

Pittsburgh Brookline K-8

500 Woodbourne Avenue | Pittsburgh, PA 15226 | Phone: 412.571.7380 | Fax: 412.571.7386
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

Welcome!

OUR VISION

The Pittsburgh Brookline K-8 school community is a peaceful environment where we come together to learn, play, and grow. Children become lifelong learners, staff are the facilitators of learning, and parents and community members nurture and support the growth of children and their families. We believe that the efforts of each stakeholder make a difference in the development of each student.

The Pittsburgh Brookline K-8 school community works to prepare students intellectually, socially and emotionally to be successful in life. Students' efforts are rewarded by success in academics and responsible citizenship. Teachers encourage critical thinking, creative problem solving, cooperative learning and collaboration.

The Pittsburgh Brookline K-8 school community strives to develop the self-worth of all students by providing a variety of educational programs that reflect and celebrate the rich diversity of our students, maximizing the learning experience for all.

SCHOOL PROCEDURES

Bell Schedule

Student Arrival	7:55 a.m.
Student Tardy	8:05 a.m.
Dismissal	2:41 p.m.

The school day starts at 7:55 a.m. and ends at 2:41 p.m. Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Breakfast Program/Morning Safety

Staff is not on duty until 7:30 a.m. in the cafeteria for breakfast. Students who eat breakfast should not arrive before 7:30 a.m. Students not participating in the Breakfast Program should not arrive before 7:45 a.m., when staff is on duty for the morning arrival.

Arrival and Dismissal Procedures

Morning Arrival:

Students that are dropped off on Woodbourne can go straight into school through the main entrance at 7:30 a.m. We ask, as a courtesy to all parents dropping students off, that students are prepared to exit your vehicle on the right hand side when you stop in front of the school and down Pioneer. For safety reasons, please do not allow your child to exit on the left side of your vehicle or in the middle of the street.

Van Entrance by Kindergarten Rooms:

Parents can use the van entrance off Pioneer Avenue to drop-off and pick-up students. Please pull up to the school side curb to permit children safe access to or from your vehicle. Be aware that school vans also use this entrance, so leaving your vehicle is not permitted. Staff is on duty to welcome and dismiss students.

Teacher's Parking Lot off Woodbourne Street:

Parents can park in the teacher's parking lot off Woodbourne Street to drop-off and pick-up students. Double parking in the lot is permissible, as is parking along the right side of the exit ramp. Parking is not permitted along the entrance wall to the lot.

Safety Zone:

For safety reasons during arrival and dismissal, parents and students are encouraged to cross Woodbourne Avenue at the Crossing Guard at the corner of Woodbourne and Pioneer Avenues.

The No Parking Zones on both sides of Woodbourne Street in front of the school are enforced at arrival and dismissal between the van exit and the teachers parking lot. Staff is on duty to welcome and dismiss students.

Parents meet their children on the sidewalk in front of the school. Do not block the steps or the entranceway. Please remember that schools are a drug free zone and that smoking is prohibited on school property. Staff members will walk the children to the sidewalk and will make sure that

children are not left unescorted. The same procedure should be followed in the morning. This will foster independence and also relieve the congestion when over 500 children are entering or leaving the building. Kindergarten children will be walked to the sidewalk by staff members and will follow the same procedure as the rest of the children. You will be unable to park in front of the school and go into the building to pick up your child. You must find a legal parking space if it is necessary for you to enter the building.

Morning Meetings

Each day students gather with their homeroom teachers to recite the Pledge of Allegiance, the Pittsburgh Pledge and to learn of special announcements and school programs.

Grades 7 and 8 meet in the cafeteria via the side entrance by the teacher's parking lot.

Grades 4, 5, and 6 gather in the second floor hallway via the side entrance by the teacher's parking lot.

Grades 1, 2 and 3 gather in the Primary hallway just inside the main entrance to the school.

Kindergarten students gather on benches just inside the lower entrance on Woodbourne Street. Staff is on duty to welcome students.

School Dress Code

Appropriate dress reinforces the academic climate of the school.

- No halters, tube tops, midriff tops, low-cut tops, see-through clothing, short-shorts or tight clothing. Shorts must be at fingertip length.
- Hoods and hats are not permitted to be worn in the building.
- No jeans, shorts or slacks whose waist bands fall below the waist to around the hip area. Undergarments are not permitted to show. Belts should be worn to insure that such clothing stays in place.
- Clothing or jewelry that is sexually explicit, promotes alcohol, drugs or use of weapons are strictly prohibited.
- Clothing should fit properly. The sleeves in shirts or tops should be no longer than the finger tips. Pants should fit at the waist and not fall below the shoes. Skirts and shorts must be fingertip length.
- Bare feet and flip-flops are not permitted. Sandals and plastic jellies with back straps may be worn; socks are suggested. Hats and hoods are not permitted to be worn in the classroom.

- Shoes must be tied at all times. Shoelaces should be long enough to be kept tied. Laces should not be so long that they fall below the shoes.

Parents of students who violate the dress code will be notified.

The school is not responsible for lost jewelry. Class time will not be used to find misplaced items.

Medication Procedure

If a student must take medication during school hours, please call the school office to make arrangements. Students are not permitted to take medication on their own. A doctor's prescription and signed release are necessary before prescription drugs can be given. All medication must be brought to school in the original prescription container including over the counter drugs.

Lunch and Breakfast Program

The breakfast and lunch program begin on the first day of school. Students may carry a lunch to school or get a school lunch. Breakfast is not available after the start of classes at 8:10 am.

Pittsburgh Brookline School Rules

- SAFETY FIRST! Please be aware that random metal detector checks will occur throughout the school year.
- Be respectful of yourself and others in words and actions
- Be positive, prepared, polite and responsible.
- Use appropriate hall and stair behavior. Walk in line silently.
- Keep your hands and feet to yourself. Respect personal space and belongings.
- Keep all food, candy and beverages in the cafeteria. NO GUM.
- Keep all cell phones turned off and out of sight during school hours. No electronic devices.
- Please be aware that aerosol perfume or colognes are not permitted in school.
- If a student is absent, they are not permitted to participate in after-school activities.

Toys

Children are not permitted to bring radios, other electronic equipment, computer games, small toys, trading cards and games to school.

Inclement Weather – School Closings and 2 Hour Delay

Please tune into the following radio and television stations for school closing or delay announcements: Clear Channel (KISS FM), Froggy, KDKA Radio, KQV, BOB-FM, WLTJ, WAMO/FM 106, WPXI Channel 11, WTAE 4 and KDKA TV. Those television stations carry a moving line across the bottom of the screen to provide school closing information. Most media do not announce if schools are going to be open. If there is no announcement, classes are in session. If there is a 2 hour delay all programs will start 2 hours later. This includes transportation schedules.

The District also posts school closing and delay announcements on its website: www.pps.k12.pa.us

Inclement Weather Recess Policy

Students will not be permitted to go outside when the temperature is below 32 degrees and the wind chill factor is below 32 degrees. We request that you dress your children appropriately.

In the event of inclement weather, students will be monitored in their classrooms by a staff member. Students may be involved in a variety of learning activities and fun.

Homework

The role of the caregiver is to encourage the child by showing interest and providing a consistent place and time for the child to work. An adult should be available for explanations and, especially in the case of younger children, to make certain the child understands the direction. A student's grade will be lowered if 80% of the homework assignments for that period have not been completed, per the district's homework policy.

Primary students have at least 30 minutes of homework Monday through Thursday. Intermediate students have at least 60 minutes.

25 Book Requirement

In addition, each student is expected to read the 25 book requirement and for 20 minutes each night. Students K-8 are expected to read and report on at least 25 grade- or reading-level appropriate books.

Homework Tips

- Have a regular place and time for your child to do homework
- Turn off the TV and radio
- Talk about assignments with your child
- Compliment your children on their accomplishments

Communication

In order to facilitate communications between school and home, planners are provided for all students in grades 3-8. Primary students will be provided with an assignment folder. Parents are encouraged to communicate any concerns to their child's teacher. The AlertNOW telephone message system is used to inform parents of important meetings and events. Please be sure that we have your most up to date information.

Field Trips

Throughout the year your child will be involved in activities that will require him or her to be out of the school building. These trips will be educational in nature. You will be notified of the dates and purpose of each field trip. All children will be eligible to attend all field trips unless their behavior or safety becomes an issue. A general permission slip must be completed and returned to your child's homeroom teacher before he/she may go on any trips.

Trifecta Award

This distinguished award is earned by any student at Brookline who has no absences, achieves honor roll on their report card and has outstanding citizenship in an academic subject (English, Writing, Spelling, Social Studies, Math) and a special subject (Art, Music, Phys. Ed., Library). Students who receive an "N" on a report card (needs improvement) are not eligible for this award. Trifecta awards are given out after report cards each report period. Students take home invitations to parents to invite them to the Trifecta ceremony where students are publicly acknowledged for their achievements.

Special Programs

- National Elementary Honor Society
- Ski Club
- Chorus

- Technology Leadership and Distance Learning Program for Grades K-8.
- Family Links Programs
- Mercy Behavioral Health Partnerships
- After-school Sports – Middle School
- Intramural Sports
- School-wide Title I Program
- S.E.C.T.E.M. Energy Conservation Program
- Think-A-Thon
- Challenge 24 Math
- Student Council
- Middle School -Pittsburgh Youth Golf Program
- Pennsylvania Junior Academy of Science
- Mega-Conference, Jr.

Visitors

All visitors should enter through the Woodbourne Avenue entrance and report to the main office to sign in and receive a visitor pass. Classes are not to be interrupted unless there is an emergency, since interruptions decrease instructional time for all children. Teachers cannot be taken away from their classes for parent conferences. Please call to schedule an appointment when you wish to speak with a teacher.

To enter the building visitors must go to the main door on Woodbourne Avenue and ring the bell. The office staff will ask you to identify yourself and will then admit you. All visitors must report to the main office to sign in and to receive a visitor's pass. All non-school personnel must have a pass and be signed in to the building. Staff members have been instructed to stop visitors that do not have a visitor's pass clearly displayed.

Classroom Visitations

Parents are always welcome to visit the classroom. However, to avoid interrupting the learning process we ask that the following procedures be followed:

- Schedule the visitation through the office
- Visits will last no longer than one period
- The principal and teacher must know the reason for the visit

- A feedback meeting will be held immediately after the observation which will include the teacher, parent, and principal.
- Observations are limited to one per semester

PARENTAL INVOLVEMENT

Volunteers

Parents are welcome to volunteer as chaperones for field trips, classroom activities and PTO activities. All volunteers must have criminal and child abuse clearances. Applications for these clearances are available in the office. The cost of the clearances will be handled by the school.

PTO (Parent Teacher Organization)

Pittsburgh Brookline's PTO sponsors field trips, Friday night events, special programs, Holiday Shop, Dances, Fun Day, Book Fair and much more.

All parents are invited to join. You will be receiving information at the beginning of the school year.

PSCC (Parent/School Community Council)

The PSCC addresses school-wide concerns and helps resolve them at the school level. They also advise on school policies, programs and critical issues and assist in the development of the Getting Results Educational Plan. If you are interested in being a member of the PSCC, please notify the main office at 412.571.7380. Members of the PSCC include parents, teachers, community members and administrators.