/CALCULATORS

Students are responsible for all schoolbooks or calculators issued to them. If damaged or lost, it is the student's responsibility to replace them.

More information can be found in the district's Care of School Property policy [HERE](#).

WEEKLY E-BULLETIN

A school update is generated each week and is available to parents to subscribe to on the Pittsburgh Allderdice website (tinyurl.com/AllderdicedUpates). Please sign up for this bulletin to receive weekly

updates, news and reminders. There is important information for all Allderdice community members in each week's bulletin.

WORK PERMITS

Application for work permits may be secured from the Student Services Office – Room 104. You may also call the Work Permit Office at 412.622.3500 for additional information. All students under the age of 16 must have a work permit to get a part-time or full-time job.

BEHAVIORAL EXPECTATIONS

STUDENT RESPONSIBILITY

- During the school day, you are responsible for acting in a way that will help you do your best and permit others to do their best. Use common sense and good manners to create a pleasant school environment. Please see the PBIS guidelines listed in this handbook.
- All students are expected to arrive to all classes on time. Students have five minutes between classes. You will be prepared for your classes each day by being on time with completed homework, a pencil or pen, notebook, and textbook. Demonstrate respect for others and for your school materials.
- During class time, students are not permitted to be in the halls without a pass.

Students are not permitted to sell any items on school grounds unless the items are part of a school-sponsored activity. No items of any kind may be sold during class periods.

Once you arrive at school, you are not permitted to leave the building until the end of the school day unless you are participating in an organized program, supervised by a staff member outside of school or you are officially dismissed by the school.

Students are expected to attend school regularly, push themselves academically, and meet the standards and expectations for all Allderdice students. Students, parents, and faculty share responsibility for making Pittsburgh Allderdice High School a great place to learn. No student has the right to interfere with any students' education.

PBIS

Pittsburgh Allderdice follows a Positive Behavior Interventions and Support model.

What is PBIS?

Positive Behavior Interventions and Support (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Goals of PBIS

- Increase instructional time
- Create a positive school climate
- Create more positive interactions between staff and students
- Decrease disruptive and unsafe behaviors
- Decrease time spent disciplining students

Basic Principles

- Staff agree on a set of consistent and positively stated school-wide rules and expectations (DICE) for the students
- Staff consistently acknowledge appropriate student behavior

- Staff proactively address and correct rule-violating behaviors
- Staff work in a unified manner to achieve common goals for students
- ALL staff are encouraged to have a voice and be an active participant in problem solving teams
- Data drives decision making to benefit student learning

Student Behavior Expectations

Allerdice students are expected to follow the “DICE” expectations at all times and in all environments.

Every day, in every classroom, between classes, and on their way to school each student is expected to act in accordance with the “DICE” expectations. This page contains the overarching examples of what “DICE” looks like in our classrooms.

Dependable

- Arrive on Time
- Complete your work
- Be and stay seated with materials
- Maintain norms with substitute.

Innovative

- Think Creatively
- Ask questions
- Encourage classmates

Courteous

- Maintain personal space
- Use appropriate language
- Allow peers to express themselves

Engaged

- Assist peers
- Complete work
- Be on task
- Participate

CODE OF STUDENT CONDUCT

Complete information relative to the Code of Conduct is available in the *PPS Code of Student Conduct*, which can be found at <https://www.pghschools.org/conduct>.

Technology & Laptop Program

Students and parents/guardians are responsible to know and follow the policies, procedures, and information in this section and the District Acceptable Use of Technology Policies. Please note that teachers may have additional expectations regarding the use of technology in their classrooms.

Student Understandings & Expectations

1. Laptops are property of Pittsburgh Public School District. Use of a school-issued laptop is a privilege, not a right.
2. Allerdice reserves the right to repossess laptops or any technology or equipment that belongs to Pittsburgh Public School District.
3. Students are responsible for the care of the laptop at all times.

4. Allderdice reserves the right to log network and internet use, to monitor files backed up on Schoology, the computer, or network spaces, to restrict access to external network sites, and to monitor email and Schoology usage, while respecting the privacy rights of the school's users.
5. A comprehensive warranty covers most accidental damage (but not loss, theft, or intentional damage). Note that even if damage is covered under warranty, students who misuse laptop or who act negligently will be subject to consequences and financial responsibility.
6. Students are responsible to bring their laptop computers to school each day, with batteries fully charged. Students are permitted to bring their chargers to school if needed. There will not be extra computers at the school for students to use.
7. Network accounts should only be used by the authorized owner of the account and for its authorized educational purpose. Students are not permitted to provide their login information to another student.
8. Students should check their Schoology pages and Microsoft Teams each day. Important information regarding class expectations and assignments can be found on each class Schoology page. Important messages will also be sent out through Microsoft Teams, including important schoolwide information. Schoology and Teams must only be used for school-related purposes.
9. Students are not permitted to take apart, remove or repair any part of a laptop even if they know how to.
10. Students should not delete or tamper with files not created or owned by the student.
11. Students should back up work daily to either cloud storage or an external drive.

Unacceptable Use of Technology

Students must comply with all rules, regulations and policies outlined in the District Acceptable Use Technology Policies as well as this addendum. All policies in the District Acceptable Use of Technology Policies also apply to students' laptop computer and Internet usage, regardless of whether students use school laptops or technology at home, school, or elsewhere. Pittsburgh Allderdice High School declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking network privileges, and/or initiating legal action for the following:

Level 1 – 114. Misuse of Electronic/Telecommunication devices.

1. Using technology for non-school related purposes
2. Using technology for non-classroom related purposes
3. Using or mishandling another student's laptop
4. Playing games on the laptop
5. Laptop not being transported in a laptop bag or separate compartment
6. Leaving laptop unattended in school or out of school
7. Instant messaging (Oovoo, AIM, Skype, MSN Messenger, Gmail Chat or anything similar)

Level 2 – 214. Misuse of Computers/Computer Network/Electronic Devices.

1. Hate mail, discriminatory remarks, and offensive and inflammatory communications
2. Sexting or accessing obscene or pornographic materials
3. Transmission of sexually suggestive language or images
4. Installing, streaming, downloading, and/or using in any capacity, unauthorized or illegal software (ex. games, music, computer programs, file converters, internet browsers, remote desktop connections, torrent browsers, etc.)
5. Destruction, modification or abuse of network hardware, software, or information
6. Impersonation of another user, anonymity, and pseudonyms

7. Creation of links to other networks whose content or purpose would tend to violate the district's Network Usage and Safety Policy
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy
9. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.
10. Physical damage to a district provided laptop (including marking a laptop with markers/stickers/any material that would need to be cleaned off the machine)
11. Severe negligence with care, safety, or respect for technology
12. Vandalism, which includes but is not limited to any attempt to "hack" into the school's network, any malicious attempt to harm or destroy any data, hardware, or software, including the uploading or creation of a computer virus

Level 3 – 314. Misuse of Computers/Computer Networks/Electronic Device

1. Hate mail, discriminatory remarks, and offensive and inflammatory communications
2. Sexting or accessing obscene or pornographic materials
3. Transmission of sexually suggestive language or images
4. Loading or use of unauthorized games, programs, files, or other electronic media
5. Destruction, modification or abuse of network hardware, software, or information
6. Impersonation of another user, anonymity, and pseudonyms
7. Creation of links to other networks whose content or purpose would tend to violate the District Network Usage and Safety Policy
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy
9. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.
10. Physical damage to a district provided laptop (including marking a laptop with markers/stickers/any material that would need to be cleaned off the machine)
11. Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities
12. Intentionally disrupting network traffic, which attempts to crash or interrupt the network
13. Using the District computing resources for commercial or financial gain or fraud
14. Stealing data, equipment, or intellectual property
15. Gaining unauthorized access of others' files, accounts (ex. Moodle, Google Apps for Ed, etc.), and/or vandalizing the data of another user
16. Invading the privacy of others
17. Use of inappropriate language or profanity on the network
18. Use of the network to submit, publish or display defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material

Screening software is used to monitor network and Internet use. Access or attempted access to inappropriate or restricted files or Internet sites may result in loss of technology use.

Note: Specific restrictions on laptops, technology, the Internet, and the network at school are discussed in the Pittsburgh Public Schools District Acceptable Use of Technology Policies.

Consequences

Consequences for violation of any policies outlined in this document or the District Acceptable Use of Technology Policies may include but are not limited to:

- Level 1

- Laptop will be taken
 - Student will have to fill out a reflection form within a 48-hour window
 - Teacher will log the incident as a referral (114)
 - Student will receive their laptop back when the reflection form is complete and other necessary guidance interventions have taken place, based on the decisions of school administration.
- Level 2
 - Laptop will be taken
 - Teacher will log the incident as a referral (214)
 - Student will receive laptop after the necessary guidance interventions and/or disciplinary actions have occurred. Disciplinary action may include detention, suspension, or other actions outlined in the PPS Code of Conduct.
- Level 3
 - Laptop will be taken
 - Teacher will log the incident as a referral (314)
 - Student could be held responsible for fiduciary responsibilities of the laptop/network
 - Consequence will be determined by the appropriate entity (School administration, OIT, School Police)

Parent/Guardian Responsibilities

- Families will be responsible for monitoring student use of the laptop at home or away from school.
- Families are asked to monitor Internet activity while student is away from school.
- Families will be responsible for reviewing the Acceptable Use Policy with their student(s).

Caring for Your Laptop

Transport

- Always transport your laptop in an appropriate bag to support the safety of the laptop.

Laptop Screen

- Never lift the computer by the laptop screen
- Do not place anything near the laptop, on the laptop or in the carrying case
- Do not touch or poke the screen
- NEVER leave an object on the laptop's keyboard as the object—such as a pencil or pen, it may crack the screen when the laptop is closed
- Clean the screen only with a soft, dry cloth or an anti-static cloth. Using other cleaning products, like Windex, alcohol, or even water, may damage the screen.

Charging Batteries

At Home

- Establish a routine where you leave your computer turned off and charging overnight.
- Place the computer on a safe, dry, flat surface near a wall outlet in order to charge it.

At School

- Students are urged to label their charger and power chords with some type of adhesive label, however, they are not permitted to engrave anything.
- Spare laptop chargers and batteries are NOT available for loan so students must be sure they have them if needed.

Power Tips

- Run all batteries until the “Low Battery” warning comes on to ensure best battery life.
- Students may not be able to plug in their laptops at school because not all classrooms have easily accessible outlets.
- Laptops should be put to sleep or in hibernation when not in use in order to conserve battery life.
- Power down laptops at the end of each day.

General Information

Equipment Evaluation

Each laptop may be inspected periodically to verify its condition and compliance with Allderdice policy. Laptops may be reimaged if the user has violated Allderdice policy, and re-imaging fees may be assessed. Allderdice is not responsible for the loss of any data due to re-imaging or re-formatting.

Technical Support

Allderdice provides on-site technical support to our students. If students have any questions, they can see the Tech Liaison at the designated time.

What You Should Know About Laptop Loss, Theft, & Damage

Students are responsible for ensuring that laptops are kept safe and secure at all times. If a student believes a laptop has been stolen, the student and the student’s parent/guardian must immediately file a report with Pittsburgh Public School Police and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after filing the report with the police, the student must provide a copy of the police report to Allderdice administration.

Allderdice will investigate all incidents of laptops reported as lost and may refer such incidents to Pittsburgh School Police. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a PPS-owned laptop will be prosecuted to the fullest extent of the law.

If a laptop is destroyed or damaged and it is not deemed unintentional, students will be responsible for paying for damages or to replace the laptop. If the student refuses to pay the financial obligation, the student will be prosecuted to the fullest extent of the law. Judgments against students will be determined in a court of law and may include liability for cost of repairs or replacement of damaged school property.

Allderdice reserves the right to decline to issue a replacement laptop if it determines, in its sole discretion, that the risk of loss or damage to the replacement laptop is unacceptable or the student is unable to handle the responsibility of following AUP. If a student’s laptop privilege is revoked; it is challenging for that student to succeed academically.

Please click on the link below to learn more about our District's Code of Conduct

- [Code of Conduct](#)

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

- [Non-Discrimination Policy](#)

Please click on the link below for information about Education for Children and Youth Experiencing Homelessness

- [Education for Children and Youth Experiencing Homelessness](#)

Please click on the link below to learn more about our Title IX Procedures

- <https://www.pghschools.org/titleIX>

Please click on the link below to learn more about PSE/Child Find Annual Notice

- <https://www.pghschools.org/Page/4549>

We are looking forward to a wonderful 2023-2024 school year!