



A Traditional Academy with Emphasis on Arts and Humanities

STUDENT HANDBOOK

Contact Information:

Address:
6200 Stanton Avenue
Pittsburgh, PA 15206

Main Office Phone:
(412)529-5000

Fax Number:
(412)665-5012

Parent Hotline:
(412)529-4357

Online at:
<https://www.pghschools.org/dilworth>

Pittsburgh Dilworth's Vision for Learning

Pittsburgh Dilworth PK-5th grade is a safe, caring, and structured community for all students to excel. It is our goal to inspire a diverse and engaged family of artists, scholars, and humanitarians to continuously achieve academic outcomes for kids through the use of data, analysis/goal setting, and proficient use of instructional strategies that require thinking, reading, and writing in order to demonstrate proficiency of the PA standards. We will also support students' needs through the use of e-learning. We desire to have life-long learners. Additionally, all of our parents are partners in educating the students and providing opportunities for families to learn about the grade level requirements through parent meetings, workshops, and information sharing session. As a staff, we continuously grow as scholar-practitioners to address all student academic needs to achieve academically.

Code of Student Conduct

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

[Code of Conduct](#)

Pittsburgh Public Schools Non-Discrimination Policy

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

[Non-Discrimination Policy](#)

Education for Children and Youth Experiencing Homelessness

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

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

PSE (Special Education)/Child Find Annual Notice

Please click on the link below for information about PSE (Special Education)/Child Find Annual Notice.

[PSE \(Special Education\)/Child Find Annual Notice](#)

Code of Conduct/102 Nondiscrimination in School And Classroom Practices

Please click on the link below for information about Code of Conduct/102 Nondiscrimination in School And Classroom Practices.

[Code of Conduct/102 Nondiscrimination in School And Classroom Practices](#)

Code of Conduct/Title IX

Please click on the link below for information about Code of Conduct/Title IX.

[Code of Conduct/Title IX](#)

Daily Schedule

Our school day begins at 9:10am and ends at 3:55pm.

*During Virtual Learning: Students will be expected to log on DAILY in order to engage in learning from 9:10am – 3:55pm.

[Dilworth Bell Schedule 23-24](#)

Arrival

Students will be permitted to enter the building beginning at 8:55am for breakfast. Any student arriving after 9:50am will be considered late and receive a late note from the main office. To encourage a sense of early independence and a building of self-esteem we ask parents to permit their children to enter the building on their own. To maintain a safe school environment, parents are not permitted to walk students beyond the main office.

*Students arriving AFTER 9:50am should be accompanied by an adult to the front entrance, located on Stanton Avenue.

Dismissal

Students are dismissed at 3:55pm. Students who ride the bus or are picked up by an after-school program will be walked by an assigned adult to the auditorium where they will sit until the bus is ready to depart. All walkers and pick-ups will be in front of the school with their teacher.

*In the event of an emergency that does not permit your child to be picked up on time, please contact the main office immediately.

Breakfast & Lunch

All students at Pittsburgh Dilworth receive free breakfast and lunch. Breakfast begins at 8:55am and ends at 9:25am. We encourage all students to arrive promptly to receive breakfast daily.

Parking

When dropping students off please do not park on Collins Street. This helps to keep our students safe and traffic flowing. Our parking lot is for STAFF ONLY. Parents will be subjected to being ticketed if parking in the lot for any length of time. On street parking must be found during student drop off, pick-up, and during school hours for parent meetings. This is a safety concern.

Academics

Curriculum

Pittsburgh Dilworth utilizes the district curriculum Open Court Reading for all ELA classes. In addition, we provide a comprehensive mathematics curriculum in alignment with PA core standards, GoMath. We also provide opportunities for our students to explore their artistic talents outside of the classroom with a distinct focus on the arts and humanities.

Homework

Homework, which reinforces learning by way of additional dedicated time and practice, has been identified as a vital factor in increasing student achievement. It has been proven that parent involvement in the process of learning through homework can aid students in receiving the full benefits of homework. These benefits include developing good study skills, work habits, independence, and a sense of personal responsibility. It also stimulates imagination, originality and creativity.

Restorative Practices

As a focus on Restorative Practices with regards to promoting positive character traits, Pittsburgh Dilworth operates within a school wide management system related our expectations as part of our Positive Behavior Interventions and Support (PBIS) Initiative. The expectations are our students can: Be Kind, Be Responsible, Be Safe, Be Engaged.

PBIS Incentives

Monthly Incentives are planned to celebrate our students for achieving positive behavior goals. In order to participate in any incentive, students must meet the following standards:

- Cannot be referred for more than 3 restorative conferences.
- Consistently models respectful behavior.
- Work refusal
- No out of school suspensions

Field Trips

Field trips provide cultural, social, and educational enrichment for students. However, they can involve risks that are different from a regular school day. For this reason, students may be denied the opportunity to participate in field trips for not meeting PBIS Incentive criteria.

Transportation

School Bus Regulations

All students must be approved by the Board of Education in order to receive transportation to and from school. Without documented approval, students will not be permitted to ride a school bus. Students will only be picked up and dropped off at bus stops approved by the Board of Education and must only ride the bus to which they are assigned. In order to continue to receive transportation privileges, students are expected to display appropriate behavior at all times, including remaining in assigned seats.

Changes in Transportation

If a student's mode of transportation needs changed for dismissal on any given day, the parent/guardian must provide the main office with a note detailing the following:

- Student's first and last name
- Homeroom teacher
- Requested change for dismissal.
- Date for requested change
- Parent/guardian printed and signed name.

The main office will contact the parent/guardian to confirm the requested change. If for any reason the main office is unable to get in contact with anyone, the student will follow their typical dismissal practice. For safety reasons, we will not accept requests over the phone.

Attendance

Absences

Students are expected to be in attendance daily except due to illness or family emergency. Please keep sick children at home. In the event a student is absent:

- Non-Medical Absences - a written note must be received from parent/guardian within 3 days of the student's return. Without a note, the absence will remain unexcused.
 - After 3 unexcused absences a Student Attendance Conference will be scheduled with the social worker.
 - After 5 unexcused absences a citation for truancy will be issued.

- Medical Absences - a medical excuse must be received from a doctor providing reason for absence, within 3 days of the student's return. Without a medical excuse the absence will then be categorized as a non-medical absence. In this case, steps for non-medical excuses must be followed.

Tardies

Tardiness affects a student's attendance, as well as an interruption of their instructional time. All students who arrive to school late must receive a late note from the main office. Any student who arrives to school late due to their school bus/van arriving late or coming from a doctor/dental appointment and arrive with a medical excuse, will receive an excused tardy.

Early Dismissals

Parents/guardians are encouraged to schedule doctor/dental appointments outside of school hours. If an appointment must be scheduled during school hours, please fill out the Early Dismissal Digital Form or scan the QR code in order to make necessary staff aware of the dismissal as well as an approved adult listed on the student's Emergency Contact Form must be present to be pick up the student. All early dismissals must occur BEFORE 3:30pm so as to not interrupt the safety of our dismissal procedures.

2 Hour Delays/School Closings

On days in which a 2-hour delay is determined, students will NOT be able to enter the building earlier than 10:55am. There will be NO staff available to assist before this time. Students arriving AFTER 11:35am on such days, will be marked tardy. There is no late breakfast this day. Unscheduled school closings due to inclement weather or other emergencies, 2-hour delays, snow days and remote days are announced on most local radio stations, television stations, PPS website, and PPS social media accounts, as early as 6:00am.

Attire

Student Uniform

Pittsburgh Dilworth is a uniform school. Dilworth students are expected to be in uniform at all times. Being out of uniform negatively affects the student's citizenship grade. Approved uniform items are:

Tops

Plain white polo shirts or button up oxford shirts with collar

Plain navy-blue sweaters/cardigans

Dilworth apparel

No hoodies

*Students MUST wear closed toe shoes with a complete back or strap. Crocs, flip flops, open toe sandals, slippers, and slides are NOT permitted. No hoodies will be worn in the building they must be kept in a locker.

Bottoms

Navy blue pants or shorts (below fingertips, above knee)

Navy blue jumpers, dresses, or skirts (below fingertips, above knee)

Dilworth apparel

No jeans

Safety

In-School Health & Wellness

- Medications: Over the counter and/or doctor prescribed medications, must be brought to the school by an adult. Students should NOT bring medications of any kind to school. All prescribed medication must be accompanied by a doctor's order and in the original bottle in order for it to be accepted by the school nurse.

- **Illness/Injury:** Any student injured/ill in school will be treated by the school nurse who will in turn notify the parent/guardian of the injury/illness. In the event the school nurse is unable to reach a parent/guardian, all attempts will be made to contact the emergency numbers listed on the student's Emergency Contact Form. Students who are seriously ill or contagious **MUST** be picked up from the school by an approved adult immediately.

Updated Contact Information

Due to the importance of being able to contact parents in cases of emergency as well as safely releasing a child to an adult (other than their parent/guardian), parents/guardians are required to keep the school informed of any changes to their contact information. This information includes all names listed in the student information as an approved adult for pick-up. It is the responsibility of the parent to inform any persons listed as an emergency contact of any pick-up procedures (including proof of ID), in order for a student to be released to them.

Outside Expectations

To ensure the safety of all, students are expected to practice responsible behaviors walking to/from school and during recess. During weather conditions that include rain or snow, students are asked to refrain from horseplay such as hitting students with umbrellas, picking up snow for ANY reason, etc.

Visitors

For the safety of students and staff, all visitors are required to report to the main office to sign and receive a visitor's pass. All PPS schools have been directed by the Board of Education to have ANY visitors who do not work for the Board of Education escorted to and from their destination within the building by a staff person.

Phone Messages

Except in cases of dire emergency, messages from parent/guardian to student will be relayed during the change of classes or lunch time, not during instruction.

Safety Practices & Drills

Fire Drills

Fire drills are necessary to ensure the safety of all students and staff. Information to aid all during a fire drill is posted in each room of the school.

A.L.I.C.E. Drills

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) drills allow students and staff to practice safety procedures in the event an active shooter is in the building. All school personnel are equipped with the drill procedures. Parents/guardians will receive a phone blast alert and letter to inform them when an A.L.I.C.E. drill has been performed.

Modified Lockdown

A modified lockdown may be called in the event an issue within the community, a medical emergency, or any threatening. During this type of lockdown, normal instructional activities continue, but outside activities will be cancelled. While in a modified lockdown, entries and exits to the school will be restricted.

Full Lockdown

In the event of a full lockdown, all exterior doors and windows will be locked, keeping all staff and students inside the building until cleared by School Police. No entry to the school will be permitted, except for emergency/administrative crisis teams.

Evacuation

Evacuations may occur in the case of a threat, fire, or any other event that may compromise the safety of students and staff. Students and staff will be evacuated from the school and taken to a designated evacuation site in the event administration determines such plan to be the safest. The safe location of all students will be communicated by way of the district phone blast system. During this time, attendance is taken to ensure all staff and students are present and safe.

In order for an approved adult to pick-up students from the evacuation site, the following procedures must be followed:

- Provide valid identification.
- Sign out student.
- Wait patiently as a staff member retrieves the student.
- Parents/Guardians are encouraged not to report to school in case of a threat, fire, or any other event to prevent compromise of personal safety. Families are to wait for notification from the Board of Education.

Parent Involvement

Parent/School/Community Partnership

Understanding the vital importance of parent and community involvement in a student's educational journey, Pittsburgh Dilworth's parental involvement plan supports the participation of parents/guardians in numerous ways:

- Monthly meetings with the Parent Teacher Association (PTA) and the Parent School Community Council (PSCC)
- Regular notifications by way of monthly school calendars, school blasts (Panther Press), and TalkingPoints
- Encouragement for parents to volunteer within the school.

*Clearance information can be found in the Parent Involvement Handbook. Criminal Background and Child Abuse Clearances can be found online for free to volunteers. Please contact the Pittsburgh Dilworth Main Office at (412)529-5000 with any other questions.

Parent/Teacher Conferences

Pittsburgh Dilworth strongly encourages consistent communication between parent/guardian and teachers concerning a student's progress. Parents/guardians may contact teachers to schedule conferences and/or parent classroom observations which would be held before/after school or during the teacher's break.

School-Issued Materials

Technology

Each student has access to computers/iPads and are the property of PPS with the expectation of usage for the completing of school assignments only. All devices are subject to inspection, in the event a teacher or administrator suspects misuse of the device. Parents are responsible for the replacement fee of \$200.00 for any device damaged or lost while in the care of their child. There is a \$25.00 fee for all dell

chargers and \$35.00 for iPad chargers that are lost. Students are responsible for bringing their charged computers/iPads to school daily with the charger.

Library Books & Textbooks

Parents/guardians will be responsible to cover the cost of any library or textbook that is lost or damaged while in their possession. In the event a lost book is found, a refund will be issued. (Cash or money orders only)

Student Possessions

Cell Phones, Smart Watches, & Tablets

All students' personal technology is collected as students arrive to school, placed in secured classroom bin (in an envelope with the student's name), and returned during the homeroom at the end of the day.

Valuables & Toys

Students are to leave all valuables, large sums of money, and toys at home. In the event these items are found on students upon arrival to school, they will be taken and returned only to a parent/guardian. Items that are not retrieved will be discarded at year's end. Pittsburgh Dilworth will not be responsible for any items lost or stolen from students while in school, including computers and chargers.

Student Withdrawal

In cases of students moving and being enrolled in another school, a records request must be received by Dilworth from the new school. This request, serves as a confirmation that the student has been enrolled elsewhere, permitting the student to be removed from Dilworth's roster. Until such request is received, the student will continue to accumulate unexcused absences. Also, if you are moving to a new district, student computers/iPad's must be turned in to the school before any records can be released to the enrolling school.