

December 13, 2023

Dear Parents and Families:

As we have ended our first trimester of using the Open Gate metal detectors, we continue to put the safety and well-being of City High students and staff as our top priority. We continually review our policies and procedures to ensure that we are providing a safe and secure learning environment. To that end, we have revised our policy regarding book bags that are permitted to be brought into the school building.

This move is to help streamline the arrival process to reduce the time students are waiting in line to enter the building while adhering to enhanced safety protocols. In the first phase of implementation of our Open Gate metal detectors during our first trimester, we learned that the wide variations in book bags (inclusive of metal components) prevented students from being able to walk through the detectors without setting off an alarm. Excessive items in the book bag also slowed down the screening process.

With this in mind, beginning on January 9, 2024, all students will be required to enter the school building with their City High approved book bag. The approved City High book bags are gray and black Mobile Edge book bag or the Navy Day Owl book bag, only. Please understand that our goal is to provide a safer school environment as well as put in place procedures that would allow for a more efficient student arrival process.

City High is committed to making this change as hassle-free as possible for our students and families. Students who may have misplaced their previously issued City High book bag will be eligible to receive a new book bag, free of charge. During the first week of our second trimester (January 3rd-5th), City High staff will work to ensure that we identify all students who need an approved book bag. Book bags will be distributed to students during the school day.

We want to thank you in advance for partnering with us as we continue to make strides towards optimal school safety. We also encourage all of our families to maintain an open dialogue with their children and teens about our new book bag policy. If you or your student have additional questions or concerns, please contact your Grade Level Principal.

Sincerely,



Dara Ware Allen, Ph.D.
CEO and Principal



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City High Book Bag Policy

Beginning on January 9, 2024, all students will be required to enter the school with their City High issued book bag. The approved City High book bags are the gray and black Mobile Edge book bag or the Navy Day Owl book bag. Please note that the Day Owl book bag is a premium book bag gifted to City High by The Pittsburgh Promise for our students. Students will NOT be permitted to carry any other book bags into the school building.

This move is to help streamline the arrival process to reduce the time students are waiting in line to enter the building while adhering to enhanced safety protocols. The following are specific details of the policy:

- Students will be permitted to bring in a purse into the building. A purse should be no larger than 9" x 6" x 5". City High provides each student with a book bag during their ninth grade year. This year, a book bag will be provided for any 10th through 12th grade students that may have misplaced their previously provided book bag.
 - Replacement book bags will be the responsibility of the parent / guardian.
The cost of a replacement book bag will be
- Students participating in an extracurricular activity are permitted to carry those items in their approved City High book bag.
- Lunch boxes are permitted to be carried into the building.
- All bags are subject to search.



Abby Ciocco, Manager of Student Activities. ciocco@cityhigh.org. 412.690.2489 x155

Permission Forms:

In addition to sending your attire pictures, anyone planning to attend Snowball MUST also submit a permission slip. Student & Guest permission slips will be available in all grade level team offices, at the front desk, and outside the Activities Office. Forms will be available starting January 3, 2024.

If bringing a guest, guests must be at a minimum in 9th grade and at a maximum twenty (20) years old. (Valid Photo ID Required.) All guests **MUST** be enrolled, regularly attending, & in good standing at a recognized High School, *or a College, University, Trades, Apprenticeship or Training Program, or be Employed, if they have graduated.*

Guest forms must be signed by their school administrator and/or their supervisor.

Dance Attire: *Examples on next page

- Snowball attire MUST be approved before a ticket may be purchased.
 - Please submit all photos with you and/or your guest wearing the dress to Ms. Ciocco via email, ciocco@cityhigh.org. Pictures should include the front and back of the dress.
 - The dress must cover the bust area, and strapless dresses must be securely fitted to ensure they stay up while dancing.
 - Dresses and slits cannot be more than 5" above the knee and must cover sufficiently when sitting and dancing.
 - Backless dresses must have at least 3" of material above the buttocks.
 - Dresses made of Spandex/Lycra type fabrics or that fit like a second skin are not permitted.
 - Two piece dresses and/or Cut-outs are not permitted, and the sides and midriff cannot have sheer (see-through) material, unless fully lined with an opaque (NOT see-through) fabric.
- *Other acceptable formal & semi-formal attire includes: a dress shirt with a tie and dress pants for Snowball, and a Tuxedo or Suit and tie for Prom*
 - *Students may not wear turtlenecks, sweaters, or collared shirts with no ties.*
- Admission to the Snowball will be denied for inappropriate attire, and no refunds will be given.
- These rules apply to all City High students and their guests.

Should you or your guest have any questions please let me know.

Additional updates & Reminders:

Pictures

Student pictures may still be ordered directly from the photographer, Chuck. All students received information the day of their picture that included directions for ordering as well as the students access code. If your paper has been misplaced, no problem. I can easily reshare your students' information.



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Dear City High!!!

Happy Holidays! I hope you are all enjoying your break. Below you will find updates from the Student Activities Office for Trimester 2.



Snowball is right around the corner! Many of you are excited to start shopping for your new outfit/dress. Attached to this message you will find all the information you need in order to find an acceptable style for Snowball. Photos of ALL attire must be sent to me via email by February 2, 2024. If bringing a guest you MUST submit a photo of YOU & YOUR GUEST wearing your dance attire. Examples of acceptable attire are included below.

Reminders:

When: Saturday, February 10, 2024

Where: Pittsburgh Marriott City Center, 112 Washington Pl, Pittsburgh, PA 15219

Time: 6:30 pm - 10:00 pm

Cost: \$65- (CASH OR MONEY ORDER)-Students may also use funds on their Student Activities Account, not their Lunch Account.

****Tickets will be sold- Tuesday, January 9, 2024- Tuesday, January 19, 2024****

- All students who have purchased a ticket MUST be in attendance Friday, February 9, in order to be admitted to the dance.
- Additionally, all student debt must be paid in full before the end of the day Thursday, February 8, 2024. This debt DOES NOT include Senior Packages & Spring Trips.



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EXAMPLES OF ACCEPTABLE STYLES:

This lace is fully lined so it is NOT sheer/see through.



Note: Full length gowns are formal attire and more typical of Prom. Snowball is usually semi-formal, party dresses. Additionally, a dress shirt with a tie and dress pants for Snowball, and a Tuxedo or suit and tie for Prom



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Picture Make- up Day

If you missed picture day in November retakes will be in February. Detailed information will be shared mid-January.

Class Reminders:

Seniors -Class of 2024

- All Graduation Package order forms are due ASAP. Please remember to include package choice. Upon your return we will start collecting cap, gown & proper diploma information.

-Your next payment date is Friday, January 26, 2024.

Fundraising

We will offer 2-3 more opportunities for fundraising before the end of the year. We will start the Trimester with a Popcorn sale, details forthcoming.

Submitting Payments

ALL payments are to be made to City High.

Please send in **cash** or **money order** in a sealed envelope clearly marked with your student's name and turned in to Ms. Ciocco in the Activities Office, or placed in the silver mailbox to the left of the Activities Office door.

- **Online payments** can also be made at: **SchoolCafe**

Please let me know if you need any assistance creating an account.

There is a lot of information included above. If you have any questions, concerns or need further assistance with anything please feel free to contact me. Wishing you all a Happy Holidays and a relaxing break, See you next year!

Best,

Ms. Abby Ciocco

City Charter High School Attendance Policy

School Attendance:

All children in Pennsylvania must attend school if they are of compulsory school age- no later than age 6 and until the age of 18 or graduation, whichever occurs first. Schools are required to enforce the compulsory attendance law.

What to do if your child is absent:

You must submit a note to attendance@cityhigh.org or have your child hand in a note when they return to school. The note must have the date(s) that your child was absent and the reason for the absence. For those who prefer to handwrite a note, please include your signature. **For those who prefer to email a note, it must come from the parent/guardian email address, not the students.**

Deadline to submit an excuse:

Notes need to be received within 3 days of your child's return to school in order for the absence to be excused. If a note is not received within 3 days of your child's return to school, the absence will remain illegal and unexcused.

What is a legal excuse?

- ❖ Illness (doctor excuses will be required if there is an excessive amount of parent excused days)
- ❖ Family emergency
- ❖ Medical, dental, and behavioral health appointments
- ❖ Legal appointments including court summons
- ❖ Religious holidays
- ❖ Bereavement
- ❖ School approved sabbaticals

What is not a legal excuse?

- ❖ Oversleeping
- ❖ Missing the bus
- ❖ Not feeling like coming to school
- ❖ Vacations/Out of town
- ❖ Confusion around whether or not there was school
- ❖ Parent/sibling illness
- ❖ Work or childcare

Truancy:

In Pennsylvania, a child is truant when they have 3 unexcused absences within a school year. Once a child has 3 unexcused absences, we will begin the truancy process which can ultimately result in court involvement and fines.

We encourage you to check the Parent Portal for your child's daily attendance.

High School at *Life-speed*



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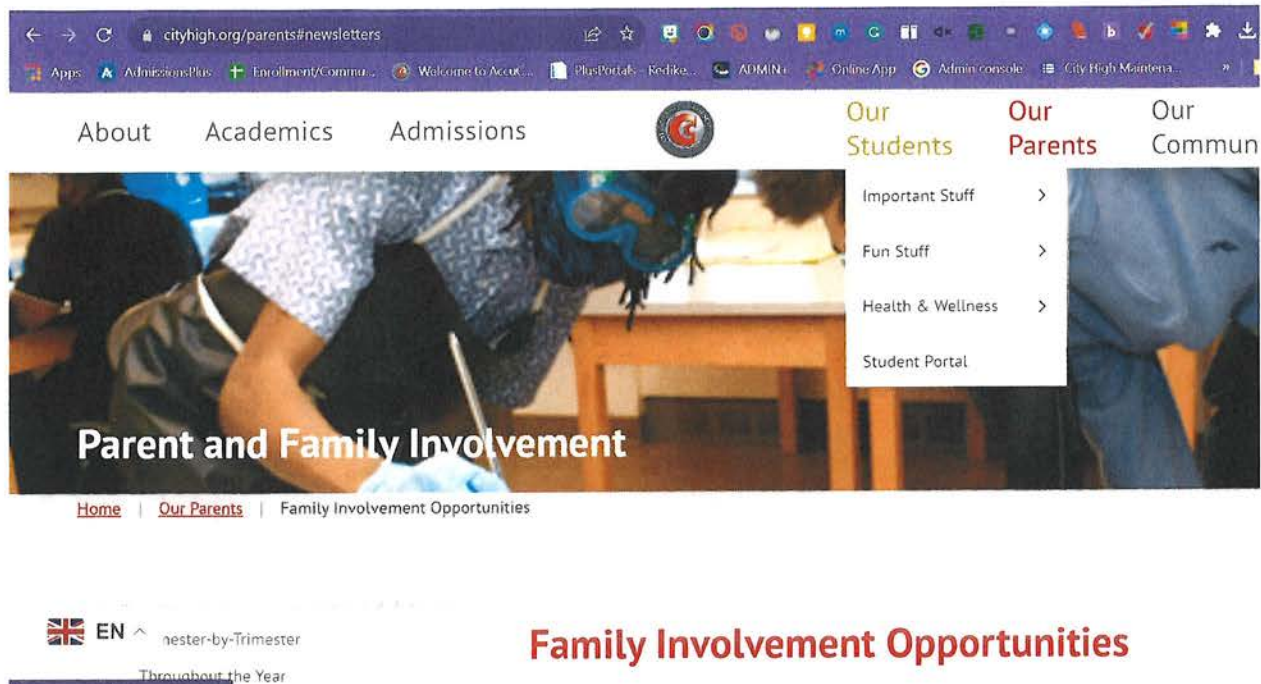
www.cityhigh.org

Dear Parents/Guardians,

We hope your student had a wonderful first trimester! I know we are all excited that December is here, and we wish you and your families a restful break.

In this mailing, you will find the following items: Report Card, Winter Dress Code, Weather Announcements, the Trimester 2 Calendar of Events, and the Snowball Dance flyer.

These items are also located on our website at www.cityhigh.org on the front page and can be translated into multiple languages using this menu (see arrow below):



If you have any questions or need help with interpretation, please contact Cristine Watson-Smith at watson-smith@cityhigh.org or Michelle Fossum at fossum@cityhigh.org.

Thank you so much and enjoy break!





THESE ITEMS **MAY NOT** BE WORN AT SCHOOL

Students **MUST** arrive at school dressed **IN DRESS CODE** appropriate clothing.

*Students are permitted to change into school appropriate **SHOES** at their locker.*



- Boots and shoes which cover the ankle
- Leggings/footless tights, jeggings
- Sweaters with hoods
- **Jeans/sweats over or under dress pants, skirts or dresses**



- Short sleeved shirt over a long sleeved tee shirt (including short sleeved shirts with attached long sleeves)
- Pants (any material—including corduroy) with 5 pockets AND/OR rivets; cargo pants
- Fleece tops, thermal shirts, sweatshirts, long sleeved tee shirts
- Dresses and skirts: must be knee length or longer and skirts must originate at the waist
- *A complete listing of appropriate attire can be found in the Student Handbook and on the school's website.*



City Charter High School does NOT follow the Pittsburgh Public School District Weather Emergency Schedule



Please listen to your radio and/or television for the City High delay or closing announcement.

The City Charter High School delay or closing announcement will appear on television channels: 2 (KDKA), 4 (WTAE), 11 (WPXI) and on their websites.

The school closing, delay or early dismissal announcement will also be available on our website: www.cityhigh.org and on our Portal.

Delays: If there is a 2-hour delay, school will begin promptly at 9:50am. Students should NOT arrive at the school before 9am.

Closings: If a closing is announced, students will complete the school day in our asynchronous, virtual learning model. Students will be required to complete assignments for each class. All assignments will be due at 11:59pm on the day of the closure. Teachers will be available to work with students between the hours of 8:30am - 3:00pm.

Early Dismissals: If an early dismissal should ever be needed due to the weather, students will be given an opportunity to call home by using our phones or their cell phones. However, please keep in mind that this decision will need to be made quickly and will be dependent on the advice of the Pittsburgh Public Safety Department. We will NOT follow the Pittsburgh Public Schools in making this decision, as the downtown area is a unique situation and we need to be aware of different transportation issues.

Please make sure your child knows where to go after school in case of an emergency and in case you can not be reached.

Suburban Students: For families who live far from the downtown area, please use good judgment and make the decision as to whether to send your child to school based, not only on the official announcement, but also on your actual weather conditions, as they may be better or worse than conditions in the city.

An absence note will be necessary if your student remains at home on a day we are open. Suburban students may also be sent home earlier than city students if the weather conditions deteriorate during the course of the day.

