

# Pittsburgh Spring Hill K-5

1351 Damas Street | Pittsburgh, PA 15212 | Phone: 412.323.3000 | Fax: 412.323.3008  
Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

**Mr. Todd Van Horn, Principal**

**SCHOOL COLORS:** Blue and Gold

**SCHOOL MASCOT:** The Leopard

**SCHOOL PLEDGE:**

**The Four Steps to Success**

1. Always come to school with a positive attitude and ready to learn.
2. Always treat others with kindness and respect.
3. Always act in a safe and orderly way.
4. Always do your best as a Spring Hill student.

**SCHOOL INSTRUCTIONAL FOCUS:**  
Comprehension

**SCHOOL INSTRUCTIONAL MASCOT:** Comp Man

**School Instructional Acronym:** S.H.U.C.K.S.  
stands for...Spring Hill Understands  
Comprehension....Knowledge Soars.

**School Instructional Motto:** "Comp Man is my name and Comprehension is my game!"

**Kid Friendly Comprehension Pledge:** As a Spring Hill student, in order to succeed and make myself "Promise Ready", I pledge to read, discuss, write about and understand what I've read.

**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.

**Specific School Rules and Regulations**

As students of Pittsburgh Spring Hill K-5, you are living in a community. All communities have rules so that they can function smoothly and protect

the rights and safety of each individual in the community. As a member of the Pittsburgh Spring Hill community, you will be expected to follow the school rules and regulations.

- All students are to dress properly for school.
- All students are expected to come prepared with homework and proper supplies for school each day (as required by their teachers).
- Students are to stay in line as they move from class to class, and walk, not run through the halls. Horseplay is not permitted.
- If a student needs to use the lavatory facilities at a time other than the assigned time, the student must have a hall pass or note from the teacher.
- Students are expected to be in class on time. All students should travel with their class.
- Students are expected to eat and drink only in the cafeteria unless a classroom treat is provided. Food, drinks, and gum are not allowed in the classrooms or hallways. They will be confiscated if brought to school.
- Items such as two-way radios, pagers, radios, cassettes, headphones, CD players, skateboards, rollerblades, etc. are to be kept at home. These are valuable possessions for which your teacher cannot take responsibility.
- While on school property or on the school bus, cell phones should not be turned on, visible, or used by the students.
- Students are not permitted to leave the building at any time without proper authorization. If a student leaves the building without proper authorization, he/she will not be permitted back to the school without a parent. Parental request for an early dismissal of their child must be in writing and verified by phone through the office. Students need a designated adult to leave the building. Students will not be permitted to leave the building unless a designated adult picks them up.

- It is illegal for any student to possess tobacco products, as well as items that may be used as weapons on school property. This includes lasers, etc.
- Students are expected to follow the guidelines listed in the current Code of Student Conduct booklets issued by the Pittsburgh Public School District.
- Students must ride the bus they are assigned. If they enter a bus they are not assigned to or do not have written permission to ride, it is considered trespassing unless written permission from the parent is provided and the office approves it.
- All students riding a bus/van will not be permitted to walk home unless the school receives written notice from the parent/ guardian before the student is to board the bus.
- The authority of principals, ITLs and teachers over students includes the time required in going to and from their homes. (Public School Code P.L. 30)
- Recess during lunchtime will be held on a daily basis either outside or inside, based on weather. Students that are not in the appropriate place will face disciplinary action.
- All students must have a hall pass to leave the classroom.

### **Keys to Continued School Success**

Both your parent (and/or guardian) and everyone here at Pittsburgh Spring Hill wants you to have the best possible education so that you can feel pride in yourself by being the best student you possibly can be.

- Attend regularly.
- Be punctual.
- Respect your teachers.
- Respect your classmates and schoolmates
- Respect yourself.
- Be prepared.
- Obey all school rules.
- Use your time wisely. Don't procrastinate.
- Have the will to do.
- Believe that you can do, and you will do.
- Keep your work and yourself neat and clean.
- Never leave school in doubt about any assignments. Seek help from your teacher. Complete and return all assignments on time.

- Don't worry about what others may say: just do your work.
- Don't cheat.
- Be patient, kind, trustworthy, and friendly.
- Participate in extracurricular activities. Join a school club.
- Study! Study! Study! Set up a regular study work schedule.
- Listen! Listen! Listen!
- Set a goal and realize that your major purpose for attending school is to learn.

### **Attendance and Corresponding Grades**

Any student who has six or more absences in a report period will receive a failing grade (EA) for the report period. Tardiness that results in a student missing a class or subject period will be considered an illegal absence when calculating grades. A student who has received a failing grade(s) for one or more report periods(s) due to failure to meet attendance standards and whose absences are legally excused shall be entitled to receive the yearly or semester final grade for the course which the student otherwise would have received had it not been for the failing report period(s) grade(s), provided that the following requirements are met:

- The student has completed all course requirements and assignments
- The student, at the direction of the teacher, has made up any missed course work, class periods and/or testing within a reasonable period of time
- The student passes the final yearly or semester examination, if any.
- The student's final grade would have been a passing grade, if it had not been for the failing report period(s) grade(s) due to the student's failure to meet the attendance standard.
- The student has provided appropriate documentation to verify the reason for the absences, i.e. notes from dentists, doctors, courts, etc.

Students who have more than six illegal absences will receive a failing grade for the report and will not be permitted to make up assignments. Principals and teachers will continue to consider special, unusual and extenuating circumstances when applying these attendance standards, and grant exception when warranted.

## Absences

Upon return after being absent, a student must have a written note from the Parent/Guardian with a telephone number to verify absence.

## Attendance Standards

100% .....	Distinguished
95%-99% .....	Expected
85%-94% .....	Probationary
Below 85%.....	Unacceptable

*Distinguished:* Honored at graduation and noted on commencement program.

*Expected:* Eligible for honor roll and full participation in extracurricular activities, promotion and commencement ceremonies.

*Probationary:* Can make up courses in summer school or other extended day or year programs. Can only participate in extracurricular activities, promotion or commencement with permission from the principal.

*Unacceptable:* Cannot make-up courses in summer school or other extended day or year programs. Cannot participate in extracurricular activities, promotion or commencement. Ineligible for academic or citizen honor roll.

For more information on attendance, please see the *Code of Student Conduct*.

## Weather Delays and Cancellations

In preparation for the possibility of inclement weather, please review the following information concerning school delay cancellations.

- If there is a two-hour delay and your child takes a bus/van, your child will be picked up two hours later than the normal pick-up time. The school doors will open at 9:40 a.m. and breakfast will be served from 9:40-10:00 a.m. Homeroom will begin at 10:00 a.m.
- Dismissal time will not change for two-hour delays. Students will be dismissed at 2:36 p.m.
- Local media are typically advised of delays and cancellations by 5:30 a.m. However, sometimes the decision may be made later than 5:30 a.m. Information regarding school delays and

cancellations is available through the following TV and radio stations:

- TV channel 2
- TV channel 4
- TV channel 11
- KQV Radio – 1410 AM on the dial
- KDKA Radio – 1020 AM on the dial

Please look/listen for announcements for Pittsburgh Public Schools; not for Pittsburgh Spring Hill.

- On school-delay days, Gifted Center classes, after-school tutorial and club programs, intramural and sports programs and all field trips will be cancelled.
- When school is cancelled, all after-school and evening activities are also cancelled.

If you have any questions concerning the above, please call the school at 412.323.3000.

## Tardy Policy

After 8:00 a.m., you are late to homeroom but do not need to get a note from the Main Office until 8:15 a.m. You will need to bring a note from home explaining the reason for tardiness.

## Early Dismissal Policy

A request for an early dismissal must be submitted in writing to the office by the end of first period. The request must include a telephone number at which the parent/guardian can be contacted to verify the early dismissal request. Early dismissals will not be issued if the parent/guardian cannot be contacted by phone and a parent/guardian is not available to pick up the student.

## Leaving the Building

Students are not permitted to leave the building during the school day without permission. Students who leave the building without an appropriate early dismissal will be disciplined in accordance with the Code of Student Conduct. Such students will not be permitted to return to the building until you bring your parent/guardian to see the principal.

## School Dress Code

Each morning as you dress for school, you must decide what is appropriate for school, in good taste, and what will enhance your appearance.

The following guide has been developed to help in deciding what to wear to school.

- Mini-skirts and short shorts are not to be worn in school. The length of all skirts, dresses, and shorts must be at or below the fingertips of the student's extended arms.
- Tank tops, halter tops, midriff tops, tube tops, cold shoulder tops, sleeveless undershirts, spaghetti strap tops, see-through blouses or mesh tops are inappropriate for school.

- The navel must be concealed at all times. Sagging pants below the buttocks will not be tolerated. Belts are to be worn. No exposure of undergarments is acceptable. All pants must be secured at the waistline.
- Clothing that displays drugs, sex, violence, obscene language, alcohol use, or gang affiliations should not be worn to school.
- No head gear permitted; hats, sweatbands, headbands, headscarves, caps, visors, or bandanas. These are inappropriate for school.
- Sweaters, sweatshirts, and lightweight jackets can be worn in school but coats and heavy jackets must be put away. Hoods on sweatshirts, jackets, and sweaters are not to be worn during school hours in the building.
- Shoes should be of a type that can safely negotiate the many stairs at Pittsburgh Spring Hill. Flip-flops or bedroom slippers should not be worn to school. All shoes must be tied and secured to the foot. No strapless shoes. Heelies (shoes with wheels) are dangerous and are not permitted on school property.
- Sunglasses are not to be worn in the building. Seasonal changes in the weather will naturally affect the type of clothing you wear to school. Remember, do your best to come to school each day well groomed and dressed neatly in the appropriate clothing.

### **Visitors**

All visitors must report to the main office once being buzzed into the building. If you wish to drop something off at your child's classroom, you must sign in at the main office first and receive a visitor's pass.

### **Lost and Found**

Lost and Found is located outside of the cafeteria.

### **Bathroom**

Bathroom times are assigned to all homerooms. Please adhere to all selected times to avoid congestion in the hallways. Bathrooms will remain open from 7:40 a.m. until 8 a.m., then will be locked during homeroom and reopened at the start of 1st period. Teachers will refrain from sending students individually so as to avoid off-task behavior.

### **Field Trips**

All students will be given several opportunities to attend several field trips throughout the school year. All field trips will be subject to the students' behavior. Those students not permitted to attend will be left at the building with another classroom and plenty of

work to do for the day. Students not behaving during the normal school day will not have an opportunity to attend.

In some cases parent volunteers will be needed, but as stated in the parent section of this document, clearances are a must. Please see Mr. Van Horn at the beginning of the school year to receive the proper documentation for your clearances (they normally take four to eight weeks for the government to complete).

All field trips are attended to be easy on parents' wallets. Usually no cost is associated with field trips but if there is a cost, it will be kept to a minimum. In order for your child to attend any field trip he/she must have a signed permission slip.

### **AFTER SCHOOL PROGRAMS AND EXTRACURRICULAR ACTIVITIES**

Ms. Eckroat offers a fun, engaging and enriching choral experience for fourth- and fifth-graders. The Choral students often perform at holiday receptions and other engagements throughout the year, including many invitation-only performances. Ms. Eckroat combines her two choirs (the other from Pittsburgh Phillips) to perform a spring concert at a high school or middle school geographically centered between the two sites. The choir meets every Friday. Ms. Eckroat is also the sponsor of our Mercy Behavioral sponsored 5th grade program called Dancing Classrooms. This ballroom dancing program meets both during the day as well as, after school.

### **Awards and Special Programs**

The VIP (Very Important Person) Ribbon program encompasses much of the positivity of the school culture. Students proudly wear the ribbons they have earned. They also have their pictures taken and displayed in the office window. This ribbon program will be infused into our Positive Behavior Plans for the upcoming school year.

Two students are awarded a ribbon for completing the Morning Announcements/Character Education Word-of-the-Week over the loud speaker. Mr. Van Horn also has two students come and read to him and/or do math with him. For completing the "I Read to the Principal" or "The Principal Says I'm a Math Wizard" programs, each student receives a color-coded ribbon, two pencils, and a picture with Mr. Van Horn.

Student and staff birthdays and un-birthdays are celebrated throughout the school year. Each student/staff member has their name announced during the morning announcements and comes to the office for two pencils, a ribbon, and a picture with the principal. An un-birthday is for staff/students who have their birthdays during months when there is no school, such as July and August.

After each report period, names are announced in the morning by the principal, reflecting students' academic achievements in the classroom. Awards Announcements are done one grade level per day. High Honor (3.5 to 4.0), Honor roll (3.49 to 3.0), and Perfect Attendance are all recognized publicly and the students are given ribbons. A group picture is taken with their homerooms, and displayed outside the classroom.

Monthly positive behavior rubrics offer students a chance to earn a ribbon and prize for those making STAR students.

Take Your Mom to School and Take Your Dad to School occur in May on two consecutive Fridays. Students have a chance to bring their favorite male or female to school to see their work. Parents are given a continental breakfast and later join their children for the first three periods. The families then pose for a family picture which they can take home.

## **PARENTAL INVOLVEMENT**

How to get involved:

- Emphasize the importance of school.
  - Help your child develop good study habits.
  - Show interest in your child's schoolwork and homework.
  - Call your child's teacher or come to school to discuss your child's progress or obtain ideas about helping your child learn at home.
  - Help you child be prepared for school. Does your child have materials (pencils, homework, and paper)? Is he/she on time for school? Is he/she following school policies?
  - Become an active participant in the activities in which your child is involved.
  - Pay attention to your child. Listen to what your child has to say.
  - Administrators and counselors are available to discuss your child's problems and concerns.
  - Please urge your child to seek help when appropriate.
- Take your child to the library and sign him/her up for a library card. Librarians are trained to find the right books for your child. Show interest in what your child is reading. Read books together. Anything your child reads helps him/her learn, including comic books.
- Provide the opportunity for your child to watch educational TV, for programs that may complement their schoolwork and interest.

- Provide educational experiences in your home. This helps your child concentrate and makes learning fun.
- Plan to attend any and all parent meetings that are offered throughout the year. You are encouraged to join Pittsburgh Spring Hill's PSCC and to attend our open house.
- Call or contact the school or your child's homeroom teacher for any necessary information. You are encouraged to call and ask the school any questions you have pertaining to your child's education.
- Contact the school and discuss the possibility of becoming a parent volunteer at Pittsburgh Spring Hill. The school will help defray the costs of necessary clearances that are required to go on field trips or help in the classroom.
- Be sure to attend the "Welcome Back to School Event" the night before school begins and meet your child's teachers and principal. This will also help to alleviate any of your child's anxieties prior to the start of school. You will also have the opportunity to discuss any issues with the teacher prior to school starting.

## **Partnerships**

- Mercy Behavioral and Mental Health has been an outstanding partner. For years, they have serviced the students and families of Pittsburgh Spring Hill with individual counseling, group counseling, and/or family counseling. This year they have added the world famous "Dancing Classrooms" for our 5th graders to participate in.
- The Opera Connections Program allows our families to experience and to be exposed to new culture/music. Students in the 4th and 5th grade are permitted to participate for free.
- The Pittsburgh Ballet Theatre works intensely with our first and second graders on their creative movement.
- ESB Bank has come aboard to offer a very unique banking program to all Pittsburgh Spring Hill students. All students are welcomed and encouraged to open a savings account in their name, with parent written permission as a co-signer. All fees have been waived and there is no minimum deposit. ESB has put together an incentive-layered benchmark savings program where each student can earn more as they reach benchmark levels, in addition to the normal interest earned. ESB tellers will visit the school two days a month to accept students' money. Students keep a copy of their savings book.

## **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

The School District of Pittsburgh requests that medication be given at home during non-school hours. However, it recognizes that sometimes it is essential for medication to be administered at school. ALL MEDICATION MUST BE IN A PHARMACY LABELED CONTAINER. The label must include the name and [hone number of the pharmacy, the student's name, the physician's name, the medication, the currently prescribed dose, time of administration and the RX number. Your child's doctor will need to complete the "Administration of Medication During School Hours" form. The form is available in the main office at your child's school or by contacting Health Services at 412.622.3940.

## **CODE OF STUDENT CONDUCT**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights or learning of themselves or others.

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



