

Pittsburgh Mifflin PreK-8



Student Handbook 2024-2025

Pittsburgh Mifflin PreK-8

1290 Mifflin Road

Pittsburgh, PA 15207

Phone: 412-529-4350

Fax: 412-464-4355

www.pghschools.org/mifflin



TABLE OF CONTENTS

Superintendent's Welcome Message
Principal's Welcome Message
Introduction
Mission, Vision
School Contact Information
Communication Procedures
Staff Information
Bell Schedules
School Calendar

Attendance (Policy 204)
Academic Integrity (Policy 226)
Athletics (Policy 119)
Dress Code (Policy 221)
Electronic Devices (Policy 216)
Extra Curricular Activities (Policy 119)
Grading (Policy 209)
Homework (Policy 115)
Health Services (Policy 206)
Information Technology/Acceptable Use Policy
Student Support Services
Student Expectations/Procedures (Policy 212)
Visitor Policy (Policy 1104)

Additional Information

SUPERINTENDENT'S WELCOME

Dear Pittsburgh Mifflin Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Mifflin'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 Mifflin'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 Mifflin.

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, Mustang Family:

I am proud to welcome you back to our 2024-2025 school year with Team Mifflin! It never fails to humble me as I lead our amazing staff and students in learning, exploring, and growing together.



Included in this handbook is specific information to support our students and families with school and District policies, procedures, and expectations. As always, we are here to help you through anything; please do not hesitate to call and set up in-person meetings with our staff and/or Principal Carricato when necessary. We are a family—working together only makes us stronger!

As we continue to build our community, identity, and accountability as Team Mifflin, please continue to familiarize yourself with our Safe, Kind, and Responsible expectations, our Housing system, and how you can support us through volunteering, spreading positivity within our school and community, and holding your students accountable for meeting strong academic, attendance, and positive behavioral goals!

Please join us in learning our new Mustang Chant as we celebrate our fresh school year and our upcoming successes!

Mustang Chant

Stampede strong, Mustangs unite
Safe, kind, responsible, we ignite!
Our spirit soars, Academics in sight
Mifflin Mustangs, shining bright!

With Mustang Pride,

Amy Carricato
Principal

SCHOOL VISION AND MISSION

Pittsburgh Mifflin Vision

Team Mifflin's vision is to provide a safe, kind, and responsible learning environment where all members are supported in their individual identity and power to become lifelong learners who are accepting, productive, and unbiased members of society.

Pittsburgh Mifflin Mission

It is the mission of Team Mifflin to create a joyful learning environment that provides historically and culturally relevant learning experiences that empower diverse learners' individual identities and fosters critical thinking to shape a more inclusive and thoughtful world.

SCHOOL CONTACT INFORMATION

PITTSBURGH MIFFLIN PREK-8

1290 MIFFLIN ROAD

PITTSBURGH, PA 15207

412.529.4350

412.464.4355 (FAX)

[PARENT HOTLINE](#) OR 412.529.HELP

COMMUNICATION PROCEDURES

Clear and consistent communication between school staff and families is imperative to a smooth school year. When needing to communicate with the school for specific needs, including attendance, behavior, and academics, your first line of communication should always be with your student's teacher(s). They are the individuals in front of your students daily and are aware of the ins and outs of the classroom and daily activities. Please utilize the Staff Roster (below) to communicate via email and/or direct classroom phone line.

Please allow appropriate time for teachers to respond. While we understand your concerns are paramount to you, teachers and staff are working directly with all students for most of their day. Responses may occur during staff identified prep periods and/or before or after the school day. Please note that all staff members of the school have families and personal lives to attend to before and after school hours and on the weekends. No school staff member is accountable or responsible for answering questions outside of school hours. Any messages sent outside of school hours will be attended to when appropriate.

Your student's teacher(s) will guide you to the appropriate staff member for continued support, if it is deemed necessary.

If after speaking to your student's teacher(s) and identified supports, you find yourself with lingering needs or questions, please feel free to reach out to the main office to set up an appointment with Principal Carricato. Meetings must be set in advance so that the time and attention necessary to meet your needs can be fully met.

All staff members have access to Talking Points and will support you in signing up for their class within the first few days of school.

STAFF ROSTER

Principal Carricato

acarricato1@pghschools.org

Ms. Gee

ygee1@pghschools.org

Ms. Neumeyer

eneumeyer1@pghschools.org

Ms. Cress

scress1@pghschools.org

Mrs. Toman

dtoman1@pghschools.org

Mrs. Thompson-King

cthompson1@pghschools.org

Mrs. Barrow

abarrow1@pghschools.org

Mrs. Perhac

vperhac1@pghschools.org

Mrs. Muehlbauer

bmuehlbauer1@pghschools.org

Mrs. Mullaney

kpironemullaney1@pghschools.org

Mrs. Horgan

mhorgan1@pghschools.org

Mrs. Yuhas

meged1@pghschools.org

Mrs. Squires

jmayer1@pghschools.org

Ms. Connor

kconnor1@pghschools.org

Mrs. Schanck

bschanck2@pghschools.org

Mr. Fix

mfix1@pghschools.org

Mrs. Williams

mwilliams8@pghschools.org

Mr. Krupa

kkrupa1@pghschools.org

Ms. Espey

mespey1@pghschools.org

Ms. Shondeck

mshondeck1@pghschools.org

Mr. Mason

Administration

412-529-4372

Secretary

412-529-4350

SDSS

412-529-4351

Counselor

412-529-4361

Preschool

412-529-4371

Preschool Educational Assistant

Kindergarten

412-529-4756

Kindergarten

412-529-4761

1st Grade

412-529-4764

2nd Grade Math, Science, Social Studies

412-529-4766

2nd ELA

412-529-4765

3rd Grade

412-529-4763

4th Grade ELA

412-529-4768

4th Grade Math, Science, Social Studies

412-529-4762

5th Grade

412-529-4778

MS ELA

412-529-4775

MS ELA

412-529-4770

MS Math

412-529-4771

MS Math

412-529-4773

MS Science

412-529-4774

MS Social Studies

emason1@pghschools.org
Mrs. Simunovic
psimunovic1@pghschools.org
Ms. L. Kelch
lkelch1@pghschools.org
Mrs. Shulik
kshulik2@pghschools.org
Mr. Scott
jscott1@pghschools.org
Ms. Biddle
ctrainer1@pghschools.org
Mr. Miller
kmiller7@pghschools.org
Ms. Gibson
cgibson1@pghschools.org
Mrs. Schaffer-Stolze
lschaffer1@pghschools.org
Mr. Philip
rphilip1@pghschools.org

Ms. Porembka
kporembka1@pghschools.org
Mr. Rubbe
rubbe1@pghschools.org
Mr. Hill
thill2@pghschools.org
Mrs. Phillip
mphillip1@pghschools.org
Ms. Yekich
hyekich1@pghschools.org
Mrs. Kelch
ckelch1@pghschools.org
Ms. Reed
kreed1@pghschools.org
TBD

Ms. Weber
mweber1@pghschools.org
Ms. Norwig
enorwig1@pghschools.org
Ms. Kovalsky

412-529-4772
K-2 Autistic Support
412-529-4360
Educational Assistant

3-5 Autistic Support
412-529-6616
Educational Assistant

6-8 Autistic Support
412-529-4779
Educational Assistant

Educational Assistant

Library
412-529-4366
Art
412-529-4767

Music
412-529-5434
Physical Education/Health
412-529-4777
Instrumental
412-529-4776
PSE LS/ES K-5
412-529-4757
PSE LS/ES 6-8
412-529-4374
Educational Assistant
412-529-4758
PSE Educational Assistant

Security Resource Officer
412-529-4368
Nurse
412-529-4364
Speech Therapist
412-529-2872
Food Service Manager

mkovalsky1@pghschools.org

Ms. Barefoot

dbarefoot2@pghschools.org

Mr. Zezza

czezza1@pghschools.org

Mr. Savich

wsavich1@pghschools.org

Mr. Godovchik

Egodovchik1@pghschools.org

Mr. Ross

pross1@pghschools.org

Ms. Gallagher

Jgallagher2@pghschools.org

Mr. Wagner

cwagner2@pghschools.org

Tracy Calhoun

tcalhoun1@pghschools.org

Kaitlin Rocco Deninno

kroccodeninno1@pghschools.org

412-529-4363

Food Service Team Member

Head Custodian

412-529-4358

Custodial Team Member

Custodial Team Member

Custodial Team Member

Literacy Academic Coach

412-529-6618

Math Academic Coach, Grades 6-8

412-529-6618

Math Academic Coach, Grades K-5

412-529-6618

Reading Specialist

412-529-6618

BELL SCHEDULES

Daily Bell Schedule

Student Breakfast/HR	8:00-8:20
WIN TIME	8:20-8:50
Period 1	8:50-9:35
Period 2	9:35-10:20
Period 3	10:20-11:05
Period 4 (K-5 Lunch/Recess)	11:05-11:50
Transition	11:50-11:55
Period 5 (6-8 Lunch/Clubs)	11:55-12:40
Period 6	12:40-1:25
Period 7	1:25-2:10
Period 8	2:10-2:55
Homeroom (K-5 only)	2:55-3:05
Student Dismissal	3:05
Teacher Dismissal	3:10
Paraprofessional Dismissal	3:15

Half Day Bell Schedule

Breakfast/HR	8:00-8:20
Period A:	8:20-9:05
Period B:	9:05-9:50
Period 4 (K-5 Lunch/Recess):	9:50-10:35
Transition	10:35-10:40
Period 5 (6-8 Lunch/Clubs):	10:40-11:35
Dismissal	11:35

2024-2025 Half-Days:

September 20th: Periods 1, 2, 4, 5

October 25th: Periods 3, 6, 4, 5

November 15th: Periods 7, 8, 4, 5
December 13th: Periods 1, 2, 4, 5
February 7th: Periods 3, 6, 4, 5
February 21st: Periods 7, 8, 4, 5
March 7th: Periods 1, 2, 4, 5
March 21st: Periods 3, 6, 4, 5

2-Hour Delay Bell Schedule

HR: 10:00-10:20

*Period A will rotate between periods 1, 2, and 3

Period A: 10:20-11:05

Period 4 (K-5 Lunch/Recess): 11:05-11:50

Transition 11:50-11:55

Period 5 (6-8 Lunch/Clubs): 11:55-12:40

Period 6: 12:40-1:25

Period 7: 1:25-2:10

Period 8: 2:10-2:55

Homeroom (K-5 only) 2:55-3:05

Dismissal 3:05

SCHOOL AND PPS CALENDARS

Monthly school calendars will be sent out as a hard copy via homeroom teachers. They can also be found on our school website www.pghschools.com/mifflin and our Facebook Page: Pittsburgh Mifflin PreK-8. We will also kindly share them via Talking Points.

Our District calendar, current events, and lunch menu can be found on our District website at www.pghschools.org.

Our tentative PSCC dates for this year are as follows:

2024:

August 21 (5:30 - 7:00): Back-2-School Night

September 12: Annual Title 1 Meeting

October 24 (5:30 - 7:00): Trunk-or-Treat

November 26 (Tuesday meeting): House Day Meeting; State Standards Review (As per Title 1, must be prior to end of Nov, typically).

December 12 (6:00 - 7:30): Polar Express Solstice Celebration

2025:

January 16: English & State Standards Review

February 20: Mathematics & State Standards Review

March 20: Training of State Assessments - Preparations and Information

April 23 (Wednesday): Integrating Parent and Community Programs

May 8: Working with Parents as Equal Partners (SPAC) + Parent Surveys for 2025-26

A District calendar overview is also included below:

2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 10, 2025



Calendar Key (All dates may be subject to change.)

- First/Last Days of School
- Professional Development Days
- All PPS Employee Holidays
- School Only Vacation Days
- Clerical Days
- Parent-Teacher Conference Days
PreK-5, PreK-8, 6-8
Monday, October 14, 2024
6-12, High School, Special,
EHS- Friday, October 18, 2024
- School Board Meetings
- Quarter Interim Progress Report
- Report Card Distribution
- High School Graduation
- Snow Make-Up Days: TBD
- Pay Date: 12-Month Semimonthly
- Pay Date: Bi-weekly
- ▲ Pay Date: Non-Administrator Semimonthly

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, 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 the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Barkfield Avenue, Pittsburgh, PA 15213, 412-529-3950, TitleIXCoordinator@ppschools.org or 412-529-HELP (4357).

ATTENDANCE PROCEDURES

[PPS Policy 204](#)

Attendance Terms to Know:

Unexcused Absence: When a student is not in attendance at school and a written excuse is not provided within 3 days.

Tardy: Arriving after the posted start time for class or school without a written excuse.

Truant: Student has had 3 or more unexcused absences.

Habitually Truant: Student has had 6 or more unexcused absences.

School Attendance Improvement Conference (SAIC): conference held where reasons for missing school are reviewed in an effort to improve a student's attendance.

School Attendance Improvement Plan (SAIP): the plan outlining efforts to improve student's attendance.

Attendance Expectations

Class attendance and participation are the basic underlying components of a student's academic growth and success. At Pittsburgh Mifflin, families are the first and paramount support for a student's daily and on-time attendance. All families will be held accountable to following the Pittsburgh Public Schools Attendance Policy 204.

A parent/guardian may request an individual review of any determination of excessive absences resulting in denial of academic credit. A request for review must be made in writing to the Principal. The case shall then be reviewed to determine whether the student should be eligible to receive credit or promotion. The Principal, upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, may excuse a student for nonattendance and waive the excessive absences to allow the student to receive credit or to be promoted.

Family and medical excuses must be received within 3 days of absence or absence will be deemed as an unexcused absence. Please note, although marked as "excused," family excuses are still counted negatively towards a student's regular attendance.

For more information on Pittsburgh Public Schools' Attendance policy, please utilize the link above. Questions and concerns can be sent to our school counselor (contact information shared above in Staff Roster).

Early Dismissals

All early dismissal requests must be sent in writing (paper, email or teacher-used app) to homeroom teachers. Homeroom teachers will then share this information with the main office. Please do not send early dismissal requests to Principal Carricato via text or communication applications (Talking Points).

Tardiness

Students who are tardy to school must be admitted through the main office. A signed note from a parent/guardian or an escort from a parent/guardian to front door is required for all students who are tardy. Promptness to class is very important. Students are to be in their seats and ready to work when the bell rings. Tardiness that results in a student missing a class or subject period will be considered an illegal absence when calculating grades. A student who has received a failing grade(s) for one or more report period(s) due to failure to meet the attendance standard and whose absences are legally excused, shall be entitled to receive the yearly or semester final grade for the course which the student otherwise would have received had it not been for the failing report period(s) grade(s), provided that the following requirements are met:

- The student has completed all course requirements and assignments.
- The student has made up any missed course work, class periods and/or testing within agreed upon time.
- The student passes the final yearly or semester examination.
- The student has provided appropriate documentation to verify the reason for the absences, i.e., notes from dentists, doctors, courts, etc. Any student who cuts class will receive progressive discipline following the Student Code of Conduct and the family will be notified by the student's teacher. Tardiness may also result in a formal referral with notification to the parent/guardian.

Make-Up Work

Students, families, and teachers will work together to create the best plan to address student's work that needs to be made up from an absence(s). In case of a prolonged absence due to illness or excused legal reasons, arrangements will be made as a team, led by the school counselor, to support the student's work completion. All missing assignments are due upon student's return to school or the previously agreed upon timeline. Students missing any class due to other school-related activities (i.e. extra-curricular activities, instrumental music and chorus) must contact the teacher(s) whose class(es) was/were missed to arrange make-up work. Teachers will post daily work on Schoology for students to access, as well as communicate regularly with families via Talking Points and/or family phone calls.

ACADEMIC INTEGRITY

[PPS Policy 226](#)

Students involved in academic dishonesty will receive a failing grade for the assignment and an appropriate consequence/intervention. Families will be notified.

The following are a few examples of what constitutes cheating:

- Copying from another student's homework, notebook, or exam
- Submitting another student's work as your own work
- Submitting reports or projects done by current or past students
- Plagiarizing any material directly taken from a book, magazine, newspaper, or the Internet
- Cheating on a test using notes written on slips of paper, your arm, your shoe, etc.

Please utilize PPS Policy 226 for more information.

DRESS CODE

[PPS Policy 221](#)

We follow our Board Policy 221-Dress Code:

"...No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on 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. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises..."

We take pride in the appearance and overall well-being of our students. All students are expected to dress in clothes that are suitable for school activities. Families should monitor their children's attire.

- Shirts that cover full midriff are expected for all students
- No blankets, slippers, or pillows
- Any clothing deemed a risk to safety (mental or physical) or order by the Principal will not be permitted. A phone call will be made to the family.

Consequences to the violation of the School Dress Code may include but are not limited to:

- Verbal warning
- Notification to parent/guardian
- Trip to Caring Closet
- Parent/guardian conference with staff and/or administration
- Other appropriate intervention

ELECTRONIC DEVICES

[PPS Policy 216](#)

The telephones at school are for school business. Students are only permitted to make calls or receive calls from their parents or guardians on the office telephone in the event of an emergency. Students are NOT permitted to use cell phones during the school day, including on the school grounds. Cell phones will be collected each morning upon entry to the building and returned at the end of the day. This follows the Board of Education's Electronic Policy 216 and has been implemented with stakeholder input.

If a student is found with a cell phone, it will be temporarily collected and safely stored until a parent or guardian can retrieve it from the school. This practice is established through collaborative agreement among administration, staff, Student Envoys, PTA, and PSCC, ensuring a supportive and consistent approach to student behavior management.

EXTRA CURRICULAR OFFERINGS

PPS Policy 119

Eligibility

All teachers will evaluate students' academic achievement. Students may be declared ineligible for academic incentives if a student has lower than 75% in any given class, and families have been notified regarding missed work.

Extracurricular activities at Pittsburgh Mifflin include, but are not limited to (specific grade levels apply):

- Volleyball-Coach Rubbe and TBD
- Soccer-Coach Shondeck and TBD
- Basketball-Coach Rubbe and Coach Moore
- Cheerleading-Coach Espey
- Bocce Ball-Coach Muehlbauer
- Student Envoys- 4th and 5th Grades: Mrs. Squires, Ms. Connor
6th, 7th, and 8th Grades: Mrs. Williams, Ms. Shondeck
- Intramurals-Mrs. Shulik and Mrs. King
- Track-Coach Rubbe
- Flag Football-Coach Fix
- Cross Country-TBD

Specific sports and club expectations will be shared via the Athletic Director and coaches. Agreement of expectations will be signed by students and families before extracurricular activities begin.

GRADING

Grading Policy 209

The Grading System

A	90-100%
B	80-89%
C	70-79%
D	60-69%
E	59% or lower

A student must pass the following subjects to be promoted to the next grade:

1 st	Reading and Math
2 nd	Reading and Math
3 rd	Reading and Mat
4 th	Reading and Math and 2 other academic subjects
5 th	Reading and Math and 2 other academic subjects
6-8 th	At the middle level, a student will be retained in their present grade if their grades fit into any of the following 3 categories: <ol style="list-style-type: none">1. Fails Reading and Math2. Fails Reading or Math and 2 other academic courses3. Fails 3 academic courses

In order to pass a subject, a student must attain 4 points by the 4th quarter report period.

The letter grade point value is as follows:

A	4
B	3
C	2
D	1
E	0

HOMEWORK PROCEDURES

[PPS Policy 115](#)

Homework at Pittsburgh Mifflin is part of the educational process. Students are expected to complete all assignments promptly and to the best of their ability. Homework turned in on the due date may earn up to 100 percent credit if the work shows appropriate effort. Homework turned in late will be awarded credit at the discretion of the assigning teacher. Families are encouraged to supervise homework and reach out to specific teachers with questions, concerns, or feedback. Students who have legal excuses for absences may make up homework missed in the appropriate timeline agreed upon by student, family, and teacher. Please contact your student's teacher(s) with questions regarding homework.

HEALTH SERVICES

[PPS Policy 206](#)

A nurse is assigned to Pittsburgh Mifflin to conduct all state-mandated screenings. Major tasks include health counseling, screenings, first-aid and monitoring and reporting on immunization status. **If it is necessary for a student to take any form of medication at school, a signed form from a parent/guardian and physician must be presented to the office. Only the nurse is permitted to administer medications.**

The nurse may not give aspirin and/or other medications to students unless appropriate documentation is on file in our office. The nurse must be notified of any medication being brought into the school. All medication must be given directly to the Nurse via family. Any medication found with a student upon arrival will go directly to the Principal or her designee. It will be delivered to the nurse and the family will be notified immediately.

Illness, Injury, and Medication

Every student is to report to their assigned teacher at the beginning of every period. If a student is ill, the student should report to their scheduled teacher and ask for a pass to the nurse's office. If the nurse is not in attendance at the time, the student is to go to the main office where an attempt will be made to contact a parent or guardian. Families should provide the office with an emergency telephone number on the emergency care form filed at the school.

If a student is sick, they should be kept at home. Families are encouraged to reach out to their primary care physicians for medical support. A nurse is assigned to Pittsburgh Mifflin to conduct all state-mandated screenings.

Major tasks include health counseling, screenings, first-aid and monitoring and reporting on immunization status. If it is necessary for a student to take any form of medication at school, a signed form from a parent/guardian and physician must be presented to the office. Only the nurse is permitted to administer medications.

INFORMATION TECHNOLOGY/ ACCEPTABLE USE POLICY

[Pittsburgh Public Schools Office of Technology Acceptable Use Form](#)

We are proud to have one-to-one technology! Please support our students in treating it as the privilege that it is by talking with them about appropriate use.

STUDENT EXPECTATIONS/PROCEDURES

[PPS Policy 212](#)

[PPS Code of Conduct](#)

Books, Supplies, and Materials

Students are responsible for all materials issued to them, including all technology, accessories, athletic uniforms, and library books. If an item is lost, damaged, or destroyed, the student may be excluded from field trips, incentives and end of the year activities including but not limited to Fun Day, and/ or Promotion until monies are collected and/or items returned. Student report cards will be held until the fine is paid. Debts are cumulative for the student's years in the Pittsburgh Public Schools.

Required materials must be brought to class. This includes books, technology, chargers, folders, homework and writing utensils. Being unprepared for class is an important responsibility to support the growth and success of each student. We ask all families to support us in preparing their students for a positive day of learning every day!

Students do not need to carry backpacks throughout the day. Students are given an opportunity to go to their lockers in the morning, before and after lunch, and at the end of the day.

Please note: We ask that families check all student book bags and personal belongings daily. Please encourage students to leave any unnecessary belongings at home and keep an organized and clean book bag. Any personal belongings such as stuffed animals, toys, extra clothing, games, trading cards, etc. that are brought to school but are not listed as required instructional materials are not the responsibility of the school if lost or stolen.

Food and Snacks

Food brought from home should be appropriate for school-sized lunches. All food should be consumed in the cafeteria. Extra snacks should be left at home. Students are not permitted to sell snacks in school unless it is an approved school fundraiser. Glass containers are not permitted and will be taken upon arrival for safety concerns of all students and staff.

Cafeteria

Students' behavior in the cafeteria is expected to follow our SKR expectations as it is a shared space for all grade levels. Students will move through the line and receive their breakfast in the mornings and follow morning protocol of where to eat (assigned table or homeroom). Students will go through the line in the afternoon and directly to an assigned seat or table in the cafeteria. Students are to remain seated in the cafeteria until their group has finished eating. Students are expected to remain in their designated lunch areas at all times. At no time are students allowed to take open food outside of the cafeteria.

Lockers

Students will have a locker assigned to them by their homeroom teacher. Students are only permitted to use the locker assigned to them. Students should never leave money or other valuables in unlocked lockers or lockers that are not their own. Students should not allow someone else's belongings in their locker as they are responsible for all items found in their locker at any time. Students may bring a combination lock to school to secure their belongings. Students must provide their homeroom teacher with the combination. The school is not responsible for items taken from or found in student lockers. Homeroom teachers will conduct periodic locker checks and authorized school personnel may perform locker searches in cases of emergency or security/safety concerns. Any items found in a locker will be considered property of the student that is assigned that locker. If possible, students will be permitted to be present during the need of a locker search and families will be notified by the end of the day.

Hallway

Students should be in the halls only at the beginning and close of school and while moving from one location to another with a staff member. Students in the halls during class time must have a hall pass or agenda. SKR behavior in the hall is required and essential. Student movement in hallways should never interrupt the learning environment of the school. Failure to comply with transition expectations will result in an appropriate intervention.

Fire Drills

A fire drill plan and exit route is posted in each room. Teachers will practice the plan and students should become familiar with how to exit the building for safety reasons. When the fire alarm sounds, students will leave the room and leave behind their personal items. Students will exit the building with their teacher in an orderly fashion. Students are expected to be quiet during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter the building. No one is to return to the building until the Principal or their authorized designee gives the signal. All visitors to the building must follow protocol during any drill or emergency.

Transportation

Passengers on school transportation are not to behave in any manner which infringes upon the rights of any other passenger. This would include any form of bullying and non-SKR behavior. Students are not to throw objects of any kind on the school bus or out of the windows. All parts of the student's body shall always remain inside the bus. Absolutely no tobacco, drinks, alcohol, or illegal drugs are allowed on the bus.

Students may not ride a bus not assigned to them.

Students will not be permitted to bring items such as skateboards, radios, mini-speakers, balloons, or glass objects onto the bus. Any other object deemed to be unsafe cargo on the bus will be denied. The driver will have authority to deny transportation to a student with such

articles in their possession. The driver and/or school corporation bears no responsibility for lost, stolen or damaged items brought onto the bus.

The privilege of riding the school bus may be denied to any student who does not conduct themselves in an SKR manner. School bus drivers and administration will determine what is safe and orderly. The bus driver and the school reserve the right to assign seating for all students.

Family members are not permitted to enter school transportation vehicles at any time unless it is for an authorized school activity as a chaperone.

VISITOR POLICY

[PPS Policy 1104](#)

Visitors

All visitors must pass through the security checkpoint and report to the main office to sign in and obtain a visitor's pass. All visitors will be escorted by a staff member at all times to support the safety and confidentiality of our students. Under no circumstance are any visitors permitted to go directly to any classroom or other area of the building without first obtaining a visitors pass from the Main Office.

Requesting Conferences with Staff Members

Parents and guardians are encouraged to arrange conferences with the teachers and counselor to review students' records and performance. To arrange an appointment, call the school office to contact the desired staff member.

If a parent/guardian wants to speak to or meet with any staff member, we ask that they please call the school to arrange for a mutually convenient time. While Team Mifflin strives to meet all family and parental needs as quickly as possible, we are operating on a school schedule and are not always readily available. We want to be sure your time is utilized to the fullest with minimal interruptions; scheduled appointments support our ability to provide that to all families.

Become a Parent Volunteer!

Pittsburgh Mifflin is pleased to have an ever-expanding volunteer program at the school. Please consider giving some of your time to our school. Your contributions are needed and appreciated. Please call Ms. Gee at 412-529-4351 for more information.

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

PBIS at Mifflin: Team Mifflin is Safe, Kind, and Responsible!

Positive Behavioral Interventions and Supports, or PBIS, is meant to formally instruct and reward students on positive behavior choices, thereby cultivating not only the behavioral expectations of the school, but also creating intrinsic motivation to be Safe, Kind and Responsible (SKR). Mifflin's PBIS system was faculty-created and is implemented in conjunction with Restorative Practice and the Student Code of Conduct to ensure a safe and joyful learning environment. We are currently working together as a school family to reduce the number of out-of-school suspensions for students by using a variety of positive and supportive interventions. These include our SKR Prize Table, Principal Carricato's Wonderful 100, classroom and grade level SKR Incentives, grade level SKR stores, SKR points through PBIS Rewards app and Restorative Practice.

We continue strengthening our House System for all students and staff for the 2024-2025 school year! We look forward to friendly competition to claim the highest level of SKR behavior and—most importantly—bragging rights! Competitions will include academic, behavioral, physical, and mental challenges to support our academic and social-emotional goals.

Our Housing System complements Mifflin's mascot, the Mustang, with a magical and legendary twist. Our four houses are: House Re'em, House Kelpie, House Aethon, and House Abraxan. Our Club Mifflin Lounge is used to celebrate our distinguished houses throughout the year. Students and staff of the distinguished house will be permitted access to the lounge during recess and any specially scheduled times by staff of the distinguished house.

Reviewing expectations with your student(s) will help us to support a Safe, Kind, and Responsible school climate for all!

Families are officially a part of their student's House. Please be ready to support and cheer on your House this year!

Family Involvement

Families are our most valuable partners! Please:

- Work with teachers to ensure the success of your child.
- Call your child's teacher or arrange for a conference to discuss your child's progress or obtain ideas about helping your child learn at home.
- Be a positive role model.

- Have a good attitude toward education and our school. You are the most powerful influence on your child.
- Support the school's efforts to maintain a safe and orderly learning environment.
- Help your child be prepared for school by having materials and being on time for school.
- Support school policies.
- Provide the school with up-to-date phone numbers so that we can contact you in case of illness, emergency, etc.
- Complete and submit the school emergency contact, care and medication forms.
- Help your child develop good study habits.
- Show interest in your child's schoolwork and homework.
- Hold your child accountable to SKR expectations.
- Respond promptly to progress notices.
- Become an active participant in the activities your child is involved in at the school.
- Urge your child to seek help when appropriate.
- Take your child to the library for a library card. Librarians are trained to help find the right books for your child. Show interest and encourage your child's selection of reading materials.
- Read books together. Anything positive your child reads will help their academic growth.
- Provide educational puzzles, games, and positive learning opportunities in your home.
- Refer to the Mifflin School's website at www.pghschools.org/mifflin for a review of the Mifflin Volunteer Handbook.
- Attend parent-teacher organization meetings and parent school community council (PSCC) meetings on a regular basis.
- Represent your House!