# Pittsburgh Beechwood PreK-5



# Student Handbook 2024-2025

## Pittsburgh Beechwood PreK - 5

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www.pghschools.org/beechwood





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# SUPERINTENDENT'S WELCOME

#### Dear Pittsburgh Beechwood Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Beechwood's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Beechwood's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual

understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Beechwood.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters Superintendent

## PRINCIPAL'S WELCOME

#### Greetings Pittsburgh Beechwood Community:

As we embark on the 2024 – 2025 school year, I want to welcome you to the Pittsburgh Beechwood PreK – 5 family. The staff and I are looking forward to an exciting and productive school year!

In this handbook, you will find valuable information that can be used throughout the course of the school year.

Pittsburgh Beechwood PreK-5 is a neighborhood school located in Pittsburgh's Beechview community. Pittsburgh Beechwood's strong academic curriculum emphasizes attainment of standards and early success especially in literacy, mathematics and science. Beechwood is a regional English as a Second Language site. We also house two regional Life Skills classrooms. Our Instructional Focus is "We ROAR (Reading Often Achieves Results)!"

At Pittsburgh Beechwood, our students participate in our 3Rs School-Wide Positive Behavior Plan. Each student is expected to follow the 3Rs throughout the school day - Respectful, Responsible, and Ready and Safe.

Throughout the course of the year, students at various grade levels have the opportunity to participate in various activities: Art Club, Track, before or after school tutoring, Intramurals, Cheerleading, Student Envoy, Safety Patrol, Media Club, Chorus, and other activities sponsored through outside agencies.

I am looking forward to meeting and working with you this school year.

Sincerely,

Lisa M. Gallagher

Principal



SCHOOL VISION AND MISSION



All students will enter Middle School prepared to achieve at high levels.



We will work as a whole school community to develop communication and critical thinking skills in our students so that they are able to speak, listen, read, write and problem solve.



## **Active Listeners...**



Look at the speaker
Think about what the speaker is saying
Nod or smile to show understanding
Have relevant questions ready
Have relevant connections ready
Don't distract the speaker

## **SCHOOL CONTACT INFORMATION**

Name	Room #	Grade	Email address
Lisa Gallagher	Office	Principal	lgallagher1@pghschools.org
			412-529-7390
Linda Cavanaugh	Office	School Secretary	lcavanaugh1@pghschools.org
			412-529-7390
Aleah Dishong	Office	SDSS	adishong1@pghschools.org
			412-529-7390
FAX #	Office		412-571-7393
Erin Montgomery	100-A	Counselor	emontgomery1@pghschools.org
			412-529-7394
Jazz Miklancie	16	School Nurse	imiklancie1@pghschools.org
			412-529-7451

## **COMMUNICATION PROCEDURES**

Talking Points will be our formal means of communication with families this year.

Talking Points is a two-way multilingual family engagement platform helping teachers and families to stay connected via text message. Talking points works best with an app but can be used with as text messages.

Pittsburgh Beechwood may also utilize robocalls, flyers, US Mail and Facebook to get important messages to families.

## **STAFF ROSTER**

Name	Room	Grade	Email address
	#		

LeeAnne Kreuger	12	Kindergarten	lkreuger2@pghschools.org
Christine Harkins	13	Kindergarten	charkins1@pghschools.org
Kathie Bellisario	15	_	kbellisario1@pghschools.org
raino Bombano		- tiradigartori	Roomodile i Opgilochicololorg
Kelli Graham	106	First Grade	cgraham1@pghschools.org
Charlotte Ranallo	107	First Grade	cranallo1@pghschools.org
Jessica Simcox	113	First Grade	jsimcox1@pghschools.org
			<u>, , , , , , , , , , , , , , , , , , , </u>
Laura Ambrogio	101	Second Grade/ITL	lambrogio1@pghschools.org
Sherry Friberg	115	Second Grade	sfriberg1@pghschools.org
j			
Kristy Tommaso	204	Third Grade	kmayer1@pghschools.org
Teresa Partee	210	Third Grade	tpartee1@pghschools.or
Kellie Spinneweber	206	Fourth Grade	kspinneweber1@pghschools.org
Crystal Algeri	207	Fourth Grade	calgeri1@pghschools.org
Tammy Schmidt	215	Fifth Grade	tschmidt1@pghschools.org
Mary Allen	216	Fifth Grade	mallen1@pghschools.org
·			
Maura Halferty	2	Learning Support	mhalferty1@pghschools.org
Eleni McGrath	104	Learning Support	emcgrath1@pghschools.org
Yvette Wilder	110	Life Skills K-2	ywilder1@pghschools.org
Kami Ritter	211	Life Skills 3-5/LS ITL	kritter1@pghschools.org
Paola Griffin	213	ESL 2-3-4	pgriffin1@pghschools.org
Alexis Feldman	212	ESL 2-3-4	afeldman1@pghschools.org
Sarah McCallion	105	ESL K-5	smccallion1@pghschools.org
Joseph Papa	13	ESL K-5	jpapa1@pghschools.org
Lynette Saavedra	14	Science Specialist	lsaavedra1@pghschools.org
Elise Deluca	18	Art	edeluca1@pghschools.org
Laura Bassani	11		lbassani1@pghschools.org
Constantine Bouzos	Gym-10, Health-16	Physical	cbouzos1@pghschools.org
		Education/Health	
Melissa Capo	205	Librarian/Coding/STEAM	mcapo1@pghschools.org
Adam Katz	11	Instrumental Music (Day 6)	akatz1@pghschools.org
Name	Room #	Grade	Email address
Thomas Selko	202	LS Classroom Aide	tselko1@pghschools.org
Tricia Briceño	113		tleonardbriceno1@pghschools.org
Mine Kara	105	ESL Classroom Aide	kmine1@pghschools.org

Suhar Labad		Paraprofessional	slabad1@pghschools.org
TBD	211	LSS Classroom Aide	
Rylee Logan	110	LSS Classroom Aide	rlogan1@pghschools.org
Diana Jordan	215-216	Speech Therapist	djordan1@pghschools.org
Jobe Bennett	N/A	Psychologist	jbennett1@pghschools.org
Kimberly Zangrilli	N/A	Special Ed Specialist	kzangrilli1@pghschools.org
Patrycja Duchnowska		Food Service Manager	pduchnowska1@pghschools.org
Kelli Nelson	Cafeteria	Food Service Worker	knelson2@pghschools.org
Douglas Johnson	9	Head Custodian	djohnson2@pghschools.org
Joseph Campbell	9	B-Fireman	jcampbell2@pghschools.org
Carrie Linski		Community Tutor	clinski1@pghschools.org
Rhiannon	D4	PreK Teacher	rhindman1@pghshools.org
Hindman			412-529-7447
Elizabeth Grigore	D4	PreK Aide	egrigore1@pghschools.org
Ashley	D3	PreK Teacher	astefanowicz2@pghschools.org
Stefanowicz			412-529-7393
Brenda Bankert	D3	PreK Aide	bbankert1@pghschools.org
Ashley Filotei	D1	PreK Teacher	afilotei1@pghschools.org
TDD	5.4		412-529-7448
TBD	D1	PreK Aide	
Δ		F '1 0 '	11.00
Amanda		Family Services	amccarthy2@pghschools.org
McCarthy		Specialist	412-657-7218

# **BELL SCHEDULES**

8:50 – 9:10	Breakfast for students
9:10	Entry Bell - School begins
9:10 – 9:20	Homeroom (9:20- Late)
9:20 – 10:00	Period 1 (Morning Announcements at 9:25 @ conclusion switch for School Focus Time grades 1-5)
10:00 – 10:40	Period 2
10:40 – 11:20	Period 3
11:20 – 12:00	Period 4 (Kindergarten Focus Time)
12:00 – 12:45	Period 5 (First Lunch–Primary) *12:20 – Switch Recess/Lunch
12:45 – 12:50	Five-minute lunch switch
12:50 – 1:35	Period 6 (Second Lunch – Intermediate) *1:10 – Switch Recess/Lunch
1:35 – 2:15	Period 7
2:15 – 2:55	Period 8
2:55 – 3:35	Period 9
3:35 – 3:55	Homeroom/Bus Dismissal/Car Line Dismissal 3:40 – Car Line Dismissal (Safeties @ this time to assist) 3:45 – Bus Dismissal
3:55	Walker Dismissal

# 2 Hour Delay Schedule (No Breakfast)

	Schedule A	Schedule B
11:10	School Begins	School Begins
11:10-11:20	Homeroom Period	Homeroom Period
11:20-12:00	Period 1	Period 1
12:00-12:45	Period 5 - First Lunch	Period 5 - First Lunch
12:45-12:50	Lunch Switch	Lunch Switch
12:50-1:35	Period 6 - Second Lunch	Period 6 - Second Lunch
1:35-2:15	Period 2	Period 7
2:15-2:55	Period 3	Period 8
2:55-3:35	Period 4	Period 9
3:35-3:55	Homeroom/Dismissal	Homeroom

## **Half Day Schedule**

9:10-9:20	Homeroom
9:20 - 10:00	One Period (Rotating basis)
10:00–10:40	One Period (Rotating basis)
10:40	Homeroom
10:50-11:30	Primary Lunch – pick up in cafeteria and
	eat in classroom
11:15 – 12:00	Intermediate Lunch – pick up in cafeteria
	and eat in classroom
12:00 – 12:30	Homeroom
	Dismiss Bus & Car Line
12:30	Dismissal

## **PreK School Day**

Our PreK program is housed in the demountable behind the school building. PreK school day operates 9:15 a.m. to 3:15 p.m. Half day dismissal is 12:15 p.m.

## **SCHOOL AND PPS CALENDARS**



#### **School Calendar**

A monthly school calendar is sent home to all families. The calendar lists special activities, parent meetings, and other important information. The school calendar is also

posted on the school website as well as Pittsburgh Beechwood PreK5 School Facebook page.

## ATTENDANCE PROCEDURES

PPS Policy 204

School attendance in the state of Pennsylvania is mandatory and is a state law. Students are expected to report to school daily at 9:10 a.m. At 9:20 a.m., the late bell rings and all students arriving after 9:20 a.m. will be marked late. For those who are not present a "Talking Points" message will be sent daily.

PITTSBURGH BEECHWOOD PreK-5 Attendance Newsletter from Ms. Montgomery 2024-2025 School Year

What is a legal excuse?

- Illness (absences beyond 10 total days require an excuse from a doctor)
- Weather emergency, impassable roads.
- Religious holidays recognized by the Board of Education
- Bereavement temporarily excused for family members death.
- Principal approved reasons for absence from school (i.e., field trips, educational vacations, counseling, mentoring, support groups)
- Involuntary exclusion (i.e., suspension from school, court summons)
- Health care (doctor's note required considered a "medical" excuse)

If your child is absent from school you must send a note/email/TalkingPoints, within three days of your child's absence, which includes:

- The date the note is written
- The date(s) that your child was absent
- The reason for the absence (please be specific)
- Your signature and a phone number where you can be reached

- \* Legal action will begin following the 3rd illegal/unexcused absence.
- \* It is the responsibility of the STUDENT to make up all school work missed during their absence.
- \*\* Regular school attendance is mandatory and student achievement is directly affected when a student misses school.

The following are **NOT** considered legal excuses:

<sup>\*</sup> If a note is <u>not received within 3 days</u> of your child's return to school the absence will be considered illegal and not changed to excused.

- An unspecified family emergency
- Oversleeping/missed bus
- Unapproved travel
- Student did not feel like coming to school
- Parent or student thought there was no school
- Parent/sibling illness

#### **ACADEMICS**

#### **Course Offerings**

Pittsburgh Beechwood students participate in all core academic subjects:

- Reading / English Language Arts
- Mathematics
- Science
- Social Studies.

Additionally, students participate in:

- Library Science
- General Music
- Visual Arts
- Health and Physical Education class
- STEAM
- Instrumental music is integrated into the curriculum for grade 3.
- Students can sign up for instrumental in grades 4 and 5.

Pittsburgh Beechwood students who are eligible for special education services are supported through the Program for Students with Exceptionalities.

Speech and Language services are available for eligible students.

#### **Student Schedule**

Students will receive a copy of their homeroom schedule at the beginning of the school year. Pittsburgh Beechwood follows a six (6) day schedule. The school calendar always indicates the rotation day number.

## **ELECTRONIC DEVICES**

PPS POLICY 216

We know that students may need to carry cell phones with them and use them prior to and at the end of the school day to contact parents/guardians. However, once on school grounds and throughout the course of the day, students are not permitted to use cell phones. This will include Smart Watches if they are used to place phone calls or to text another individual. Air pods or Air buds will need to be removed from students' ears as well during the school day. If students would like, homeroom teachers can collect

them in the morning and distribute them at the end of the day. Devices will be taken if they are out and will need to be picked up by a parent/guardian.

## **EXTRA CURRICULAR OFFERINGS**

PPS Policy 119

#### **Before/During/After School Programs/Offerings**

There are opportunities for students to participate in before or after school programs throughout the course of the year. These offerings include:

- Supporting Our Youth (SOY) Pittsburgh this is an afterschool program run by the Latino Community Center. They address academic needs in the Latino Community.
- Casita run by Casa San Jose, is an in-school program that empowers Latino
  youth by providing a supportive and inclusive space within the school community
- Intramurals students can participate in intramurals before or after school.
- Art Club students have an opportunity to participate with other grade level peers after school at various times throughout the course of the year.
- Cheerleading students transform the spirit of Beechwood through cheer.
- Student Envoy this program builds a group of student leaders who are trained and provided with support to lead a cultural change with their peers throughout the building. Students in grades 4 and 5 are selected.
- Safety Patrol student volunteers from grades 4 and 5 serve as models for younger students and provide assistance before and after school.
- *Media Club* students from 5<sup>th</sup> grade have the opportunity to learn to be effective communicators by leading our morning announcements.
- Chorus students can showcase their love of music by joining our chorus.

#### GRADING

PPS Policy 209

#### **Grading Guidelines**

The elementary level grading guidelines can be found by clicking the following link: <a href="https://www.pghschools.org/Page/42">https://www.pghschools.org/Page/42</a>

## **HOMEWORK PROCEDURES**

PPS Policy 115

In Pittsburgh Public Schools, there is an expectation that teachers provide students with homework to reinforce skills already taught, prepare them for class discussions, extend learning to new situations, or apply a variety of skills to a specific task. Homework is also a way for parents to review the learning in which their children are engaged. Teachers review homework to understand how their students can perform outside of the classroom. At the elementary level, homework is 10% of each student's grade. Therefore, it is important that students develop the habits necessary for completing

homework. Please refer to your child's individual teachers to understand their practices on assigning homework.

#### **HEALTH SERVICES**

PPS Policy 206

#### Overview

At the School District Level, The Office of Health Services' goals are to provide quality services that promote, maintain, protect and improve student, employee and community health. We provide services to students that address disease prevention, health promotion and mandated service provision through the Department of Health. We strive to ensure that all students have equal access to quality health services, prevention education and early intervention and support to help them achieve academic success. Students enrolled in our public, private and parochial schools within City limits receive school health physicals, screenings, and related services that support health and wellness.

**School Nurse** The school nurse is available 5 days a week at Beechwood. The school nurse is Nurse Milkancie. She can be reached at (412) 529-7451. If your child is seen by the nurse for an injury or sickness during the school day, you should expect a phone call alerting you to the details of the injury or sickness.

## INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

All students in the school district receive a device (laptop or iPad). An acceptable user Policy must be filled in prior to its distribution. The school district's Acceptable Use of Technology Policy can be found online by clicking the following link: <a href="https://pghboe.az1.qualtrics.com/jfe/form/SV\_3sbuKDIEuWwV1eS">https://pghboe.az1.qualtrics.com/jfe/form/SV\_3sbuKDIEuWwV1eS</a>

### STUDENT SUPPORT SERVICES

Here are some reasons to see the School Counselor, Ms. Montgomery:

#### If you need support with:

- Managing feelings (i.e. sad, worried, angry, etc.)
- · Addressing peer conflict and/or approaching social interactions
- · Obtaining clothing, toiletries, winter gear, etc.
- Stress management and/or organizational support
- · Class participation / workload management / study skills
- · ...anything else! Ms. Montgomery can always help to point you in the right direction or link you with the resources you need.

**Multi-tiered Systems of Support** (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. In PPS, we provide behavioral and academic interventions and support for all students based on need. MTSS takes a proactive approach to identifying students with academic or behavioral needs. Early assessment and intervention for students can help them catch up with their peers sooner. The key components of MTSS include:

- Universal screening of all students early in the school year.
- Tiers of interventions that can be amplified in response to levels of need.
- Ongoing data collection and continual assessment.
- Schoolwide approach to expectations and supports.
- Parent involvement.

#### **Student Assistance Program**

The Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain successfully enrolled in school.

## **Student Expectations/Procedures**

PPS Code of Conduct

The administration and staff of Pittsburgh Beechwood PreK-5 have developed three universal rules for all students. Classroom teachers may also utilize supplemental rules while in their classrooms at their own discretion. Our three universal rules, 3 Rs, are:

- Respectful
- Responsible
- Ready & Safe

#### **BEECHWOOD BEHAVIOR PLEDGE**

Today, I will be **respectful** by watching my words, actions, choices and accepting other's differences.

I will be **responsible** by coming to school on time and being prepared to learn. I will be **ready & safe** by having materials, being calm, and following directions.

We engage, think, discuss and problem solve.

School Colors: Blue and Gold

School Mascot: Lion



#### PBIS, SEL, and Efficacy:

Pittsburgh Beechwood utilizes a Positive Behavioral Interventions and Supports (PBIS) system to recognize positive student behavior. The goal of our PBIS Program is to create a learning environment where students can learn and grow.

Every month students learn a Social and Emotional Learning (SEL) skill to support our school improvement goal on school culture. Teachers utilize SELS lessons from Wayfinder.

Beechwood participates in the PPS Student Envoy program. The Student Envoy Project focuses on mobilizing students directly, engaging them as active and essential partners in improving their academic performance and impacting classroom and school culture. This program builds a group of student leaders called Student Envoys, who are trained and provided with support to lead a cultural change with their peers throughout the building.

## **VISITOR POLICY**

PPS Policy 1104

For the health and safety of all students and staff members, we are requesting that parents/guardians make an appointment to meet with a staff member in advance. Prescheduled appointments will ensure staff is available at an agreed-upon time and ample space is available for a safe in-person meeting.

Upon arrival, of the scheduled time, please buzz in at the main entrance. You will then be directed to report to the main office for further information/directions.

#### ADDITIONAL PPS DISTRICT POLICIES

Please click on the link below to learn more about our District's Code of Conduct

Code of Conduct

Please click on the link below to learn more about our District's Non-Discrimination Policy

Non-Discrimination Policy

Please click on the link below for information about Education for Children and Youth Experiencing Homelessness

• Education for Children and Youth Experiencing Homelessness

Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students:PSE (Special Education) / Child Find Annual Notice (pghschools.org)

## ADDITIONAL SCHOOL INFORMATION

#### School Hours / Schedule

Pittsburgh Beechwood's school day begins at 9:10 a.m. and ends at 3:55 p.m. Any child arriving after 9:20 a.m. is considered late and is marked late in the attendance tracking system.

Pittsburgh Beechwood operates on a 6-day rotating schedule. Related Arts (Physical Education, Art, Music, Library, STEAM, Science) are provided throughout the 6-days. Each homeroom will send a schedule home at the beginning of the year to ensure you know which day your child has what subject. On days that your child has Physical Education, we ask that they wear gym shoes.

#### Arrival

Children who are eating breakfast will be permitted into the building at 8:50 a.m. All children who are not eating breakfast will enter the building at 9:10 a.m. Grades 2, 3, and 5 line up and will be picked up at the main doors by the office. Grades K, 1 and 4 will line up and enter the main doors by the parking lot.

If you are driving your child to school, the drop off location is at the turn around at the end of Rockland Avenue. Students are not to be dropped off on the street. This poses a safety hazard. The area in front of the school is reserved for buses and vans. Children who are dropped off will walk up the steps to meet at their designated arrival door, or they can enter for breakfast. Staff members report outside to assist with student arrival at 8:50 a.m.

#### **Dismissal**

<u>Circle/Car Line Dismissal:</u> To ease the flow of traffic, there will be two pick-up spots for children being picked up in vehicles. Students from grades K-1 will be picked up at Rockland Avenue at the turn-around. Students from grades 2-5 will be picked up at the top of Andick Way. If there are children in a family that are in both pick-up spots, then it defaults to Rockland Avenue. Permission slips will be sent home for children in K, 1 and 2 to sign up for the pick-up at the beginning of the school year.

At 3:40 p.m. an announcement will be made for all children (K-5) who are car line students to meet a staff member on each floor. The students will be escorted to the car line areas shortly afterwards.

Please do not leave your car unattended at the turn-around. Traffic needs to flow at all times. Cars need to be able to wait in line and move once the car is loaded. Also, please do not block the area before the turn-around. Vehicles are not to be parked on the yellow lines or next to the cones.

Regular Dismissal: At the 3:55 bell, walkers will be dismissed. Kindergarten, Room 12 will dismiss from their courtyard door, Kindergarten, Rooms 13 and 15 will dismiss out of Room 13 (by the main doors closest to the parking lot. First Grade, Fourth Grade (Rooms 206 & 207), and Third Grade, (Rooms 210) will dismiss out the front doors by the parking lot. Second Grade, Third Grade (Room 204), Fourth Grade (Room 201) and Fifth Grade (Rooms 215 & 216) will dismiss out the front main doors. All siblings who pick up younger students must meet in an outside designated spot. Inside pick up is not allowed.

<u>Early Dismissal</u>: If the need arises that your child needs an early dismissal, a note should be written and given to the office on the day of the early dismissal. However, there are no early dismissals after 3:15 p.m. The Office will be closed from 3:15 p.m. – 3:55 p.m. to ensure a safe dismissal procedure for all students.

#### **Lunch / Recess**

Primary grades (K-2) will eat lunch and have recess from 12:00 p.m. to 12:45 p.m. There is roughly 20 minutes for lunch and 20 minutes for recess with 5 minutes built in to switch.

Intermediate grades (3-5) will eat lunch and have recess from 12:50 p.m. to 1:35 p.m. with the same 5 minutes built in to switch.

All students are entitled to a free lunch or have the option to pack their own. If your child has any dietary needs, you will be able to communicate that on the Emergency Care Form that is sent home at the beginning of the year. You could also contact our school nurse at any time. She then forwards that information to our cafeteria manager.

#### Parent School Community Council (PSCC)

The Pittsburgh Public Schools' philosophy on parent and family engagement is to help parents and families become full partners in their child's educational experience through a variety of opportunities created collaboratively with the parents and the school. One-way parents and families choose to participate at the school level is through their school's Parent School Community Council (PSCC). PSCC meetings are monthly opportunities for parents and families, the community, school staff and sometimes students to discuss important topics related to the school and provide advice to the leadership of the school.

#### **Parent Association**

The Beechwood Parent Faculty Association, BPFA, will be sending information home on how to join and become involved.