

Pittsburgh Greenfield
Student Handbook 2024-2025



Greenfield School
1 Alger Street
Pittsburgh, PA 15207
Phone: 412-529-3535
Fax: 412-422-4879
www.pghschools.org/greenfield



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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Greenfield Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Greenfield’s 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 Greenfield’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 Greenfield.

An electronic copy of the school handbook is also available on Greenfield 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 Greenfield Community:

Welcome Back!

I hope you are having fun and enjoying your summer break. I also hope you are relaxed, recharged and ready to start a new and exciting school year. I am delighted to have you as part of our amazing learning community, and I look forward to collaborating and working with you and your children.

The staff and I are excited to engage in another great year of learning, socially, academically and emotionally. The staff and I take the responsibility of caring for your child each day very seriously. We hope that you find your experience very fulfilling. With any organization, communication is the key component to success. Please take advantage of all the channels of communication the school and district have to offer. Our vision is to get our students ready and prepared for the next step of their educational, career or life journey. Our staff at Greenfield School is here to serve and support your child's needs and concerns to advance student outcomes and position all students for academic growth and success.

Enclosed in the following pages are policies and procedures that will be enforced at Greenfield School during the 2024-2025 school year. Please take time to read this material and go over it with your children. These policies and procedures are in place for the safety of all staff, students and parents.

Again, we are very excited about this year. We hope you and your children enjoy their experience. Please take some time to enjoy your kids and what the school has to offer. Your children are why we are here. Please let us know if there is anything we can do to assist you. Thank you to all who are helping prepare for the new school year. Your dedication and commitment to ensuring that Greenfield School remains one of the top schools in the city is the ultimate goal. I look forward to greeting students and families again. It remains an honor and privilege to serve as your proud principal. Together, I know we will work together and make this school year a success.

Sincerely,

Dr. Brandon George
Principal Greenfield Pre K-8

SCHOOL VISION AND MISSION

The Vision of Greenfield School:

The vision of Pittsburgh Greenfield K-8 is to see each student reach his/her highest potential. Students will feel safe and cared for in every classroom as they participate in a rigorous and relevant curriculum. Staff members will also meet high expectations and be highly qualified professionals in both content and pedagogy. Parents and community members will be involved and act as contributing members of the school system. With the support of all stakeholders, students will be productive members of society.

The Mission of Greenfield School:

Pittsburgh Greenfield will be one of the premier schools in the Pittsburgh Public School District, 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.

SCHOOL CONTACT INFORMATION

Greenfield School
1 Alger St.
Pittsburgh, Pa 15207
412-529-3535

Position	Name	Phone number	Fax	email
Principal	Dr. Brandon George	412-529-3535	412-422-4879	bgeorge1@pghschools.org
Secretary	Josie Bellisario	412-529-3535	412-422-4879	jbellisario1@pghschools.org
SDSS	Shirley Chan	412-529-3535	412-422-4879	schan1@pghschools.org
Counselor	Erica Linnert	412-529-4174	412-422-4879	elinnert1@pghschools.org
Social Worker	Samantha Noll	412-529-3535	412-422-4879	snoll1@pghschools.org
Nurse	Rachel Short	412-529-4181	412-422-4879	rshort1@pghschools.org

COMMUNICATION PROCEDURES

Primary modes of communication include:

TalkingPoints App	Classroom and Schoolwide messaging are done on Talking Points. Please make sure you have updated cell phone numbers of those who should receive TalkingPoints messages. Talking Points is most effective using the TalkingPoints app. Download on your phone for ultimate performance. You will receive messages from classroom teachers as well as schoolwide messages. You can also respond and send messages to classroom teachers. Please do not respond to schoolwide messages.
BlackBoard Connect	Make sure your phone number is updated. School and district messages are sent through a Robo call.
Email	See staff list for teacher and staff email addresses.
PBIS Rewards	Check a student's GATOR Bucks quantity.

STAFF ROSTER

Name	Email	Phone Extension (529)	Name	Email	Phone Extension (529)
Aliberti, Lee	alee1@pghschools.org	4411	Mazzotta, Karen	kmazzotta1@pghschools.org	4179
Allen, Eric	eallen1@pghschools.org	4457	McCauley, Pam	pmccauley1@pghschools.org	4172
Barnes, Melanie	mbarnes1@pghschools.org	4413	Mudge, Laurie	lmudge1@pghschools.org	4172
Basl, Stephanie	sbasl1@pghschools.org	4561	Nelson, Julia	jnelson1@pghschools.org	4403
Bedillion, Scott	sbedillion1@pghschools.org	4398	Noll, Samantha	snoll1@pghschools.org	
Bellisario, Josie	jbellisario1@pghschools.org	3535	Paine, Ann	apaine1@pghschools.org	4511
Burns, Ray	rburns1@pghschools.org	4558	Palmer, Nicola	npalmer1@pghschools.org	
Busch, Julie	jbusch2@pghschools.org	4395	Perhach, Desra	dperhach1@pghschools.org	4563
Callis, Christin	ccallis1@pghschools.org	4516	Porter, Ryan	rporter3@pghschools.org	4172
Carney, Barbara	bcarney1@pghschools.org	4172	Robinson, Jasmine	jrobinson4@pghschools.org	4456
Casey, Paul	pcasey1@pghschools.org	4455	Ruhe, Christy	cruhe1@pghschools.org	4557
Cestra, Dana	dcestra1@pghschools.org	4515	Sanchuk, Liza	lsanchuk1@pghschools.org	4396
Chan, Shirley	schan1@pghschools.org	3536	Sanner, Carrie	csanner1@pghschools.org	4458
Costa, Linda	lcosta1@pghschools.org	4395	Short, Rachel	rshort1@pghschools.org	4181
Cowen, Yitzchak	ycowen1@pghschools.org		Sommer, Samantha	ssommer1@pghschools.org	4559
DePaolo, Jennifer	jdepaolo1@pghschools.org	4406	Stanton, Michelle	mstanton1@pghschools.org	4565
Dulin, Renita	rdulin1@pghschools.org	4565	Vanston, Alyssa	avanston1@pghschools.org	4403
Dupars, Michele	mdupars1@pghschools.org	4180	Walsh, Katherine	kwalsh1@pghschools.org	4565
Evans, Lara	levans1@pghschools.org	4410	Webb, Aaron	awebb1@pghschools.org	4560
Gaddess, Hallie	hgaddess1@pghschools.org	4512	Weiss, Michelle	mweiss@pghschools.org	4513
Gallagher, Pat	kgallagher1@pghschools.org	4566	Wick, Wendy	wwick1@pghschools.org	4457
Gamrat, Barbara	bgamrat1@pghschools.org	4405			
Gamrat, Deana	dgamrat1@pghschools.org	4395			
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Herring, Lisa	sherring1@pghschools.org	4395			
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Johnson, Dana	djohnson1@pghschools.org	4180			
King, Sharon	sking1@pghschools.org	4407			
Kolden, Christin	ckolden1@pghschools.org	4395			
Lee, Evan	elee1@pghschools.org				
Lindsay, Sara	slindsey2@pghschools.org	4175			
Linnert, Erica	elinnert1@pghschools.org	4174			
Louis, Michael	mlouis1@pghschools.org	4562			
Lovelady, Emily	elovelady1@pghschools.org	4179			
Marano, Katelyn	kmarano1@pghschools.org	4412			
Marrota, Alexa	Amarrota1@pghschools.org	4405			

BELL SCHEDULES



Dr. Brandon George, Principal Greenfield School PreK-8
 1 Alger Street | Pittsburgh, PA 15207
 Phone: 412-529-3535 | Fax: 412-422-4879
 bgeorge1@pghschools.org

Breakfast.....Students may enter at 8:05 AM	
Homeroom 8:20 – 8:35 AM	
Intervention	8:35 – 9:05 AM
1st Period	9:05 – 9:49 AM
2nd Period	9:49 – 10:33 AM
3rd Period	10:33 – 11:17 AM
4th Period	11:17 – 12:02 PM
1st LUNCH Grades K, 1, 2	11:17 – 11:39 AM
	11:39 – 12:02 PM
5th Period	12:02 – 12:47 PM
2nd LUNCH Grades 3, 4, 5	12:02 – 12:24 PM
	12:24 – 12:47 PM
6th Period	12:47 – 1:32 PM
3rd LUNCH Grades 6, 7 & 8	12:47 – 1:09 PM
	1:09 – 1:32 PM
7th Period	1:32 – 2:16 PM
8th Period	2:16 – 3:00 PM
DISMISSAL FOR STUDENTS IS PROMPTLY 3:00-3:05 PM	

Students who wish to eat breakfast may enter the building at 8:05AM and report directly to the cafeteria. Any student who arrives after 8:35AM is tardy and must report to the office.

www.pghschools.org

Parent Hotline: 412-529-HELP (4357)

The Pittsburgh Public Schools does not discriminate on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or disability in its programs, activities or employment and provides equal access to designated youth groups. Inquiries may be directed to the Assistant Superintendent of Student Services at 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or (412) 529-HELP (4357).

SCHOOL AND PPS CALENDARS

District Calendar

Greenfield School Monthly Calendar

Pittsburgh Greenfield PreK-8 Half Day Schedule 2024-2025

Time	Schedule A 9/20, 2/7	Schedule B 11/15, 3/7	Gator Club A 10/25, 2/21	Gator Club B 12/13, 3/21
8:20-8:42	Homeroom	Homeroom	HR	HR
8:42-9:24	Period 1	Period 1	1	7
9:24-10:06	Period 2	Period 2	2	8
10:06-10:48	Period 7	Period 3	3	1
10:48-11:30	Period 8	Period 8	Gator Clubs 10:28-11:25	Gator Clubs 10:28-11:25
11:30-11:35	Dismissal	Dismissal	Dismissal 11:25-11:35	Dismissal 10:28-11:25

There will be no lunch periods on a ½ day. We will have a grab and go distribution during dismissal for all students as they leave out of the building.

Pittsburgh Greenfield PreK-8 2-Hour Delay Revised Bell Schedule 2024-2025

All staff are expected to report at 7:45am during a 2-hour delay.
No Intervention

Bell Schedule	Start	End	Minutes
Start Time	10:20		
Homeroom	10:20	10:25	5
Period 1	10:25	10:55	30
Period 2	10:55	11:25	30
Period 4	11:25	12:05	40
Period 5	12:05	12:45	40
Period 6	12:45	1:25	40
Period 7	1:25	1:55	30
Period 8	1:55	2:25	30
Period 3	2:25	3:00	35
Dismissal	3:00	3:05	
Teacher Dismissal		3:10	

Lunch	Start	End	Minutes
Period 4 – Grades K,1,2	11:25	12:05	40
	First Half: 11:25 – 11:45 Second Half: 11:45 -12:05		
Period 5 – Grades 3,4,5	12:05	12:45	40
	First Half: 12:05 – 12:25 Second Half: 12:25 -12:45		
Period 6 – Grades 6,7,8	12:45	1:25	40
	First Half: 12:45 -1:05 Second Half: 1:05 -1:25		

PPS Policy 204

Class attendance and participation are necessary for the accomplishment of curriculum objectives. However, a student should not receive a failing grade for any of the situations listed in the Code of Student Conduct, so long as the student makes up all of the missed assignments.

Attendance-Related Procedures

- **Parents must submit excuses for absences within three days. If a note is not submitted, the absence becomes permanently unlawful.** The school district will upload a “Notice of Unlawful Absence” letter after the first and second unexcused absence in HAC. An unexcused absence would be considered an absence in which a student did not submit a note from home within three days.
- If a student has a third unexcused absence, parents receive via mail the “Notice of Unlawful Absence” letter and a warning that they may be liable in court without further notice from the school.
- A fourth unlawful/unexcused absence (a note has not been submitted within three days) will result in a citation issued by the District Magistrate in which students will have to appear in court and face a possible fine of \$300. Other consequences could occur which will be determined by the court.
- A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during the school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.
- Students who are planning educational trips/travel must submit a note to their homeroom teacher two weeks prior to travel. The note should include dates of travel and reasons for travel. All travel requests require approval by the school principal. Absences due to travel will be included in the ten (10) days of lawful cumulative absences for the school year.

Helpful Hints for Parents Regarding Attendance

- An unexcused absence is an absence in which a student has not submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days. The absence remains unexcused forever.
- An excused absence is an absence in which a student has submitted a note to their homeroom teacher from a parent/guardian, doctor, hospital, funeral home, religious organization, or court within three days of the absence.
- ***If the student has more than 10 days absent within the school year, only doctor’s notes will be allowed for any additional absences, and are required to be turned in within three days of the absence.***

Tardiness

Prompt arrival at school is expected of all students. Students should be in homeroom by 8:20 a.m. Students reporting after 8:35 a.m. should report to the main office and will be given an admission slip. If students do not obtain an admission slip, they will be marked absent. A note must accompany late students. Excessive tardiness will not be tolerated and may result in the student’s referral to the counselor. Students with excessive tardies will receive a letter from the school and should the student continue, they will be referred to the magistrate for attendance violations.

ACADEMICS

ACADEMIC INTEGRITY

Elementary Academic Courses			
Grade	Courses	Teacher	Room
Kindergarten	Self-Contained	Ms. Cestra	Room 108
		Mrs. Weiss	Room 210
First Grade	* English/Language Arts: 135 min (3 periods)	Ms. Callis	Room 107
	*Math: 90 min block (2 periods)	Mrs. Sanner	Room 106
	*Social Studies: 45 min 2-3 x/week	Mrs. Sanner	Room 106
	*Science: 45 min 2-3x/week	Mrs. Sanner	Room 106
Second Grade	* English/Language Arts: 135 min (3 periods)	Mrs. Barnes	Room 203
	*Math: 90 min block (2 periods)	Mrs. Gaddess	Room 202
	*Social Studies: 45 min 2-3 x/week	Mrs. Gaddess	Room 202
	*Science: 45 min 2-3x/week	Mrs. Gaddess	Room 202
Third Grade	* English/Language Arts: 135 min (3 periods)	Ms. Evans	Room 205
	*Math: 90 min block (2 periods)	Mrs. DePaolo	Room 206
	*Social Studies: 45 min 2-3 x/week	Mrs. DePaolo	Room 206
	*Science: 45 min 2-3x/week	Mrs. DePaolo	Room 206
Fourth Grade	* English/Language Arts: 135 min (3 periods)	Mrs. King	Room 208
	*Math: 90 min block (2 periods)	Mrs. Marano	Room 209
	*Social Studies: 45 min 2-3 x/week	Mrs. Marano	Room 209
	*Science: 45 min 2-3x/week	Mrs. Marano	Room 209
Fifth Grade	* English/Language Arts: 135 min (3 periods)	Mr. Louis	Room 308
	*Math: 90 min block (2 periods)	Mr. Bedillion	Room 306
	*Social Studies: 45 min 2-3 x/week	Mr. Bedillion	Room 306
	*Science: 45 min 2-3x/week	Mr. Bedillion	Room 306
Middle School Courses			
Sixth Grade	*Communications: 90 min block (2 periods)	Mrs. Perhach	Room 305
	*Math: 90 min block (2 periods)	Mr. Webb	Room 314
	*Social Studies: 45 min (1 period)	Mrs. Sommer	Room 303
	*Science: 45 min (1 period)	Mrs. Ruhe	Room 312
Seventh Grade	*Communications: 90 min block (2 periods)	Mrs. Perhach Mrs. Basl	Room 305 Room 302
	*Math: 90 min block (2 periods)	Mr. Burns	Room 313
	*Social Studies: 45 min (1 period)	Mrs. Sommer	Room 303
	*Science: 45 min (1 period)	Mrs. Ruhe	Room 312
Eighth Grade	*Communications: 90 min block (2 periods)	Mrs. Basl	Room 302
	*Math: 90 min block (2 periods)	Mr. Webb	Room 314
	*Algebra: 90 min block (2 periods)	Mr. Burns	Room 313
	*Social Studies: 45 min (1 period)	Mrs. Sommer	Room 303
	*Science: 45 min (1 period)	Mrs. Ruhe	Room 312

Authority

The Board adopts a system-wide policy to promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments.

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.

Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as your own, and the unauthorized use of aids during examinations, projects and assignments.

DRESS CODE

PPS POLICY 221

Pittsburgh Public Schools has an exclusionary dress code. 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.

Students are expected to wear appropriate clothing at all times while at school. 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.

A prescribed dress code or uniform policy is defined as a policy, either in writing or declared verbally by a given school principal, that requires the student to wear a certain mode of dress during school time, or at any school-sponsored event whether on or off school premises. **Individual schools within the District may adopt a prescribed dress code or uniform policy in accordance with the Board’s policy.**

Greenfield’s Prescribed Dress Code

At Pittsburgh Greenfield School we take pride in the appearance of our students and have adopted a prescribed dress code.

- Hats, Bandanas, do-rags, hoods and coats are not to be worn in class; these articles must be placed in lockers upon arrival at school.
- All shirts/tops must cover the stomach and back.
- Mini-skirts, short shorts, hot pants, and **shredded jeans or jeans with holes** are not permitted.
- All pants must be worn at the waist – low hanging pants/ exposed underwear is offensive in school. Belts must be worn to keep pants at the waist.
- **Tops and dresses must cover midriff, cleavage, and back.** Halter-tops, belly shirts, spaghetti straps, tops with cut-outs, undershirts and strapless tops are not allowed, without wearing another top that covers exposed areas. Leggings are only allowed when worn under dresses or a tunic that comes to mid-thigh. Any skirt, shirt or other top that exposes undergarments or bare midsection is prohibited.
- All tank tops must be at least one inch in width on the shoulder.
- Proper footwear must be worn in school at all times. **The wearing of flip flops, shower or beach shoes, slippers or other footwear that has no defined heel or heel strap, or that is not securely fastened to the foot is strictly prohibited.**

Students in violation of the dress code policy will receive disciplinary action and may be sent home to change or the parent may be contacted to provide a change of clothes. Students will not be permitted to attend class while in violation of the dress code.

The principal will be the final judge of the appropriateness of student dress and appearance.

1st Offense.....Warning/Reprimand/Parent Contact (Student will wear a shirt provided by the school)

2nd Offense.....Lunch Detention (no recess)/ Parent Contact

3rd Offense.....Parent Conference with student and school administration

4th and subsequent violations.....Parent will be notified about the students appropriate dress violation. Students will wait in designated area for parent to bring an appropriate outfit and student may be asked to return to school with parent for a meeting with principal

ELECTRONIC DEVICES

PPS POLICY 216

Greenfield School Prescribed Cell Phone Policy

Students and their parents must read the cell phone policy and return a signed copy to the office each school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

- 1. Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.*
- 2. During the instructional day, cell phones must remain out of sight, out of mind and in silent mode. Cell phones must be placed in lockers, backpacks, or another location away from students and their desks during all class times, tests and assessments.*
- 3. Cell phones may be used on school grounds before school, during lunch or recess, and after school only.*
- 4. Unless explicitly allowed by a staff member, headphones, ear pods and other listening devices may only be used before and after school hours.*
- 5. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.*
- 6. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: disruption of class, cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.*
- 7. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.*

If students violate the school's cell phone policy, the following may occur:

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Second offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones from the school administrator.
- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive consequences and will be prohibited from bringing their cell phone back on school grounds for two weeks.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in suspension.

- ***Greenfield School is not responsible for lost or stolen cell phones!!***

EXTRA CURRICULAR OFFERINGS

[PPS Policy 119](#)

Middle School Athletics			
Sport	Season	Grades	Staff
Cross Country (Co-ed)	Fall	Grades 6-8	Coach: Mr. Casey
Co-ed Flag Football	Fall	Grades 6-8	Coach: Mr. Gallagher
Swimming	Winter	Grades 6-8	Coach: Ms. Lovelady
Girls Basketball	Winter	Grades 6-8	Coach: Mr. Casey
Boys Basketball	Winter	Grades 6-8	Coach: Mr. Gallagher
Girls Soccer	Spring	Grades 6-8	Coach: Mrs. Walsh
Boys Soccer	Spring	Grades 6-8	Coach: Mr. Gallagher
<p>The following is needed for a child to participate in a PPS SPORT:</p> <p>*CIPPE Form: Sections 1-6:</p> <p>*Sections 1-5 need to be completed by the parent.</p> <p>*Section 6 MUST be completed by a healthcare provider or the school nurse practitioner. If your child has had a physical on June 1, 2024, or later, your private healthcare provider can complete Section 6 without a new appointment. Physicals can also be completed by your private healthcare provider, Med Express, etc. <u>It is best practice for students to be cleared to play sports by their own healthcare provider.</u></p>			

Extra Curricular Activities			
Activity	Time	Grades	Staff
Intramurals	Fall, Winter, Spring	Grades 4-5	Mrs. Costa
Theater Club	Sept-May	Grades 4-8	Mrs. Linnert
Gator Clubs	4-5x/year during scheduled ½ days Examples of some offerings include: Hiking Club, Movie Club, Origami, Gaming, Basketball, Running Club, Cheerleading, etc.	Grades K-8	All Staff
Student Council	Sept.-June	Grades 6-8	Mrs. Sommer
Student Envoy	Sept.-June	Grades 6-8	Mrs. Sommer
Little Dribblers	Spring	Grades K-3	Dr. George Mr. Casey
Little Swimmers	Coming Soon	Grades K-2	Dr. George Mr. Casey Mrs. Lovelady

GRADING

PPS Policy 209

Purpose

The Board recognizes that a system of grading student achievement can help the student, teachers, and parents to better assess the student's progress toward personal educational goals.

The Board believes that the cooperation of school and home is vital in the growth and education of the student. It recognizes its responsibility to keep parents informed of student welfare and progress in school. It also recognizes the effects of State Board regulations and federal regulations governing school records.

Authority

The Board directs that the instructional program of the School District include a system of grading for all pupils which is consistent with the educational goals of the School District.

The Board directs the establishment of a system of reporting student progress which shall include written reports and parent conferences with teachers and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.

HOMEWORK PROCEDURES

[PPS Policy 115](#)

No. 115-AR

SCHOOL DISTRICT OF PITTSBURGH

ADMINISTRATIVE REGULATION

HOMEWORK: Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. The Pittsburgh Public Schools reaffirms the importance of assignment and completion of homework as an integral part of the school experience. Meaningful homework assignments assigned systematically provide additional time for learning which contributes toward student academic growth. Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. Completing homework also develops student responsibility and promotes cooperation and family relationships with the school.

Students complete homework in order to:

- ♣ Reinforce learning through practice, application, integration and /or extension of knowledge and skills.
- ♣ Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- ♣ Foster students' personal development in areas such as time management, responsibility, perseverance, and self-confidence.
- ♣ Stimulate imagination, originality, and creativity.
- ♣ Enhance home / school communications and provide increased curriculum understanding.
- ♣ Encourage a follow up of worthwhile school activities into permanent leisure interests.
- ♣ Involve families in the learning process of their children.

HEALTH SERVICES

[PPS Policy 206](#)

Illness, Injury and Medications

In 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. If emergency medical treatment is necessary, the parents will be contacted.

Remember, an emergency telephone number where parents can be reached and name and telephone number of the student's family doctor must be on file at the school. **Please return the Emergency Care Form provided to you to the main office. Also, if any information changes throughout the school year please notify the front office at (412) 529-3535.**

If a student must bring medication to school, the following requirements must be met:

- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.
- A note dated and signed by the parent and doctor giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Medication must be left in the office and will be given by the school nurse or authorized school personnel in the absence of the nurse. The only medication students are permitted to carry in school is an asthma inhaler. However, the office must have a prescription for the inhaler on file.

Medications such as antacids, pain relievers, cough drops, etc. are on hand and can be supplied by the school. However, only the school nurse who is assigned here on a daily basis can only dispense these medications. In addition, **parents must indicate on the Emergency Care Form if these medications can be dispensed to their child.** Therefore, if your child is susceptible to upset stomach, headache, or cramps, we suggest that you send these medications to school following the above regulations.

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[PPS TECHNOLOGY USE GUIDE STUDENTS](#)

[PPS TECHNOLOGY USE GUIDES PARENTS](#)

Pittsburgh Public Schools Technology Acceptable Use Form

All students will be assigned a device to use during the 2024-2025 school year. These devices are to be used for school purposes only. An Acceptable Use Policy will be sent home and must be signed for students to receive their device. ***Students are expected to carry their device and charger to and from school every day.**

***Students are responsible for the care of their laptop:**

Physical Care: *Proper Handling: Students should handle their laptops with care, avoiding dropping or exposing them to harsh conditions.

***Storage:** When not in use, laptops should be stored in a safe place away from food and drink.

***Cleanliness:** Regularly clean laptops, particularly the screen and keyboard, to prevent buildup of dirt and grime. NO STICKERS should be put on laptops.

Security: *All students are given a password at the start of the school year.

***DO NOT SHARE your password with other students.**

***Best practice is to shut down your laptop when finished at home.**

Responsible Use: *Academic Integrity: Use the laptop for educational purposes and adhere to PPS policies regarding appropriate use.

***Appropriate Usage:** Avoid using the laptop for inappropriate content or activities that would compromise the device's security or functionality. This also includes web browser searches and messaging in Teams chat.

Reporting Issues: Report technical issues, damage or loss to school Tech Liaison:

K-4 Ms. Evans

5-8 Mrs. Perhach

School Transition to Remote Learning and/or Cancellation

Transition to Remote or Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of cancellation, including radio, TV, newspapers, Talking Points, PPS webpage, and Alert Now robocall. **Students will transport their laptop or ipad to and from school every day. They should always be charged and ready for school and/or emergency remote instruction.** In the unusual circumstance where school must be cancelled during the school day, teachers will determine that all students have satisfactory transportation and supervision before releasing them.

STUDENT SUPPORT SERVICES

Counselor and Social Worker

A counselor and a social worker are available to assist students with questions, attendance issues, testing, career choices, social problems, and crisis situations. Students are encouraged to make use of these professionals by seeing their classroom teachers or by stopping in the main office to schedule an appointment.

MTSS

A Multi-Tiered System of Supports is a systematic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. MTSS is used to identify students who would benefit from more intensive support and to ensure that the school is working to improve the educational outcome for all students.

Tiers of Support

- Tier 1: At the largest tier, Tier 1 provides support for all students through core instruction, school-wide programs, and universal design for learning strategies.
- Tier 2: Some students require additional support in order to make or sustain achievement in a variety of areas. Interventions and support are delivered in small group settings to provide targeted instruction in needed areas. Progress monitoring occurs regularly to determine the appropriateness of the intervention and to ensure that students are making progress.
- Tier 3: A small group of students who require intensive support through research-based interventions and individualized supports. These students require instructional and/or supplemental support in targeted areas in order to make and maintain progress.

Student Assistance Program (SAP)

The Student Assistance Program or SAP is designed to help schools identify students who experience behavior and/or academic difficulties that pose a barrier to their learning and success in school. SAP offers assistance to those students through individual and group in-school support, and helps families access community resources, if needed, through a screening process.

Referral Process

Each district school maintains an MTSS and SAP team that meets regularly to discuss referrals and determine appropriate recommendations for students. Schools have a referral process that they follow. However, anyone is able to make a student SAP referrals. To refer a student for SAP services, please reach out the appropriate school counselor.

Student Expectations/Procedures

Policy 212

Code of Student Conduct

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

[PPS Code of Conduct](#)

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to an administrator.

The team leaders and the counselor assist the principal with discipline. We will work together to ensure consistent consequences for behaviors. School and home must work together.

Threats of any kind to the school, staff, or students will not be tolerated.

Parent Concerns: School administration and staff have daily work schedules. If you want to meet with the Principal, Counselor or any other staff you need to schedule an appointment time in advance. Showing up without prior notice does not guarantee a meeting with school staff. We will make every attempt to accommodate you, however most meetings that involve teachers will be held either before school, after school or on a teacher's prep. Teachers WILL not be pulled out of class while they are teaching to meet.

Greenfield PBIS

PBIS Matrix for Greenfield PreK-8		Locations				Expectation Name: G.A.T.O.R.
Expectations	Classroom	Hallway	Bathroom	Cafeteria	Recess	
G GREAT ATTITUDE	<ul style="list-style-type: none"> Treat others with respect Be engaged Stay Focused 	<ul style="list-style-type: none"> Noise level at 0 Be cooperative Treat others with respect 	<ul style="list-style-type: none"> Clean up after yourself Be kind to others also in the bathroom 	<ul style="list-style-type: none"> Use a soft, inside voice in the cafeteria Quiet in the hallways Say "please" and "Thank You" 	<ul style="list-style-type: none"> Treat others with respect Play Fair Have fun and be nice 	
A ATTENDANCE	<ul style="list-style-type: none"> Be on time Participate-be a part of the classroom community 	<ul style="list-style-type: none"> Stay with your class Pay attention to stopping points 	<ul style="list-style-type: none"> Be quick get in and out 	<ul style="list-style-type: none"> Sit at assigned cafeteria table Sit in your seat with your feet on the floor in front of you and stay in your assigned area 	<ul style="list-style-type: none"> Be on time Be where you are supposed to be 	
T TOLERANCE	<ul style="list-style-type: none"> Keep hands, feet to self and unkind words to self Listen to others Respect others 	<ul style="list-style-type: none"> Be mindful of personal space Use kind words Keep hands, feet to self 	<ul style="list-style-type: none"> Wait your turn-Use the next available stall 	<ul style="list-style-type: none"> Treat others with respect Use kind words Keep hands, feet to self 	<ul style="list-style-type: none"> Use kind words Keep hands, feet to self Be inclusive and kind to all 	
O ON-TASK	<ul style="list-style-type: none"> Work on assignments diligently Pay attention to the speaker 	<ul style="list-style-type: none"> Walk on the painted lines Eyes facing forward/look where you are going 	<ul style="list-style-type: none"> Use the bathroom, wash your hands, and go back to class 	<ul style="list-style-type: none"> Once you have your food, start eating right away\ Focus on eating A whistle means be quiet 	<ul style="list-style-type: none"> Be aware of what is going on around you Use equipment appropriately 	
R RESPONSIBLE	<ul style="list-style-type: none"> Be prepared Have homework completed and ready to be turned in Respect classroom materials 	<ul style="list-style-type: none"> Make sure you have your belongings and keep them to yourself Have a hall Pass Respect the learning of others 	<ul style="list-style-type: none"> Keep it clean 	<ul style="list-style-type: none"> Lights out means clean up Clean up your area! Check floor and table for food and garbage Throw out all food and garbage in trash cans 	<ul style="list-style-type: none"> When whistle blows line up Bring all of your belongings to and from recess 	

SCHOOL DISTRICT
OF PITTSBURGH

ADMINISTRATIVE REGULATION

SCHOOL VISITORS

Visitors

Visitors can include parents, guardians, community members and others who are not members of the school staff.

Scheduling of Appointments

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time.

There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment. Principals will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request.

Reporting to the Office

School visitors shall be required to register at the school's main office and state the purpose of their visit. All visitors are required to receive and wear a visitor's badge. Upon completion of the visit, visitors are expected to sign-out and return the badge to the main office.

Types of Visitations/Observations

1. Meeting to discuss school/student issues.
2. Parent/Guardian classroom visit.
3. Tutoring and volunteering.

Guidelines:

1. Meetings/appointments should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee in the case of an emergency.
2. Principals should be advised of any scheduled parent/guardian meeting/appointment and the purpose of the visit.
3. Visitations related to tutoring and volunteering are to be arranged beforehand with the teachers and require Act 34 (state police) and 151 (child abuse) clearances.
4. Visitations related to classroom observations do not require clearances. These visitors should be accompanied to and from the classroom by a school staff member.
5. Observations of teachers must have an educational purpose and cannot be excessive or obstructive.
6. No more than two (2) parents/guardians at one time should be permitted to visit a classroom.

7. Parents/guardians who are observing in the classroom shall not interrupt the lesson or “pull” their child out to talk with them privately.

8. Parents/guardians are to refrain from correcting or reprimanding another parent’s child while visiting classrooms or attending school events.

Should an emergency require that a student be called to the school office to meet a visitor other than the parent or guardian, the principal or designee needs to determine if the visit is appropriate and approved by the parent/guardian and shall be present during the meeting. An exception to this would be staff from the Office of Children, Youth and Families (CYF) who after sharing identification and the nature of their visit, are permitted to meet with the student without school personnel present.

Visitors’ Expectation of School Staff During a School Visit

It is expected that all visitors are made to feel welcome in the schools. The office staff is to greet each visitor and provide them with a sign-in sheet and a visitor’s badge. They should be escorted or directed to their destination. They should also be acknowledged while walking in the halls by school staff and assisted when necessary. If school staff encounter an unfamiliar person in the school without a visitor’s badge, they need to direct or escort them to the main office to secure a visitor’s badge and then help in guiding them to their destination.

School Staff’s Expectation of Visitors During a School Visit

It is expected that all visitors will acknowledge the school’s responsibility for the health, safety and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events. Before any restrictions are put in writing and shared with the visitor, the circumstances leading up to the restriction needs to be discussed and approved by the appropriate Assistant Superintendent.

Audio, Video Recording or Photographs

No visitor shall be permitted to photograph, record audio, or videotape any person or any part of the building or to tape record any conversation or non-public meeting (i.e. parent teacher conferences, IEP meetings, etc.) or event without the express consent of the school principal and each individual meeting/conversation participant. Audio or video recording of individual meetings may be permitted if such recording is required to permit a person with a disability to meaningfully participate in the meeting. Requests for accommodations should be directed to the school principal. This prohibition shall not apply to public meetings or work sessions of the Board or in any instance that would violate the Sunshine Act. 1004-AR-1 of 1 - Pg. 3

With permission of the school principal or designee, visitors may be allowed to record or videotape school activities, i.e. assemblies and Commencement, for personal use only.

ADDITIONAL PPS DISTRICT POLICIES AND INFORMATION

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

Greenfield School Procedures

Breakfast

All students at Greenfield School in grades Pre-K-8 can receive breakfast every morning. Students choosing to eat breakfast are permitted to enter the building at 8:05 AM and go directly to the cafeteria. Once they are done, they will report to their homeroom. Breakfast is only served till 8:35 AM.

Bus Routes and Operations

Bus Behavior-Riding the school bus is a privilege. Any misbehavior will lead to a bus suspension or total removal off the bus. Any misbehavior will be dealt with to ensure that all students are safe during their bus ride.

The transportation department at the Board plans bus routes and stops. Parents who wish to make requests need to contact transportation at (412) 338-8125. Students may ride only the bus they have been assigned to ride. Parents cannot send in a note asking for the child to ride a different bus for a particular day.

DISMISSAL

Dismissal for students is at 3:05 PM. The front office will not get students out of their rooms for early dismissals, phone calls etc.... from 2:25 PM until dismissal.

Parents must wait outside the building during dismissal. Be on time if picking up your child at dismissal. Staff will not be able to wait with students

should you be late. Please be mindful and courteous to others. Please call the school if you have an emergency.

Early Dismissal Procedure

- Early dismissals will NOT be granted after 2:25pm.
- Early Dismissals are discouraged except for emergencies. Early dismissals should not occur daily or weekly. If a student needs to be dismissed early for medical reasons, then we will need a medical excuse. We fully understand students have doctor's appointments; however, this is not a daily/weekly occurrence and will not be honored without proper documentation. The school will honor medical/dental appointments and extreme emergencies.
- Parents must write a note for the office specifying the date, time, and reason for the request.
- Students are responsible for bringing the note to the Main Office the morning of their early dismissal.
- The students will then be given a pass to come to the Main Office at the designated time of departure.
- The main office may contact the parent to verify the early dismissal.
- If the office is unable to reach the parent to verify the early dismissal, the student could be refused permission to leave.
- When picking up a student, the parent must call the main office and let them know they are outside, and the main office will call the student. The student will report to the office before meeting the parents at the main entrance.
- Students will be allowed to leave with another parent or relative if a note is presented to the administration and parental approval is confirmed.
- Class cannot be disrupted by calling students down to the main office on the intercom. Failure to follow these guidelines will result in an unnecessary delay picking up your child.
- It is against Greenfield School policy for students to use their cell phones during the school day, so we remind students and parents that either the nurse or the main office will allow students to make calls on office phones to their parents.
- Students who leave school without administrative or parental permission will be considered truant, out of area and may face severe consequences. Parents will be notified.
- We want to keep your child safe at the end of a very busy school day. If it is after 2:25 PM and you have not previously sent in a written letter, we ask that you wait until dismissal at 3:05 PM outside the building. We will not call students to the office after this time. Please understand it is difficult to relay any messages to them during this time. Please make sure your child's teacher is aware of the dismissal plan for your child. A written notice in advance is the best way to keep your child safe.
- It is also the responsibility for the student to get all classwork and homework they may have missed and turn it in to the next day.

Lockers

A locker is issued at the beginning of the school year. The locker is the property of the school. School personnel may search a student's locker at any time if they feel it is necessary for safety or disciplinary reasons. 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, please give them to the office. Homeroom teachers will make locker assignments for students and any changes if necessary. **Students are not permitted to switch partners or lockers on their own or put items in another student's locker. Students are responsible for everything that is in their assigned locker. Anything found in a locker is assumed to be the property of the assigned student.**

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 student's return to school.

If dates of a student's absence are known in advance, the teacher should be notified, and planned assignments may be given.

Parking Lot

MORNING

Parents, the parking lot is a very busy place both before and after school. Parents that are dropping off students should either park their car in the designated area or drop your child off on the bus lane in the morning. *DO NOT park your car in the bus lane.* If you drop your child off in the bus lane, proceed to the main entrance and come to a complete stop so your child can exit on the passenger side. For safety concerns do not let your child out of the car on the driver side. There may be traffic passing and we do not want anything to happen. **PLEASE BE CAREFUL AND RESPECTFUL.**

DISMISSAL

Dismissal for students is at 3:05 PM. At DISMISSAL cars are NOT PERMITTED to park in the bus lane. Cars should be parked in the middle of the lot by 2:45PM (At 2:45 the lot will be closed until after dismissal). After 2:45PM you will have to park off of school property. Parents/ Guardians can wait outside by the front door or by their cars. **CARS ARE NOT PERMITTED TO LEAVE THE LOT UNTIL THE BUSES LEAVE (FIRST). IF YOU ARE IN A HURRY AND NEED TO LEAVE YOU SHOULD PARK OFF SCHOOL PROPERTY. IF THIS PROCEDURE IS NOT FOLLOWED, IT WILL BE NECESSARY TO CLOSE THE LOT TO ALL PARENTS (CARS) PICKING UP THEIR CHILD AFTERSCHOOL. THIS IS A MAJOR SAFETY CONCERN AND WILL NOT BE TOLERATED!**

Please make sure your child and your child's teacher know where they will meet you at dismissal.