

Pittsburgh Schaeffer K-8

Schaeffer Primary School | 1235 Clairhaven Street | Pittsburgh, PA 15205 | Phone: 412.928.6560

Schaeffer Intermediate School | 3128 Allendale Street | Pittsburgh, PA 15204 | Phone: 412.778.2170

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

Welcome!

Pittsburgh Schaeffer K-8 is a student focused school located in the West End of Pittsburgh. We are housed in two separate campuses. The Primary campus includes grades K-3 and the Intermediate campus includes grades 4-8. We would like to take the opportunity to introduce ourselves to our new parents and say hello to parents who are returning to the Pittsburgh Schaeffer K-8 community. We are looking forward to working with you, your children, and the school staff to ensure that your children receive a quality education. It is through such partnerships that children gain confidence and stability. Together we will work as partners to ensure that your child is on the Pathway to the Promise.

The Intermediate Campus utilizes “the clipboard strategy” to monitor and encourage positive student behaviors. This approach singles out particular behaviors that the staff and students stated would help provide a safe and orderly school environment. Students who receive no marks are rewarded weekly for exhibiting positive behavior.

Along with this letter is general information that explains various school procedures and District policies. Please read it carefully and review it with your child. If you have any questions regarding this information, please feel free to give us a call.

Again, we are looking forward to working with you and, also, on behalf of the staff, we take this opportunity to say welcome to another school year and we hope this will be a successful and satisfying year for you and your children.

Thanking you in advance for your time and cooperation,

**Ms. LaVerne Anthony, Principal
Intermediate Campus**

**Mr. Martin Boonstra, Principal
Primary Campus**

SCHOOL PROCEDURES

Bell Schedule

Bell schedules were not available at the time these materials were printed. 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.

School Dress Code:

Primary School students wear uniforms which consist of the following:

Shirts - white, light blue, navy, tan shirts with a collar are acceptable

Pants, Shorts, Skirts/Jumpers - Khaki (tan), Navy Blue or Black are acceptable

Shoes - Any dress shoes or tennis shoes are acceptable. No sandals or flip-flops.

The Pittsburgh Board of Education has adopted the following exclusionary dress code for all students in Pittsburgh Public Schools:

- No student shall wear any apparel or jewelry at by words, signs, pictures or any combination thereof appearing on said clothing or jewelry, advocates or promotes sexual activity, violence, or the use of alcohol or drugs, or demeans or degrades another because of race, gender, religious persuasion, national origin, hardship or disability.
- Students are expected to wear acceptable clothing at all times. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school sponsored event, whether on or off school premises.

In addition, Pittsburgh Schaeffer Intermediate has developed a modified dress code to ensure a safe learning environment:

- In an effort to keep our students safe in the building and outside on the playground, we ask for your cooperation with the concern of appropriate footwear for the school environment.
- No wrestling-themed shirts or any other accessories are permitted at Pittsburgh Schaeffer. We will call the home of a child wearing such clothing and request a change of clothes. Should we be unable to obtain appropriate clothing, the student will be asked to turn the shirt inside out. This requirement has been made for safety reasons and to promote positive character traits.
- No hats, scarves, bandanas or other head gear are permitted to be worn by either boys or girls. The only exception to this rule is a designated "Hat Day," which will be reported on the school calendar.
- Please dress appropriately for the weather. When shorts are worn, they cannot be more than four inches above the knee. No spandex shorts are to be worn. Shirts are to cover the entire upper torso. No halter tops, revealing tanks tops, thin strapped tops or bare midriffs are permitted.

Primary students K-3 wear uniforms. Pittsburgh Schaeffer 4-8 students do not wear uniforms but as a school we do honor the School District's guidelines as it relates to appropriate dress for a school setting. The following policy is in effect at our school.

No student shall wear any apparel or jewelry that by words, signs, pictures, or any combination thereof appearing on said clothing or jewelry, advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

Sexually Explicit Clothing: no halter, mesh or see-through clothing and no extremely short clothing.

In order to promote safety, students are encouraged to wear flat shoes unless it is for a special event (i.e. promotion ceremony, school dances, etc.)

Consequences for not adhering to the School Dress Code will be as follows:

- First Offense: The student shall be sent to the office for a discussion and home contact made by administrator.
- Second Offense: Disciplinary action by the principal.

Note: If what the student is wearing is deemed in anyway offensive and might impact negatively on the learning environment, the student will be sent home to change his/her clothing or be asked to wear a T-shirt provided by the school.

Emergency Plan:

In the case of a severe weather emergency, all personnel not working directly with students in both the Primary and Intermediate School will be enlisted to call the transportation company and parents to arrange for the early dismissal of students. No students will be dismissed early without contacting parents at home or through emergency numbers on file in the office. It is for this reason that phone numbers be kept up to date in the school office. Should any of your contact information change, please notify us immediately. The parent or his/her designee must sign the student out at the office.

A core group of staff have volunteered to stay at the school after the normal dismissal time in the event that some students are not picked up. We will gather in the gym and keep children occupied until arrangements are finalized.

If the nature of the emergency results in the evacuation of the building, students and school personnel will follow the usual fire drill procedure.

Pittsburgh Schaeffer Primary Staff will escort students to the Crafton Heights United Presbyterian Church at the corner of Clairhaven and Stratmore Streets.

Pittsburgh Schaeffer Intermediate Staff will escort students to the Sheraden Trinity AME Church. It is located directly across the street from the school.

In both of the above locations, the pastor has agreed to accommodate us in case of an emergency. We will have access to the telephones at both churches. This will be a great help if students should need to be dismissed from the designated shelter. The Executive Director of Schools will be advised immediately as to the nature of the emergency. In the unlikely event of a tornado or hurricane, students will follow the tornado drill procedure which provides shelter for all students on the lower level of the building, away from all windows.

School Delays

The start of school may be delayed when there is inclement weather. Listen to television or radio announcements for school delays and/or closings. This information is also available on the Internet and on our District website, www.pps.k12.pa.us. If there

is a two-hour delay, school will begin at 10 a.m. A one-hour delay will set the school start time at 9 a.m. Breakfast is not served on days when the start of school is delayed, so please make sure your child has breakfast at home.

Breakfast/Lunch Program

Breakfast is served at Pittsburgh Schaeffer between 7:35-8:00 a.m. daily.

Breakfast and lunch are FREE to all students.

Calendars

A monthly calendar is issued to each student detailing special school events.

Homework

Parents can encourage their children by showing interest and displaying helpful attitudes toward homework. As a parent you should:

- Help your child set a regular homework time each day.
- Provide a place to work and study that is quiet and properly lighted and equipped with necessary basic materials.
- Become interested in your child's homework by encouraging him/her to do his/her best work and complete the assignments.
- Contact the teacher if your child has trouble with a homework assignment.

Staff Development

Pittsburgh Schaeffer Primary and Intermediate provide on-site training as well as attending district wide training. Both schools have a Leadership Team, Instructional Cabinet and continues to develop action plans to further advance academic achievement.

School Instrumental Programs

Instrumental music is available to 3rd, 4th and 5th graders who have shown classroom responsibility and who also maintain good grades. These requirements are a must because the instrumental music is a pull-out program.

Intramural Sports

Students in grades four and five can participate in the city wide track program. Soccer, Basketball and Softball is offered to students in grades six through eight as an after school intramural program.

Title I

Title I is a federally funded program designed to academically intervene with children struggling in the reading and math curriculum. Pittsburgh Schaeffer qualifies as a Title I School using funds to purchase the services of educational assistants to help in the classrooms.

RTI

RTI (Response to Intervention) provides high quality instruction and interventions matched to all students' needs with the general education and curriculum. Progress monitoring frequently occurs and is analyzed to make important educational decisions. RTI creates a well-integrated system of instruction/intervention guided by student outcome data.

After School Tutoring

An extended instruction day program is offered at both the Primary and Intermediate School. Students who have scored in the below basic and basic range on various curriculum-based assessments in reading and math will be issued invitations to join the program.

Learning Support

Students in need of learning support services can receive them at Pittsburgh Schaeffer K-8. Individually designed programs are implemented based upon each student's specific individual education plan. Support services are assigned after interventions, academic evidence, testing, and team recommendations have occurred.

Speech and Language Services

Speech and language services are available to students who qualify following an individual screening. Sessions are provided individually or in small groups.

Mercy Behavioral Health

Counseling and support services are provided to Pittsburgh Schaeffer K-8 students by Mercy Behavioral Health. Support groups are conducted on topics such as grief, anger management, and changing family structures. Students need parent permission to participate.

SECTUM Committee- Primary School

Students and Staff monitor our school making sure that our electrical resources are not being wasted. The Primary School has received a SECTUM Award for three consecutive years.

PARENT INVOLVEMENT

Parent School Community Council
School Volunteers
Parent Teacher Student Organization
Excellence for All Committee

Parent Volunteers

If you are interested in volunteering, please contact our parent volunteer coordinator, Ellen Maust at the Primary Building and Terry Moeller at the Intermediate Building.

Field Trips

Permission forms for field trips for the present school year are signed and kept on file at the school. The teachers planning the trip will contact the number of volunteers required to serve as chaperones. All chaperones must have a clearance issued after a Criminal History Check. All parents will be notified prior to each trip about the arrangements made, and times for arrival and departure.

Cell Phones

The Intermediate Campus has the following cell phone guidelines. Students are required to turn in their cell phones to a designated staff member each morning. The phones are returned to the students at the end of each day. Students who do not turn in their phones and are seen by a staff person with a phone will have them confiscated. A parent or guardian will be required to pick up the phone at school in these circumstances.