

Pittsburgh Beechwood PreK-5

810 Rockland Avenue | Pittsburgh, Pa 15216 | Phone: 412.571.7390
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

Welcome!

Mrs. Sally A. Rifugiato, Principal

SCHOOL PROCEDURES

Bell Schedule

Please visit our website at www.pps.k12.pa.us/beecewood/site/default.asp. or call 412-571-7390 for the bell schedule.

Attire

We encourage children to dress appropriately for school. Attire is not to include the following: short shorts or skirts, halters, spaghetti straps, belly shirts, tee shirts with drug, alcohol, cigarette, gang or inappropriate messages, high heel shoes, hats, bandanas, skull caps, sweat head bands, hoodie sweatshirts, flip-flops or pants fastened below the waist. Hoodie sweatshirts are permitted as outer wear.

During cold weather please make sure that children dress warmly enough for outdoor recess. If children do not wear jackets on cool days (below 60 degrees) they will not be permitted to go outside. We will go outside for recess as long as the temperature is above 32 degrees and not raining or snowing.

Arrival and Dismissal

Students are permitted to enter the building at 7:40-7:55 a.m. for breakfast. There is no supervision available before that. All children enter through the middle front door. They either go to breakfast or go to the gym to line up with their class. Breakfast is not served after 7:55 a.m. School begins at 8 a.m. Between 8-8:15 a.m. students must enter through the front door and go directly to their homerooms. After 8:15 a.m. students must go to the office for a late slip.

Kindergarten students are dismissed at the doors nearest their classrooms. All others are dismissed from the front doors. Please make sure you pick your children up on time. It is difficult for the teachers and office staff to watch children after school hours as we often have after-school tutoring

and meetings to attend. The YMCA provides on-site child care. We suggest that if you are chronically late you may want to sign up for child care. Please remind your child that all school rules are to be followed on the bus and walking home. The school will take disciplinary action if school rules are broken on the way to and from school.

Early Dismissal

Please try to keep early dismissals to a minimum. If a child must attend a doctor or dentist appointment, please send a note to school with the reason for the early dismissal. When you come to school to pick up your child, you will need to sign your child out in the office. Indicate in your note if a friend or relative is to pick up the child and let that person know they will need to produce identification. Students will not be permitted to leave school without an adult signing them out of the building.

Between 2:15 p.m. and dismissal, students will not be permitted to leave for an early dismissal. It is difficult to pass on phone messages to specific students. Often they are not in their homerooms at the time of the phone call; therefore they may not receive the message before dismissal time. Please give students instructions before they leave home in the morning. We can't be responsible for making sure students get messages.

Inclement Weather

If there is a significant snowfall, please tune into your local radio or TV station to determine if there is a delay or closing.

Attendance

To be eligible to receive a passing grade, a student must be in attendance 95 percent of the time. If a child is absent, he/she must submit a note explaining the absence upon return to school. Please consult the Code of Student Conduct for more information regarding the Pittsburgh Public Schools' attendance policy.

Tardy Policy

Children are expected to arrive to school on time. It is very important since the first few periods of the day are the prime reading and math instruction time. If a child is late he/she must report to the office for an admission slip before going to his/her homeroom. Students with 6 or more tardies may receive a failing grade for their first period class. Kindergarteners must be escorted into the building when they are late.

Make-up Work

If you would like to pick up work for your ill child, please call the school before 11 a.m. to give the teacher time to gather his/her work. You may then pick up the work in the office after 2 p.m.

Illness and Medication

If your child contracts a contagious disease including chicken pox, pink eye and lice, please let the school office know. We will then be able to work with our school nurse to prevent any further spread of the disease. Students should not be sent to school with a fever, or if they have vomited, or had diarrhea within 24 hours. We have a school nurse once a week. If your child becomes ill in school, you will be contacted by the office. Please make sure your contact numbers are current.

If medication must be given at school, you must have a medication permission form completed and signed by your child's physician. All medication must be in the original prescription bottle complete with the child's name, address, dosage, and time of administration. Please do not send the medication with the child but bring it into the office yourself.

Lunch

Children have a 45 minute lunch/recess period every day. A free lunch is available to all students at Beechwood. Children may also bring a lunch if they prefer. Please make sure that lunch boxes are labeled with the child's name.

During lunch children are expected to behave appropriately and interact positively with peers. Misbehavior during lunch may result in lunch detention or further disciplinary action.

Homework

Homework is assigned four days a week. We ask that you oversee your child's homework, provide a quiet study area, and check or sign the work before it is returned to school. Children must complete 90

percent of assigned homework or the grade will be lowered one letter grade in that subject. Lack of science homework in grades K-3 will result in an unsatisfactory citizenship grade.

Report Cards

Report cards are distributed four times during the school year: the dates are always in the newsletter and on the "calendar card" that is distributed to all students. Progress notices indicating D/E grades are sent via U.S. Mail to parents midway through each report period. The notice informs you not only of the below average grade, but the reasons for it – low test scores, excessive absences, lack of completion of homework etc. If a poor work notice is received, please call your child's teacher to discuss it.

Retention/Promotion

All schools operate under the guideline of the Pittsburgh Public Schools' "Retention and Promotion Policy." All students (grades 1-5) must pass both Reading and Mathematics in order to be promoted to the next higher grade. In addition, students in grades four and five must pass two of the following subjects: English Science, Spelling and/or Social Studies.

YMCA After-school Child Care

Beechwood offers the services of the YMCA After-school Child Care program. This provides working parents with convenient, safe, high quality child care. YMCA: Call 412-323-1922 for more information.

Visitors

If you are visiting school, you must first stop in the office, sign in, and get a visitors' pass. This is for the safety of everyone. You are always welcome to visit Pittsburgh Beechwood PreK-5. If you wish to speak to a teacher, please schedule a conference.

Field Trips

Many field trips are scheduled through out the year as an extension of learning. Some trips may require a small fee per student. To be eligible for trips, children must exhibit proper behavior at school. We often need parent chaperones for field trips. If you are interested, let your child's teacher know. Parent chaperones or volunteers must have clearances.

Fundraisers

The BPFA and the various clubs and groups in the school will occasionally hold fundraisers. This enables students to participate in many fun and exciting events. We encourage everyone to participate but we do not ask that children go door to door to sell fundraiser items.

Transportation

Transportation is afforded to students living 1.5 miles or more from school, those living along a hazardous route as determined by the transportation Department, or to those with medical needs. Please call the school for assistance.

Any student assigned to a school bus is expected to follow bus rules and behave accordingly. Violation of bus rules may result in an expulsion from the bus and parents will have to provide transportation to and from school. Please have your child waiting for the bus at least 10 minutes in advance of the arrival time. Bus transportation information will arrive under a separate letter from the Board Transportation Department.

Traffic Emergencies

In case of an unexpected event, Rockland Avenue or Alton Street may be blocked off in some way (with traffic cones or people standing there). You will be unable to drive down either one of those streets. If this is the case, you will have to park on a nearby street and walk to the corner of Alton Street and Andick way (near Alton Field). The students will be dismissed to that corner. There will be staff with them until an adult comes to pick them up. If your child walks home, he/ she will be directed to the safest route.

Traffic Safety

If you drive, please make sure that you follow the posted speed limit and drop students off at the exit of the parking lot, not in the street. During dismissal time, please park in the lot and either walk up to pick your children up or have them walk down to meet you. The alleyway is blocked to traffic during arrival and dismissal time.

Staff is outside to help make sure that arrival and dismissal times are orderly and safe. We need everyone's cooperation to make this process work. If one parent blocks the street to drop off a student, it causes a dangerous situation for other cars and ultimately the students. Staff has been instructed to talk to anyone who does this, so please show respect to them and comply with their requests. Please make sure you inform anyone who drops off your children of these procedures.

Backpacks

All backpacks, book bags, and purses must be kept in lockers during instructional time. Students will be permitted to visit their lockers at scheduled times. Please do not keep valuables in lockers.

Toys, Games, Etc.

We ask that toys, balls, electronic games, trading cards, radios, CD players, and Ipods not be brought to school. Often these are lost, traded, broken or meet some other fate. Of course, there are instances when items such as these are permitted such as kindergarten show and tell, game day etc. Your child's teacher will always inform you when it is okay to bring toys or games to school. Cell phones are permitted but must be off and out of site at all times. We are not responsible for lost or stolen items.

Website

Beechwood School's website provides information about school events and policies. Calendars and notices will be posted on the website. Each teacher has a webpage with information specific to his/her class. Please visit www.pps.k12.pa.us/beechwood/site/default/asp.

Parental Involvement

We sincerely appreciate your involvement at Pittsburgh Beechwood PreK-5. There are many ways to help – Pittsburgh Beechwood Parent Faculty Association, Parent School Community Council, classroom volunteers, lunch monitors, library helpers etc. However, to volunteer in any way you must obtain a child abuse clearance and undergo a criminal history check. We have the necessary forms in the office--just let us know that you are interested. There is a \$10 fee for each of the required clearances.

Conferences

You are encouraged to speak with your child's teacher at any time if there are any questions at all. Your child's teacher will be making contact with you from time to time to let you know how your child is progressing. They may want your help in planning strategies to help your child with a learning or behavioral need. If you need to speak to a teacher, please call the office and we can set up an appointment for you.

Code of Student Conduct

Appropriate school behavior is very important at Pittsburgh Beechwood. Please discuss the rules listed in the Pittsburgh Public Schools' Code of Student Conduct book included in the welcome packet. We will spend time in school going over the school rules and encouraging and rewarding positive behavior. If a child misbehaves parents will be notified via phone or letter. Students may be assigned lunch detention if referred to the office for misbehaving. Parents will receive a copy of the referral in the mail. By working together we can help children learn to follow the school rules.

Bullying will not be tolerated at Pittsburgh Beechwood. If your child reports that he/she has been bullied or has witnessed bullying, please call the school immediately. Often students will not report bullying.

For more information, please consult the
Code of Student Conduct.