

# Pittsburgh Grandview K-5

845 McLain Street | Pittsburgh, PA 15210 | Phone: 412.488.6605 | Fax: 412.488.6846  
Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

Dear Parent/Guardian of Grandview Students,

Welcome to Grandview Elementary School! We are looking forward to an exciting and successful school year! We have prepared this parent student handbook so that we may bring back a better understanding between the school and parents/ students. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly.

On behalf of the faculty and staff I would like to take this opportunity to extend an invitation for you to visit our school, to attend your child's programs and to become an active member in our PTO and our PSSC. We are very happy to have you and your child with us at Grandview Elementary School.

Sincerely,  
**Dr. Ethel J. Flam**  
Principal

### MISSION STATEMENT

The mission of Pittsburgh Grandview Elementary School is to have each student reach his or her highest level of achievement with a commitment made by all stakeholders, including students, parents, community, teachers, staff and administrator, to actively participate and to be held accountable.

### Grandview Instructional Focus

All students will grow in their ability to read, reflect and respond to print as measured by unit, 4Sight, DIBELS and PSSA assessments.

### School wide SMARTe Goal

52% of the students will be proficient or advanced as measured by the Macmillian Unit, DIBELS, and/ or PSSA assessments and the other 48% will show growth.

### SCHOOL CALENDAR

First Day of School	September 1, 2011
Labor Day	September 5, 2011
Vacation Day	September 29, 2011
1/2 Vacation Day	October 13, 2011
Open House/ Parent Conference Day	October 14, 2011
In-Service Day	November 8, 2011
Veteran's Day	November 11, 2011
Thanksgiving Vacation	November 24 through November 25, 2011
Winter Vacation	December 23, 2011 through Jan 2, 2012
Dr. King Day	January 16, 2012
Semester Break	January 30 through January 31, 2012
1/2 Vacation Day	March 31, 2012
Spring Vacation	April 2 through April 6, 2012
Memorial Day	May 28, 2012
Last Day of School	June 13, 2012

### SCHOOL PROCEDURES

#### Bell Schedule

Please visit our website at [www.pps.k12.pa.us](http://www.pps.k12.pa.us) or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

#### Arrival Procedures

Students may enter the building and go to breakfast at 7:40 a.m. Students are discouraged from early arrivals. Unsupervised activities on the playground may lead to injuries.

Students are not permitted in hallways or classrooms prior to 8:00 a.m. The vestibule adjacent to the main door is a designated waiting area as long as a parent and/or guardian stands with his/her child/children. Parents need to go to the office before going to a classroom. During inclement weather students are to wait in the cafeteria until the 8:00 a.m. bell rings. They will be marked tardy if they arrive after 8:07 a.m.

### **Dismissal Procedures**

Dismissal is at 2:41 p.m. Children meeting younger siblings should wait for them outside. It is advisable to make arrangements to meet at a designated spot away from the front door. Students should not come back into the building after they have been dismissed.

### **BUS SAFETY**

All students who ride a bus or van to school are subject to strict regulations. Any misbehavior which distracts the driver is a **very serious violation** and jeopardizes the safety of everyone. Students who ride a bus or van must:

Stay seated while riding

Obey the bus driver

Refrain from fighting

Keep hands and objects inside the bus at all times

Refrain from profanity or vandalism.

**If a student who regularly rides the bus is NOT to ride the bus on a particular day a note should be sent to school with that child so that the staff is aware of this change in schedule.**

Periodic bus evacuation drills will be conducted.

### **ATTENDANCE**

Success in school depends upon the practice of regular attendance.

The Board of Education has strict rules regarding absenteeism and tardiness. Please refer to the Standards and Procedures for Attendance Document included in the Code of Student Conduct booklet. Please refer specifically to the Excessive Absences section. This section must be enforced completely.

Children are required to bring an absent note, with the reason for absence, the day they return to school. Any absence without a note is considered an unexcused absence. If your child has been to the doctor, then a note from the doctor for this absence is considered best for legal purposes.

### **TARDINESS**

Please see that your child arrives at school promptly each day. Students who arrive after 8:07 a.m. are marked tardy and should report to the office for a tardy slip.

Repeated tardiness disrupts the child's learning as well as the learning of other members of the class. **STUDENTS WHO ARE HABITUALLY TARDY WILL RECEIVE AN "N" (NEEDS IMPROVEMENT) FOR THEIR REPORT CARD GRADES IN HOMEROOM.**

Continual absences and tardies will be reported to the Developmental Advisor, who will take appropriate action.

### **EARLY DISMISSALS**

To obtain an early dismissal slip the student should present a written note, signed by a parent or guardian, requesting permission to leave. The note should state the reason, the date, and time for the early dismissal and the name of the person who will be picking up the student. We will not release any student to anyone other than the parent or legal guardian without express written permission.

If a student who is scheduled to attend the after-school tutoring program will NOT be staying on a particular day, a note from a parent confirming that change in schedule should be sent to school with the child.

### **LOCKERS**

Students are permitted to go to lockers at the beginning of the school day, before lunch, after lunch and at dismissal time.

### **HEALTH-RELATED ITEMS**

The school Nurse Practitioner will be at Grandview on Mondays and Fridays. She performs vision and hearing exams, physicals, and routine first aid. If your child has any medical problems please notify the school. School related injuries must be reported to Dr. Flam or office personnel as soon as possible.

### **MEDICATION**

For the protection of your child, school policy does not allow medication to be given at school without a written request from the physician and parent. Forms are available at school. Please ask your doctor to schedule medications to be given when your child is not in school.

Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage and frequency of administration.

## DISCIPLINE

A safe, orderly environment is crucial to teaching and learning. Learning that is challenging and interesting leaves no time to misbehave. If a problem arises, and a child disrupts the learning of others he/she may be removed for time-out, in-school suspension or out-of-school suspension, depending on the behavior. Students who are continually disruptive because of their behavior or failure to complete classwork and/or homework may not be invited to participate in field trips, programs or Fun Day activities.

Some examples of unacceptable behaviors include (but are not limited to):

- running/pushing
- harassing others/bullying
- fighting in and out of school
- showing disrespect to classmates or staff
- refusing to turn in homework or class work
- poor bus, lunchroom, playground conduct
- damage, destruction or theft of property
- bringing gum, candy or toys to class without teacher permission.

If a child is sent to the In-House Suspension room he/she will be required to do class work.

Severe and/or frequently disruptive behaviors by students require the intervention of the principal. A conference with a parent or guardian may be required to get the student back on track. If a child is suspended, the parent/guardian must return the student to school and meet with school personnel.

We will conduct a Schoolwide Positive Behavior Program that will reward students who consistently follow school rules.

### Grandview School Rules

- Keep hands, feet and unkind words to yourself. (No fighting!)
- Be on time and prepared for school and each class.
- Walk in a single-file line on the right side of the stairs and hallways.
- Do not eat gum, candy, seeds or chips (outside food)
- Respect school property.

- Respect adults and follow all directions. We expect each child to help take care of our building and grounds by:
- Caring for materials and books (Families are responsible for lost books.)
- Taking all papers home for parents to read
- Being considerate of others who use the restrooms
- Reporting anyone who defaces school property.

## ELECTRONIC EQUIPMENT

**Pagers, radios/cassettes/CD players, Gameboys, iPods etc., with or without headphones, are not permitted.** Using any of the above mentioned items in school will result in confiscation of the item and may result in a suspension. A parent/guardian will be required to pick up the confiscated item. There are no exceptions to this rule. **Students may possess cell phones, however, they may not be visible or turned on. Any cell phone that is exposed or being used will be immediately confiscated. This may also result in a suspension. A parent/ guardian will also be required to pick up the cell phone.**

The Grandview staff appreciates your continued support in helping the children become responsible, independent and self-assured.

## DRESS CODE

Students are expected to adhere to the following rules for appropriate dress.

- Shorts/skorts and skirts cannot be shorter than 3 inches above the knee.
- No bare stomach/short shirts that cannot be tucked in, halters, tube tops, spaghetti strap tops, wide-armed or net t-shirts.  
No see through clothing.
- No pants pulled down. Pants are to be worn at the waist.
- No clothing that advertises, suggests, or symbolizes illegal substances.
- No inappropriate slogans or offensive statements on any items.
- No clothing designed to be worn as undergarments or pajamas are to be worn.
- No hats or hoods are to be worn in school. Hats are to be removed before entering the building.
- No bandanas or scarves.
- No shoes with wheels.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are available for full-day students in grades K-5. Reduced and free breakfasts and lunches are available for qualifying families. Forms will be sent home for parents to complete regarding eligibility for a free or reduced lunch.

## **CAFETERIA PROCEDURES**

Each class is to enter the lunchroom a quiet, single file line and go sit at their designated table.

When the class is called the students will line up, get lunches and milk, check in with the lunch aide and will return to their original seats.

Students will remain in their seats unless they have permission from a lunch aide or teacher to get out of their seats.

When the students have finished their lunches they will remain in their seats and the adults will bring the garbage cans to the students so that they can throw the remains of their food away.

When the tables are cleaned students will be permitted to go to recess.

No food/drinks are allowed outside.

Students are to use the bathroom before or after lunch.

## **PROCEDURES FOR OUTSIDE**

Students are not permitted to play on the sidewalk, street or near parked vehicles.

**Students ARE NOT TO TOUCH OTHER STUDENTS.**

For safety reasons, chasing other students is not permitted.

When the bell rings, students are to hand in basketballs and jump ropes to the lunch aide and line up with their homeroom class in the basketball court.

## **PROCEDURES FOR INSIDE**

Children are permitted to watch a movie or talk quietly in groups of two in the gym.

When games are distributed students are responsible for all game pieces.

When the bell rings, all activities cease. Games must be returned and students must line up quietly to meet their teacher.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

- Verbal warning
- Time-out, lunch time detention and/or writing assignment
- Parent notified by phone or letter
- In-school or out-of-school suspension.

## **HOMEWORK**

It is the policy of the Pittsburgh School District to assign homework in accordance with the following schedule. These are approximate times for the average student:

### **Kindergarten**

Assignments will be on an occasional basis according to classroom activities and student needs.

### **Primary Grades (1-3)**

Each student will be assigned homework four nights per week for an average of thirty minutes on each of the four nights.

### **Intermediate Grades (4-5)**

Each student will be assigned homework four nights per week for an average of sixty minutes on each of the four nights.

We believe that homework reinforces classroom learning, independence, self-discipline and good work habits. Homework can have a significant impact on a student's grade. Failure to complete 80% of the homework assignments for a given subject during a report period can result in lowering the grade one level (i.e. from a C to a D).

## **REPORT CARDS**

Report Cards are issued four times a year. The scheduled dates for the school year are listed on the District Calendar.

Other means of maintaining home/ school communication concerning academics are Progress Reports, classroom tests, daily class work, and parent-teacher conferences.

Grades are based on class work, class participation, tests, performance assessments, portfolios and homework.

## **HONOR ROLL**

Honor Roll is awarded to students who have attained a 3.0 average with no D's or E's. High Honor students must achieve a 3.5 average with

no D's or E's. Honor Roll is computer generated; grades are weighted according to the number of periods per subject. Students are awarded Citizenship Honor Roll if they have all "Outstanding" or "Satisfactory" marks in citizenship.

### **OFFICE PROCEDURES**

The office phone is for school business and should be used for emergencies only. Telephone calls to the school requesting that messages be delivered to students should be restricted to emergency situations. (Office telephone: 412.488.6605) Students are encouraged to make arrangements for after-school activities the day before to avoid the need to phone home for permission.

### **Visitors**

All visitors are welcome at Pittsburgh Grandview. Please stop by the office for a visitor's pass. If you wish to see a particular teacher, please schedule an appointment. Teachers CANNOT LEAVE CLASSES UNATTENDED while conferring with parents.

### **Change of Address and/or Telephone Number**

If you have a change of address and/or telephone number during the year, please notify a member of the office staff. It is important that this information be up to date in the event of an emergency.

### **Withdrawal**

If you are planning to withdraw your child from school, please notify the office personnel as soon as possible to expedite the transfer of records and, if necessary, adjust transportation arrangements.

### **Insurance**

School insurance may be purchased by each student. Contact the school for additional information.

### **Emergency Slips**

There are occasions when it is necessary to get in touch with parents, but no one is available. For this reason it is necessary to complete the Emergency Slip that was sent home the first day of school. Please make changes, as needed, to this information during the year. In the event of a medical emergency or unplanned early dismissal, it is imperative that we be able to contact you or your designee as quickly as possible.

Because so many families have answering machines and we cannot get in touch with you at home, please leave your work number or a number where you can be reached.

### **EMERGENCY CLOSING OF SCHOOL**

If Pittsburgh Schools are closed or DELAYED due to inclement weather or other types of emergency situations, parents are encouraged to listen to the "School Closings or Delays" announcements over local television stations. Announcements are usually made from 6:00 a.m. to 8:30 a.m. on the following television stations:

KDKA; WTAE; WPXI

School closings and delays will also be posted on the school district website: [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

1 hour delay, school starts at 9:00 a.m.

2 hour delay, school starts at 10:00 a.m.

PLEASE DO NOT CALL THE SCHOOL.

### **LOST AND FOUND ITEMS**

A Lost and Found area is located in five lockers on the first floor across from the main office. Children are encouraged to place any article they find in the lockers or check for articles they may have lost. Whenever possible, parents are encouraged to sew or mark their child's name on clothing. Parents are encouraged to check the lost and found lockers as well. We always have many articles at the end of the school year that have never been picked up.

### **FIRE DRILLS**

Fire drills will be conducted monthly. Students are to walk quietly and quickly, in a line, to designated areas.

The activation of the alarm system for other than its intended purpose – emergency evacuation of the building – is a serious violation and must be reported to the proper authorities.

### **PARENT INVOLVEMENT**

#### **Parent-Teacher Organization (PTO)**

The purpose of the Pittsburgh Grandview PTO is to establish a direct line of communication and cooperation between the school administration, parents, teachers and students. Your active participation will help make the organization successful. Meetings are held to inform parents of academic and social programs being used in our schools. Watch for meeting dates and times on the monthly calendars.

The PTO officers would like to encourage ALL parents to become part of our PTO.

#### **Parent Volunteers**

If you would like to volunteer at school, please contact the office or Dr. Flam. State Clearance is mandatory.

**STUDENTS!**

Cut this page out of your handbook and return it to your teacher to receive your “designer pencil”.

I have received and read through the Pittsburgh Grandview Elementary School Student-Parent Handbook. I have reviewed it with my child.

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(Parent/Guardian Signature)

I have received the Pittsburgh Grandview Elementary School Student-Parent Handbook.

I have reviewed it with my parent or guardian.

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(Student Signature)

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We welcome volunteers to help with tutoring, clerical work, and extra-curricular activities.

**Workshops**

A variety of workshops are offered to parents to acquaint them with our curriculum and programs.

If you have any suggestions or concerns that you would like addressed please inform a staff member. We're always open for suggestions.

**Parent-School Community Council (PSSC)**

The Parent-School Community Council (PSSC) is a vehicle for parents and community members to work with school staff to create a positive learning environment. One of the purpose is to create, review, and implement Pittsburgh Grandview’s School Plan for Excellence. Membership on this committee is by election for a two year term.

**Fund Raising**

Throughout the school year, optional fund raising events occur which benefit all the students. The additional money raised supplements the school-based budget, providing our children directly and indirectly with a variety of educational experiences at no cost/low cost.





