

Pittsburgh Stevens K-8

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Welcome!

This manual has been compiled to provide necessary **updated** information regarding school-wide policies, processes, and behavior initiatives at Pittsburgh Stevens K-8. Information regarding the school can still be found in the handbook that was mailed to your home by the district.

All included information directly coincides with the school's mission as well as the Pittsburgh Public School District.

This manual includes an outline of the student and parent responsibilities and expectations, a system to address violations of policies and procedures.

Pittsburgh Stevens K-8 Mission

We, at Pittsburgh Stevens K-8, are committed to creating an academically rigorous learning environment which will produce respectful, responsible, promise ready students and citizens for the future. We will accomplish this with the support from our students, staff, parents, and community partnerships.

DISTRICT MISSION AND DECLARATION OF BELIEFS

District Mission

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well-managed, and innovative.

We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

Declaration of Beliefs

- All children can learn at high levels.
- Teachers have a profound impact on student development, and should have ample training, support and resources.
- Education begins with a safe and healthy learning environment.
- Families are an essential part of the educational process.
- A commitment from the entire community is necessary to build a culture that encourages student achievement.
- Improvement in education is guided by consistent and effective leadership.
- Central office exists to serve students and schools.

SCHOOL PROCEDURES

The following procedures are outlined to ensure the academic success, safety, and well-being of all Pittsburgh Stevens K-8 students.

Bell Schedule

Revised: July 22, 2010 During the 2010-2011 School Year Pittsburgh Stevens K-8 implemented a new start and end time. Please see the schedule below.

Period..... Start/End Length of Period

Ed. Asst.Start.....7:30-

Student Pick Up
Cafeteria/Auditorium...7:55-

Homeroom7:55- 8:02 7 min.

Half Hour of
Brain Power8:05-8:35 30 min.

1.....8:35-9:20 45 min.

2.....9:20-10:05 45 min.

3.....10:05-10:50 .. 45 min.

4.....10:50-11:35 .. 45 min.

5
First Lunch
(K,1st,2nd,3rd,K-5
Aus., Life Skills)11:35-12:20 . 45 min.
11:35-11:55 A
12:00-12:20 B

Lunch Transition 12:20-12:25 .. 5 min.

6
Second Lunch
(4th,5th,6th,7th,
8th,6-8 Aus.)12:25-1:10 45 min.
12:25-12:45 A
12:50-1:10 B

7.....1:10-1:55 45 min.

8.....1:55-2:40 45 min.

Bus Dismissal2:41

Walkers Dismissal2:43

ESEP Time Mon-Fri....2:43-3:13 30 min

Departure For
Ed. Asst. Mon-Fri.....2:51

Departure for
Teachers.....2:46

Attendance (Board Policy)

- Compulsory school age refers to the period of a child's life from the time the child enters school, which may be no later than eight years of age, until the age of seventeen or graduation from high school, whichever occurs first.
- It is mandatory for all children of compulsory school age to attend and be present at school unless excused from attendance for an approved reason under the Pennsylvania School Code.
- The No Child Left Behind Act (NCLB) also demands compulsory attendance. NCLB indicates a ninety percent (90%) attendance rate as the benchmark for academic success.
- Absence is defined as non-attendance in school in an individual class, the entire school day or a combination of both. Absence includes tardiness to class and/or school as well as early dismissals.
- The following absences are considered excused and explanations can be found in the Student Code of Conduct: illness or urgent reasons, health care, bereavement, religious holidays and religious instruction, weather emergency, involuntary exclusion, school approved activities, and other principal approved excusals (see Parent Handbook Part Two, Section two).

Unexcused Absence:

- All absences that are not excused according to this policy will be considered UNEXCUSED.
- Tardiness that results in a student missing class without a written lawful excuse will be considered and UNEXCUSED and/or an UNLAWFUL absence.
- Parents/Guardians shall submit written explanations for EXCUSED ABSENCES within three calendar days of the absence.
- If the school does not receive a written explanation within three calendar days of any absence, the absence will be **permanently** counted as UNEXCUSED and/or UNLAWFUL.
- A parent/guardian shall receive a legal notice after each instance of UNLAWFUL/UNEXCUSED absence.
- **Excuses for absences exceeding ten cumulative days must be from a licensed treating physician or be approved by the School Principal.**

Excessive Absences:

- Absences from school, whether excused or unexcused totaling six or more days in one report period or twenty-four or more days in one school year shall be considered excessive and the student shall not be eligible to receive credit for courses being taken at that time.
- It is the parent's responsibility to make sure excuses are provided to the teacher/social worker.
- Excuses can be faxed to your child's teacher at 412-928-6554. Excuses can also be emailed. Please see the email section for your child's homeroom teacher's email address.

Early Dismissals

- Must be received by 8:30am in writing. Early dismissals can be handwritten or faxed 412-928-6550. WE WILL NO LONGER TAKE EARLY DISMISSAL'S BY PHONE.
- Early Dismissals can be handled in person by a parent/guardian or by a representative that has been given prior authorization as noted on the Emergency Care form.
- To ensure safety for our students, all persons picking up children for early dismissals must have proper identification.

Late to School

- Students are considered late to school after 8:05am.
- Parents/Guardians must accompany their child to school after 9:00am and ensure that their child is signed in by the office staff. A written excuse for the tardy must be provided.
- Please refer to the Unexcused Absence Section of the student handbook.
- Where deemed appropriate the following steps may be taken for students who are habitually tardy to school.

1st Offense Verbal Warning

2nd Offense Documented Phone Call Home

3rd Offense a 2:45pm detention.

4th Offense Administrative Referral with appropriate documentation of above steps. Administrative action will depend upon the disciplinary history of the student. Upon the first referral, in-school suspension will be assigned for no less than one day. Subsequent referrals will constitute more severe disciplinary consequences.

Emergency Closing

- In case of inclement weather, please check with KDKA News.
- Please have updated emergency contacts names and numbers. If you change your phone number, you can email this information to Ms. Rosie at rhenrickson@pghboe.net.

Dress and Grooming Policy (A complete Dress and Grooming Policy will be included in this document).

- Please be reminded of the dress code.
- Students must be in uniform, unless you receive a notification from the school.
- Students may wear blue (navy, royal, or powder), yellow, or white tops and Khaki, black, or navy blue bottoms.
- Please call Mrs. O'Malley with questions or concerns at 412-928-6550 or email momalleyargueta1@pghboe.net.

Students that are out of uniform will be able to call home for replacement clothing or wear clothing available at school.

1st Offense Uniform infraction will result in a lunch detention.

2nd Offense Uniform infraction will result in a 2:45pm detention.

3rd Offense Uniform infraction will result in an In-School Suspension

4th Offense Uniform infraction will result in a Saturday detention.

5th Offense Uniform infraction will result in a 1 day suspension.

6th Offense Uniform infraction will result in a 2 day suspension and parent conference with the principal.

Bus Policy

- Riding the school bus is a privilege. Students should be respectful and safe at all times.
- Arrive at the assigned stop ten minutes before bus pick up.
- Stand on the sidewalk or edge of the street by the curb.
- Stay off private property.
- Do not stand on the traveled part of the road
- Wait in a quiet and orderly manner.

- Be respectful and watchful of traffic.

Respectful	Be respectful of fellow riders and the driver. Follow the bus driver's directions.
Responsible	Stay seated on your bottom, facing forward at all times. Keep your hands and feet to yourself and inside the bus.
Rigorous	Be on time to your bus stop. Cross in front of the bus.

Students are expected to be respectful, responsible, and rigorous on the school bus. Remember that all school rules apply when students are on the bus and at the bus stop.

1st Offense	Administrative conference with student and change of seat (if necessary)
2nd Offense	Two-Day riding suspension and parent notification
3rd Offense	Five-Day riding suspension and parent conference
4th Offense	One-Month riding suspension and parent conference
5th Offense	Length of riding suspension up to one year (TBD by discipline committee)

Walking to and from School

- Remember that all school rules apply when students are walking to and from school.
- The school is responsible for your child on the way to school and on the way home.
- Students should respect the property of the community on the way to and from school.
- Students that engage in activities as outlined in the Student Code of Conduct (Disruption, Damage of property Assault, Weapons, Drugs etc...) on the way to and on the way home from school are subject to the same disciplinary action that would be given in the school building.
- Look both ways before crossing the street.
- Stay off private property.
- Do not stand on the traveled part of the road.
- Do not talk to strangers.
- Be safe at all times.

Book bags and Outer Wear

- Book bags are to carry school supplies, materials and books to and from school.
- Book bags should be stored in the classroom/locker during the school day.
- All outside clothing will remain in the locker.
- As per the Dress and Grooming Policy students can wear sweaters without hoods.

Cell Phone Policy (A complete policy will be attached to this document).

- Students are not to use cell phones to text or call parents and/or outsiders in regard to illness or conflict without the knowledge of a school official.
- Cell phones are to be turned off and not visible during the school day.
- During the school day it is the job of the staff to maintain the health, safety and welfare of all its students. We must be knowledgeable of all incidents in order to be accountable and to assist the needs of our students. If it is found that a student has used a cell phone without the permission of a school official, the student may be suspended.

Text Books and Other Materials

- All text books and materials (calculators, cell phones, journals, etc...) are on loan to students.
- All text books and materials are the responsibility of the student and his/her parent/guardian.
- All books and materials must be returned to school in the same condition that they were received.
- Text books and materials not returned or returned in poor condition must be replaced at the student's expense.

Being Successful in School and in Class

The following information has been included to clearly explain behaviors and expectations for Pittsburgh Stevens K-8 students.

To Have A Blue Day I.....

- Stay on task at all times
- Complete in-class assignments
- Follow teacher directions
- Am respectful of classmates and teachers
- Am on time and ready to begin

What does “on-task” mean?

- Eyes and ears following text or focused on the speaker
- Materials prepared and used as intended
- Active participation on the assigned activity
- Display behaviors that support a learning environment

Homework Policy

- Please check with your child’s/children’s teacher(s) for information regarding specific homework policies

EXPECTATIONS ACROSS SCHOOL LOCATIONS

- Habitual inappropriate behavior during the **breakfast** program will constitute grounds for removal from this program.
- Students will be asked to eat **breakfast** at home.

AUDITORIUM

Respectful

Stay in assigned seat; use inside voice and keep hands and feet to yourself.

Responsible

Focus on speaker.

Rigorous

Follow directions the first time given.

HALLWAYS AND STAIRS

Respectful

Hands to yourself and following directions.

Responsible

Walk on the right side of the hallway.

Rigorous

Walk quickly, quietly and with a purpose.

CLASSROOM (Keep it a Blue Day) (Blue Day= Promise Ready)

Respectful

Be respectful of classmates and teachers. Follow teacher directions.

Responsible

Complete in class assignments.

Rigorous

Arrive on time and be prepared to work.

CAFETERIA/RECESS

Respectful

Keep hands to yourself and use inside voice. Use appropriate language only.

Responsible

Keep food in the cafeteria and eat only food given to you.

Rigorous

Choose and eat a well-balanced meal. Follow teacher directives.

RESTROOMS

Respectful

Respect personal space, use low voice level and take turn in groups.

Responsible

Wash hands, use one pump of soap and put paper towel in trash.

Rigorous

Go in and out quickly and go straight back to class.

Bullying

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumors, excluding someone from a social group, electronic bullying- face book, MySpace, texting)

The following action will be taken in response to bullying behavior. Bullying is considered far more serious and administrative action is therefore more swift and severe.

1st Offense	Student will be counseled by teacher/social worker in regard to behavior and parent will be contacted.
2nd Offense	A parent meeting will be convened with bullier and bullied student and families.
3rd Offense	Bullier will be referred to CYF and legal action will be taken.
4th Offense	Bullier will receive a ten days suspension and possible transfer to an alternative education placement.

Addressing Misbehavior

These are possible misbehaviors exhibited by students and interventions that may be used to correct the misbehavior. Further explanation of Level 1 and Level 2 infractions can be found in the Student Code of Conduct.

Level 1

Infraction

Not following Routines/Rituals
Disruptive Noise/Talking
Teasing/Name Calling
Fooling Around
Horseplay
Lying
Defiance
Inappropriate Language
Inappropriate Gestures
Stealing or Cheating
Out of Seat
Off Task
Shouting Out
Tattling
Inappropriate Tone of Voice
Not in Assigned Seat/Area
Too Much Socializing
Uniform Violations

Interventions (not in order)

Visual Prompt
Non-Verbal Prompt
Physical Proximity Prompt
Redirections
Warning
Stop and Think Prompt
Student Apology
Mediation
Loss of Incentives/rewards/recess
Make-up Instructional Time
Student write behavior action plan
Time-out within classroom
Time-out outside of classroom
Student models appropriate behavior
Activity ends with alternative assignment
Phone call home
Note sent home with parent signature required.
Conference requested with parent
Behavior Contract
Daily Behavior Reports

Level 2

Infraction

Repeated and Chronic Offenders of Level 1
Significant Defiance
Physical Aggression
Excessive Taunting
Vandalism
Repeated Stealing/Cheating
Throwing Objects
Assault on Employee/Student
Possession of Weapon Real or Look alike
Possession of Drugs
Severe Misuse of Computers
Undesirable Group Activity
Damage destruction or theft
Terrorist Threats
Conspiracies to commit violent act
Bullying
Fighting
Racial or ethnic harassment
Racial or ethnic intimidation
Unauthorized presence in classrooms
Unauthorized presence on school grounds
Sexual harassment or sexual assault
Arson or setting of false fire alarms
Inciting a disturbance or melee

Interventions (not in order)

Loss of Incentive/Rewards/Recess
Student writes remediation plan
Student writes letter to parent
Mediation
Phone call home
Student repairs/replaces damaged item
Lunch Detention
After-school Detention
Note sent home with parent signature required
Conference with parent
Parent sits with student in class
Out School Suspension
Office Referral
School Police Report
Referral for Alternative Placement
Expulsion
Return with parents

