

Pittsburgh Greenfield K-8

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Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

Welcome!

Eric Rosenthal, Principal

SCHOOL PROCEDURES

Bell Schedule

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.

Attendance

Class attendance and participation in classroom are necessary for the accomplishment of curriculum objectives. Any student who has more than six absences in a report period will receive a failing grade for the report period. However, a student should not receive a failing grade for any of the situations listed in the Code of Student Conduct, so long as the student makes up all of the missed assignments.

Attendance-related Procedures

- Parents must submit excuses for absences within three days. If a note is not submitted, the absence becomes permanently unlawful. The school will send parents a "Notice of Unlawful Absence" after the first and second unexcused absence. An unexcused absence would be considered an absence in which a student did not submit a note from home within three days.
- If there is a third unexcused absence (a note has not been submitted within three days), parents will receive another "Notice of Unlawful Absence" and a warning that they may be liable in court without further notice from the school. Parents will make an appointment to meet with school staff and establish a Truancy Elimination Plan.

- A fourth unlawful/unexcused absence (a note has not been submitted within three days) will result in a citation issued by the District Magistrate in which students will have to appear in court and face a possible fine of \$300. Other consequences could occur which will be determined by the court.
- A student who is absent more than 10 days in one school year (excused or unexcused absences) will be required to submit verification that the absence was caused by illness, injury or hospitalization, impassible roads, a religious observance, or bereavement.

Helpful Hints for Parents Regarding Attendance

- An unexcused absence is an absence in which a student has not submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days. The absence remains unexcused forever.
- An excused absence is an absence in which a student has submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days.
- Notes of any kind cannot be accepted after three days of the absence. Notes will be returned to the student.
- If the student has more than 10 days absent within the school year, handwritten notes from home cannot be accepted. If this is the case, a note from the hospital, doctor, funeral, court, or religious organization must be submitted within three days of the absence for every absence from that point on.
- EA will be issued when the student has six or more unexcused absences within the report card period (this include the fourth report card period).
- The grade earned or an ES will be issued when the student has six or more excused absences within the report card period. This means that the student has the required notes and has made up all work.

The District's attendance policy is strictly followed at Pittsburgh Greenfield K-8. A description of this policy has been provided for you in the Code of Student Conduct your child received in the mail or on-line at www.pps.k12.pa.us

Make-up Work

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school.

If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

Early Dismissals

Students needing an early dismissal from school must follow the guidelines listed below:

- Parents must give their child a note with the following: child's name, grade and homeroom; reason for early dismissal; parent/guardian name; and the telephone number of parent/guardian which we must be able to contact during the school day. If a parent/guardian cannot be contacted, an early dismissal will not be issued.
- Students should bring their note from home to the main office before homeroom. The main office clerk will complete a yellow early dismissal form and give it to the student. The student should then go to homeroom.
- If a student is scheduled to leave during a class, the student should present the slip to the teacher who will sign it and return it to the student. The student should keep the slip and present it the next day to all teachers whose class they were absent from.
- It is the responsibility of the parent/guardian to provide transportation for students who are leaving school early. Parents/guardians who are picking up their child can report directly to the main office and must sign their child out on the green clip board on the main office counter.

Students are expected to make every effort to schedule doctor and dentists appointments outside of school hours. However, when this is not possible, students are encouraged to obtain an early dismissal or come in late to school. Students should attend as large a portion of the school day as possible. Any classes missed would be considered an absence. Students should submit a note from home or the doctor explaining the absence or the absence will be unexcused.

Loitering

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, or after school. Non-students are not permitted on campus at any time unless they have been registered as an official guest in the office.

Tardiness

Prompt arrival at school is expected of all students. Students should be in homeroom by 8 a.m. Students reporting after 8 a.m. should report to the main office and will be given an admission slip. If students do not obtain an admission slip, they will be marked absent. A note must accompany late students. Excessive tardiness will not be tolerated and may result in the student's referral to the counselor.

School Cancellation

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of cancellation, including radio, TV, and newspapers. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision before releasing them.

Bus Routes and Operations

The transportation department at the Board plans bus routes and stops. Parents who wish to make requests need to contact transportation at (412) 338-8125. Students may ride only the bus they have been assigned to ride. Parents cannot send in a note asking for the child to ride a different bus for a particular day.

School Dress Code

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Parents should monitor their children's dress using the following guidelines:

- Shorts/skorts/skirts must be of appropriate length. Shorts should be worn under skirts at all times.

- No bare stomach or midriffs. Halters tops, tank tops, tube tops, spaghetti strap tops, wide-armed or net shirts are prohibited. Shoulders (for both boys and girls) should be covered. See-through clothing and low-cut tops are prohibited.
- Sandals are permitted but no flip-flops.
- Pants must be worn at the waist. Underclothing cannot be visible.
- Clothing which promotes drug/alcohol use, weapons, gangs, hate crimes, or profanity is prohibited.
- No hats, coats, or jackets in class. These items should be kept in the student's locker at all times. They should not be worn or carried to class; otherwise, a disciplinary action will follow.
- Bandanas, do-rags, and scarves are prohibited.
- Book bags including small nylon carry-alls must be placed in lockers. Girls should not use nylon carry-alls for purses.
- No slippers, pajamas or pajama-type pants are permitted.

Illness, Injury and Medications

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. Remember, an emergency telephone number where parents can be reached and name and telephone number of the student's family doctor must be on file at the school. Please return the Emergency Care Form provided to you to the main office.

If a student must bring medication to school, the following requirements must be met:

- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.
- A note dated and signed by the parent and doctor giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Medication must be left in the office and will be given by the school nurse or authorized school personnel in the absence of the nurse. The only medication students are permitted to carry in school is an asthma inhaler. However, the office must have a prescription for the inhaler on file.

Medications such as antacids, pain relievers, cough drops, etc. are on hand and can be supplied by the school. However, the school nurse who is not in school on a daily basis can only dispense these

medications. In addition, parents must indicate on the Emergency Care Form if these medications can be dispensed to their child. Therefore, if your child is susceptible to upset stomach, headache, or cramps, we suggest that you send these medications to school following the above regulations.

After-School Activities

A variety of after school activities will be provided. Information will be sent home about each activity and students may register for the one(s) of their choice. Permission slips are required for participation that will be given to the students as activities are planned and/or announced. It is the responsibility of the student to inform parents prior to the activity (not the day of the activity) that they will be staying after school. Parents may pick their child up at school or students may ride the activity bus home.

Cell Phones

Students are permitted to carry cell phones in school, but cell phones are not to be used during school hours or during school activities. The cell phone must be turned off and not be visible. Cell phones should be placed in purses, pockets or locked lockers. Consequences will result if the following occurs:

- The cell phone is out and visible to school staff.
- The cell phone is turned on in school.
- The cell phone rings, buzzes, or vibrates in school.
- Students send or receive a text message.
- Students make or receive any phone call during school or activity hours.

Consequences will be:

- First occurrence: warning to student and phone call made home to parent. The cell phone will be taken and returned to the student at the end of the day.
- Second occurrence: the phone will be taken from the student and kept by administration. Parent must come to school to retrieve the cell phone; the cell phone will not be given to the student.
- Third or more occurrence: an out of school suspension for one school day will result. Parent must come to school to retrieve the cell phone.

The school is not responsible for lost, stolen, or broken cell phones. Also, the administration cannot look for a lost or stolen cell phone.

Counselor

A counselor is available to assist students with questions, attendance issues, testing, career choices, social problems, and crisis situations. Students are encouraged to make use of these professionals by seeing their classroom teachers or by stopping in the main office to schedule an appointment.

Lockers

A locker is issued at the beginning of the school year. The locker is the property of the school. School personnel may search a student's locker at any time if they feel it is necessary for safety or disciplinary reasons. Students are not to bring anything other than books, pencils, and notebooks to school. The school is not responsible for valuables left in the locker. If a lock is used, give the homeroom teacher a spare key or the combination. If valuables must be brought, please give them to the office. Homeroom teachers will make locker assignments for students and any changes if necessary. Students are not permitted to switch partners or lockers on their own.

Substitute Teachers

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Telephone

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements. Please do not ask us to get a student out of class.

PARENT INVOLVEMENT

Parent Volunteers

We want to increase the meaningful involvement in the daily life of the children at Pittsburgh Greenfield. Parent volunteers need to obtain an ACT 33/34 clearance to work with children. This includes all field trips and chaperoning of any school event. The school will pay the cost of these clearances. Please contact the main office if you are interested in becoming a parent volunteer.

Parent School Community Council (PSCC)

Pittsburgh Greenfield K-8 will be highly involved in constructing an active PSCC. All parents are urged to become members and to actively participate in this process. PSCC meetings will be held the third Thursday of each month at a time to be announced. Check the website for updated info on the PSCC.

Parent/Teacher Conferences

Parents are encouraged to arrange conferences with the teachers and the counselor to review students' records and academic performance. To arrange an appointment, call the school office to contact the person desired. Visitors for conferences should report directly to the office and sign in on the visitor's sign-in sheet.

CODE OF STUDENT CONDUCT

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to an administrator.

The team leaders and the assistant principal assist the principal with discipline. We will work together to ensure consistent consequences for behaviors. School and home must work together. Threats of any kind to the school, staff, or students will not be tolerated.

Learning Adjustment Center (LAC)

The Learning Adjustment Center (LAC) is assigned to students who have violated school rules or the Student Code of Conduct. Students are normally assigned to spend the entire day in the LAC. Students will be provided meaningful work to complete. Students who fail to complete their work or misbehave in any way while in LAC will be suspended out of school.

For more information, please refer to the *Code of Student Conduct*.