

Pittsburgh Sunnyside K-8

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

Welcome!

Welcome to Pittsburgh Sunnyside K-8. Pittsburgh Sunnyside provides a safe, healthy and accepting environment where students are encouraged by the school and community to reach their highest levels of achievement.

Students are instructed by highly qualified staff that are trained by in-house reading and math coaches. The K-5 staff utilizes the District's adopted Macmillan Reading series, the Envisions and Everyday Math series, and the Foss Science. The 6-8 staff utilizes the District's adopted Curriculum for Communications, Science and Algebra, Connected Math for 6th & 7th grades and Pearson World Studies for Social Studies. Our music program offers World Drumming and Keyboarding for grades K-8, as well as Instrumental Music for grade 3-8. We are the recipient of the Culturally Responsive Arts Education Grant which provides our students with the opportunity to work with teaching artists from the Pittsburgh community. Additionally, all students have access to computers. They utilize various computer-assisted learning programs such as Waterford Early Reading Program, Compass Learning Reading and Math, First in Math, and SAT Online Prep.

Pittsburgh Sunnyside K-8 has a school-wide Title 1 program, which focuses on student achievement in reading and math as well as parental and community involvement.

We encourage all parents to become actively involved in our school and ask that you communicate with us consistently. We emphasize the importance of telling our students to express all concerns to an adult, rather than taking matters into their own hands. We believe that together as adults, we will continue to become Promise-Ready in providing an *Excellence for All* education.

Laura Dadey, 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.

Arrival/Dismissal Procedure

Upon arrival, students eating breakfast at school are to report to the cafeteria. Students in grades 1 through 5 are to wait for their teachers in the gym. Students in grades 6 through 8 are to wait for their teachers in the auditorium. No one is to remain outside the building upon arrival, and no one should arrive at school before 7:45 a.m. Students arriving after 8:05 a.m. are to report to the office for a tardy slip to enter class. Students are to be dismissed from their homerooms at the end of the day. Bus riders are dismissed first followed by riders and walkers.

Early Dismissal

We certainly recognize the need for an early dismissal for doctors/dental appointments, etc. Students must have written permission for an early dismissal from a parent or legal guardian. Upon arriving at school, the student must bring the permission slip to the office for approval.

Please pick up your child in the main office for an early dismissal. You will be required to sign your child out. Friends and/or relatives picking up students will need identification.

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.

School Closings/Delays

If the Pittsburgh Public Schools are closed or delayed (for reasons such as heavy snowfall or icy roads) an announcement will be carried over the local radio and television stations, between 6-8 a.m. or you may check the Board of Education's website. Please do not call the school. When there is a delay, school begins at 10:00 a.m., buses pick up two hours later, and no breakfast is served. All after-school activities are automatically cancelled. We ask that children do not arrive at school excessively early as there may be no supervision for them. No announcement means that school is in session.

School Dress Code

We encourage children to dress appropriately for school.

- Shorts/skorts and skirts must come below the end of the fingertips. (Shoulders must be relaxed.)
- No bare stomachs. No short shirts that cannot be tucked in, halter, tube tops, spaghetti straps, wide-armed tanks or net shirts.
- No see-through clothing.
- Pants must be worn at the waist, no underwear showing and belts must be worn if pants are oversized.
- Students should not wear any apparel or jewelry that promotes sexual activity, violence and/or the use of drugs/alcohol, gangs or neighborhood affiliations.
- Hats or any other head apparel are not to be worn in the building. They must be placed in lockers.
- Appropriate shoes must be worn. No flip-flops.
- Students are not permitted to carry book bags in the building. Book bags must be stored in their locker.
- Hooded sweatshirts and jackets are not to be worn in the building. They must be placed in lockers.

Lunch/Breakfast

Breakfast begins at 7:45 a.m. in the school cafeteria. As soon as they finish eating, they must report to either the gymnasium (grades 1-5) or the auditorium (grades 6-8) to join their respective homerooms before school begins.

Children have one 45-minute lunch/recess period. They may either bring a lunch or receive one at school. A monthly lunch menu is sent home at the beginning of every month.

During breakfast and lunch, children are expected to behave appropriately and interact with peers on a

friendly basis. Inappropriate behavior is handled with according to the procedures outlined in the Code of Student Conduct. You will be notified if there is a significant problem during this time.

Illness or Injury

In the 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. An emergency phone number where parents can be reached must be on file at the school. 911 will be notified if necessary.

Medical

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 medications must be in a pharmacy labeled container. The label must include the name and phone number of the pharmacy, the pupil's name, the physician's name, the medication, the currently prescribed dose, time of administration and the RX numbers. Please note: These instructions include over the counter medications. Parents must complete The Administration of Medication during School Hours form, which can be found in the main office. Medication will be given by the school nurse on the days she is scheduled at the school; otherwise it will be dispensed by authorized personnel. All immunizations must be up-to-date.

Emergency Procedures

Emergency procedures are established and distributed to all staff at the start of the school year. In the event of necessary evacuation, the students and staff will move to the United Methodist Church facility on Stanton Avenue.

Fire Drill

When the fire alarm sounds, proceed as if it were a real fire. Fire drills are conducted once a month. The instructions are as follows:

- Absolute silence
- Move in quiet orderly lines to and from stations
- No running, pushing, shoving or hurrying
- Be ready to use alternate routes

Computer Lab Procedures

Students are required to follow certain rules in the lab to ensure that all students continue to have access to computers in a safe and secure environment. These rules are clearly posted in the lab. Appropriate discipline will be administered for

violations of this policy. The rules are as follows:

- No food, drink, candy or snacks are permitted in the lab at anytime
- Refrain from accessing and altering another person's files or folders
- Use equipment properly
- Work only on directed activities (music sites not permitted)
- Stay in assigned seat
- Do not distract others
- Listen carefully, follow directions
- Show respect to everyone at all times

All students are expected to follow the Pittsburgh Public School System's Acceptable Use Policy. The entire policy can be found in the Guide to Pittsburgh Public Schools included in your welcome packet. Appropriate discipline will be administered for violations of this policy.

Recess

Weather permitting, students are given recess at lunch. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. Students will have supervised free time in the cafeteria or gymnasium on inclement days.

Field Trips

Throughout the year, field trips are planned and conducted for the students in all grades. These experiences are designed to reinforce or enrich the different aspects of the school curriculum. Through the efforts of the PTO and Pittsburgh Sunnyside funds, we try to provide each grade a field trip and keep student cost to a minimum.

Parents are welcome to volunteer to join us on field trips. Each adult that accompanies us must attain a child abuse clearance and undergo a criminal history check. These forms can be picked up in the school office. Clearances can take up to eight weeks to come back to the school, so if you are interested in volunteering, please fill out the forms right away.

Lockers

A locker is issued at the beginning of the school year and is the property of the school. 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 to school, please give them to the office. Locks are available at school for \$5.00

Lost and Found

Pittsburgh Sunnyside has a system for handling lost and found articles. Students who lose an article are to report the incident to the office. A lost and found box is kept outside the cafeteria. Money, jewelry, glasses or any other articles of value are turned into the office. Students may claim them after proper identification. We recommend parents place names on boots, gym shoes, lunch boxes, bookbags and envelopes containing letters or money.

ACADEMICS

Homework

Homework is assigned four days weekly; usually not on Fridays. We ask that you oversee your child's homework, provide a quiet study area and check over the work before it is turned to school. Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Make sure your child gets into the habit of completing work in a timely fashion and not waiting until the last minute to complete a project!

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 students return to school. If the dates of the student absence are known in advance, the teacher should be notified and planned assignments may be given.

Materials

All curriculum materials are supplied by the school. Crayons, scissors, glue, etc. are also supplied by the school. It is expected that each student brings his/her own pencils and paper. It is a good idea if children have a backpack, book bag or binder in which to keep homework, notices, newsletters, etc. Book bags are to be stored in the lockers, not carried from class to class.

We ask you to discuss proper care of school materials with your child as we have done here at school. Textbooks are extremely costly to replace if lost. Children are expected to regard library books as "school books" and return them in a timely fashion to school. If books are lost, parents will be asked to pay for their replacement.

Retention/Promotion

All schools operate under the guideline of a Retention and Promotion Policy. In the elementary school, all students must pass both Reading and Mathematics in order to be promoted to the next grade. In addition, students in grades four and five must pass two of the following subjects: Spelling, English, Science and/or Social Studies.

A middle school student will be retained if he or she:

- Fails Reading or Math
- Fails Reading or Math and two other academic courses
- Fails any three academic courses
- Fails Communications (combination of Reading and Language Arts counts as two units) and one other academic course

Please note D/E grades on report cards, and schedule a parent-teacher conference when and if they are received.

Library

Students circulate books each week. Books should be returned on time. Books can be renewed by bringing the book into the library and requesting to have it renewed. Books that are lost must be paid for. Students with late or lost books will not be permitted to check out books.

Student Services

The mission of the Pittsburgh Public Schools Comprehensive System of Student Services is to provide a coordinated system of services to enhance student learning by addressing barriers that impact the cognitive, physical, emotional, and social well-being of students. We attempt to consistently utilize a child-centered team approach to plan and deliver needed services to students, staff, and families. At Pittsburgh Sunnyside K-8 we provide the following:

- Classroom presentations on anger management, bullying, decision making skills related to drugs and alcohol and stranger danger.
- Comprehensive Health Services
- Support counseling
- Instructional Support /Student Assistance Program
- Appropriate education placement
- Gifted referrals
- Mediations

- Appropriate referral to agencies or community programs
- Partnerships with Family Links and OASIS tutoring

We promote school, family, and community collaboration to ensure that every student receives the necessary supports to enhance their cognitive, physical, social, and emotional growth and development. If you have questions or concerns please feel free to call the Student Services office at 412-665-2062.

PARENTAL INVOLVEMENT

We sincerely appreciate your involvement at Pittsburgh Sunnyside! There are many opportunities for your presence here, including classroom volunteers, or as members of our PSCC or PTO, etc. However to volunteer in any way, you must attain a child abuse clearance and undergo a criminal history check. These forms can be picked up in the main office.

At Pittsburgh Sunnyside we believe:

- The parent is a child's life long teacher and therefore parental involvement is key to the child's success.
- Parents are partners in their child's education, therefore, we encourage and foster open communication at anytime during the school year.
- Parents should model an understanding and genuine respect for self, their child(ren) and others.
- Parent involvement has been proven to positively impact student achievement and self-esteem. A school parent compact jointly developed with parents outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.
- Pittsburgh Sunnyside School Improvement Plan and Title I School-wide Program emphasizes a culture of mutual respect, cooperation and caring. Through the use of Title I funds Pittsburgh Sunnyside engages parents on three levels of participation, while paying reasonable and necessary expenses associated with parental involvement activities.

Level 1- General Support

- We will provide parents with information about the curriculum and Title I and suggest ways for them to help their child(ren) at home, throughout the school year via mail, email, phone calls, conferences, open house, parent meetings, and special event nights.
- We will provide varied opportunities for parents to discuss their child's progress through open house sessions, parent/teacher conferences at various times, written reports, assessment test results and other communications.

- We will provide an annual information Title I session

Level 2 – Active Participation (Must have clearances)

- We will recruit parents as school volunteers to assist with field trips, school programs and classroom instruction as needed.

Level 3 – School Management

- Parents are encouraged to become members of shared government bodies, such as Parent/Community Council, the Parent Teacher Organization and the Title I Parent Advisory Council/Key Communicators. These are groups that are involved in the planning, revitalizing and improvement of schools Involvement Policy and of the School Policy and Plan.

Visitors

If you are visiting Pittsburgh Sunnyside, you must first stop in at the office, sign in and attain a visitor's pass. This is a rule of the Board of Education. We know most of our parents, but remember, not everyone may know you—substitute teachers, the school nurse, school psychologist, etc. Please do not be offended if someone asks you for your pass, they are only following mandated guideline. Please remember that we are happy to have you visit Pittsburgh Sunnyside!

Conferences

You are encouraged to speak with your child's teacher at any time if there is any question concerning a grade, assignment or any school-related situation. However, please call or write for a convenient time to meet so that the teacher may have grades, progress reports or other materials relative to the conference on hand. Any school-wide conference dates will be scheduled on the school calendar.

AFTER-SCHOOL PROGRAMS

Children are encouraged to participate in many activities offered after school. Look for notices, newsletter articles or letters that explain and offer opportunities for extended activities.

Extended Day Tutoring is offered for students shortly after the school year begins until mid-May. It is faculty sponsored and provides children with Math and Reading tutoring in a small group setting.

Elect After-School Program is offered for students in grades 6 through 8. The program begins shortly after the beginning of the school year and ends in May. It is offered four days a week from 2:50 p.m. until 5:30 p.m. Students are provided with homework help and tutoring. They are involved in extra-curricular activities such as athletics, crafts, cultural experiences, drug and alcohol resistance and field trip excursions. A snack is provided for students daily.

YMCA After-School Program is offered daily from 2:50 p.m. until 6 p.m. An enrollment fee is required for participation. It is sponsored and staffed by YMCA employees. Students are offered homework help and tutoring. Students are provided with a snack. The goal is to provide for the safe and healthy care of children and to promote affective, cognitive, communicative, physical, perceptual and social development of the children. A parent handbook is provided. Please call 412-648-7960 for more information.

SCHOOL ACTIVITIES

Instrumental Program

Pittsburgh Sunnyside has a very successful instrumental program that also includes an orchestra and band that performs during the year. The Pittsburgh Board of Education provides a limited number of orchestra and band instruments for each school in the city. The purpose is to enable some children to have the opportunity to begin class lessons during school time. The Board assigns an Instrumental Music Specialist to maintain the program. A rotating schedule is set up and followed weekly. Progress reports are given twice a year.

The selection of instrumental students is based on interest; physical characteristics such as teeth, mouth and size of child; availability of instruments; school work; attitude and responsibility of the child. At the beginning of each school year a letter is sent home informing and asking parents if their child has an interest enrolling in the program. The students name may be placed on the waiting list until an instrument is available.

Athletics

Middle School students have an opportunity to try-out for the following interscholastic sports: Fall Baseball, Fall Softball, Fall Volleyball, Fall Cross Country, Winter Basketball and Spring Soccer. Physicals are required for each sport.

Elementary students in 4th and 5th grade have an opportunity to participate in Intramural track and other various sports are offered in the after-school program.

CODE OF CONDUCT

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced in accordance with the school district's Code of Student Conduct. When a student is having a problem, the teacher may confer with the student, confer with the parent/guardian, use classroom disciplinary procedures or refer the situation directly to the vice principal or the principal.

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

Title I School Parent Involvement Policy Checklist

LEA Name: _____ **School Name:** _____

The Title I Parent Involvement section of the No Child Left Behind Act (NCLB) requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- Developed jointly with and agreed on by parents of Title I children;
- Written in an understandable format and provided in a language parents can understand;
- Distributed to all parents of Title I children; and
- Made available to the local community and updated periodically to meet the changing needs of parents and the school.

CHECKLIST OF REQUIRED COMPONENTS	YES	NO
1. The Policy describes how parents will be involved in the planning, review and improvement of the school's Parent Involvement Policy.		
2. The Policy states that an annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.		
3. The Policy states that parent meetings, including parent conferences, will be held at different times during the day.		
4. The Policy states that Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.		
5. The Policy describes how parents will be involved in the planning, review, and improvement of the school's Title I program.		
6. The Policy describes how the school involves parents in the joint development of the Schoolwide Program Plan under Section 1114. Applies only to Title I schools operating a Schoolwide Program.		
7. The Policy describes how the school involves parents in the joint development of the School Improvement Plan under Section 1116. Applies only to Title I schools identified for School Improvement.		
8. The Policy describes how the school will provide parents of participating children with timely information about the Title I program.		
9. The Policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.		
10. The Policy describes how the school will provide assistance to parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children.		
11. The Policy states that the school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.		
12. The Policy states that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.		
13. The Policy describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.		

