

Pittsburgh Spring Hill Elementary School PreK-5



Student Handbook 2024-2025

Pittsburgh Spring Hill Elementary School PreK-5

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www.pghschools.org/springhill



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SUPERINTENDENT’S WELCOME

Dear Pittsburgh Spring Hill K-5 Families,

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

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 Spring Hill Community:

Welcome to Pittsburgh Spring Hill. We are honored and appreciate that you chose Pittsburgh Spring Hill as your school.

Homeroom begins at 8:20 a.m. daily. However, if your child would like to eat breakfast, they may begin to arrive at school at 8:05. Students are considered late if they arrive after 8:20 a.m. Students arriving after 8:20 a.m. will need to check in at the main office for a late note.

Dismissal is at 3:05. For safety reasons, no early dismissals will be honored after 2:55. At 2:55, students are transitioning through the building to prepare for dismissal. At this time, our attention is focused squarely on the safe dismissal of children.

We strongly encourage parents and caregivers to become involved in your child's educational experience in any way that you can.

Please don't hesitate to reach out to the main office at (412) 529-3000 with questions. We are committed to making certain that your child has a safe, productive, and happy school year.

Respectfully,

Dr. Erin McClay

SCHOOL VISION AND MISSION

The vision of Pittsburgh Spring Hill is to provide all students with academic, social, and emotional skills so that they will be able to successfully realize and fulfill the Pittsburgh Public Schools vision-All students will graduate high school, college, career and life ready, prepared to complete a two-or four-year college degree or workplace certification.

SCHOOL CONTACT INFORMATION

School Secretary Mr. McElhaney	(412) 529-3000
Principal's Office Dr. McClay	(412) 529-3004
Guidance Counselor Office Mrs. Carter	(412) 529-3002

Nurse's Office Nurse Holloman	(412) 529-3005
School Transportation Coordinator Mr. Matthews	(412) 529-3013

COMMUNICATION PROCEDURES

Pittsburgh Spring Hill is committed to open, transparent communication. The methods of communication used to facilitate such communication are:

- Talking Points for Schools (Multi-lingual text messaging application)
- Black Board Connect (Automated phone system)
- Take Home Written Communication (letters, memorandums, flyers, etc.)
- U.S. Mail
- Website

- Email (Complete list of teacher emails is included in this handbook)
- Phone Calls (List of important phone numbers included in this handbook)
- Scheduled Meetings (In-Person or Virtual options available)

STAFF ROSTER

Name	Grade	Subject	Email
Ms. Davis	K	Math/ Reading	kdavis1@pghschools.org
Ms. Dragone	K	Math/Reading	kdragone1@pghschools.org
Ms. Holy	1	Reading	eholy1@pghschools.org
Ms. Hughes	1	Math, Science, Soc. Stud.	rhughes1@pghschools.org
Ms. Powell	2 nd /3 rd	Math, Science, Soc. Stud.	ipowell1@pghschools.org
Ms. Long	2 nd /3 rd	Reading	plong1@pghschools.org
Mr. Carnahan	4 th /5 th	Math, Science, Soc. Stud.	rcarnahan1@pghschools.org
Ms. Plummer	4 th /5 th	Reading	lplummer1@pghschools.org
Ms. Hammond	K-5	Visual Arts	lhammond1@pghschools.org
Ms. Maze	K-5	Library, Social Studies (4/5)	kmaze1@pghschools.org

STAFF ROSTER

Name	Grade	Subject	Email
Ms. Grantz Vacancy	K-5	General Music/Inst. Music	
Mr. Hill	4/5	Inst. Music	thill2@pghschools.org
Mr. Matthews	K-5	Health & Phys. Ed.	imatthews1@pghschools.org
Ms. Bellante	K-5	Special Education	hbellante1@pghschools.org
Ms. Faloon	K-5	Special Education	afaloon1@pghschools.org
Ms. Dempsey	K-5	Speech Pathologist	sdempsey1@pghschools.org
Ms. Lenehan	K-5	Special Education Paraprofessional	clenehan1@pghschools.org
Ms. Pelkofer	K-5	Literacy Coach	mpelkofer1@pghschools.org
Ms. Ward	K-5	Mathematics Coach	tward1@pghschools.org
Ms. Carter	K-5	Guidance Counselor	dcarter1@pghschools.org
Mr. McElhaney	K-5	School Secretary	mmcelhaney1@pghschools.org

STAFF ROSTER

Ms. Mackin	K-5	SDSS	cmackin1@pghschools.org
Ms. Hood	K-5	Reading Specialist	rhod1@pghschools.org
Dr. McClay	Pre-K-5	Principal	emcclay1@pghschools.org

BELL SCHEDULE

Student Breakfast	8:05-8:20
Student Pick Up	8:20
Homeroom	8:20-8:30
Period 1	8:30-9:13
Period 2	9:13-9:56
Period 3	9:56-10:39
Period 4	10:39-11:22
Period 5	11:22-12:05
Period 6	12:05-12:50 (First Lunch-K, 1, 2, 3)
Period 7	12:50-1:35 (Second Lunch- (4, 5,))
Period 8	1:35-2:18
Period 9	2:18-3:00
Dismissal	3:00-3:05
ESEP- 7:45 Mon-Fri	

EARLY DISMISSAL AND 2-HOUR DELAY TIME INFORMATION

Dismissal on half days is at 11:30

To ensure that students are not missing the same classes every half day of school, the academic schedule rotates. Teachers will direct students which academic classes they will have on half days.

2-hour delayed start Schedule

School Start Times for Two-Hour Delays are as follows:

10:05 -Breakfast

10:20 –Homeroom

Bus students should arrive at their bus stop 2 hours later than their normally scheduled time.

SCHOOL AND PPS CALENDARS

Please click the link below to access the PPS School District Calendars.

[PPS DISTRICT CALENDARS](#)

[Spring Hill Calendar](#)

Students will receive a take home calendar each month. Additionally, the calendar will be sent electronically to families via the Talking Points App. Please click the link below to access the school calendar via the website.

[SPRING HILL MONTHLY CALENDARS](#)

ATTENDANCE PROCEDURES

Attendance Policy

All students ages 6 through 18 must attend school. This is known as the compulsory school attendance requirement. When students do not attend school on a regular basis, they are tardy or truant. Strategies will be utilized with the goal of improving school attendance for truant students, with a special focus on eliminating barriers to school attendance. Below is a summary of important school attendance rules and procedures. PPS's Attendance Policy can be found in full on the district's website at:

[PPS Policy 204](#)

Excusable Reasons for Absence

Illness • Health Care or Therapy • Quarantine • Family Emergency or Death • Recovery from Accident • Court Attendance • Religious Holidays • College Visits • Other Approved Urgent Reasons

Daily Attendance Robo Calls

As per district requirement, Spring Hill places daily automated phone calls to the families of absent students.

Early Dismissals

If you need to dismiss your child from school early, please send a note with your child alerting us to the time you will be arriving. Once you arrive at school, ring the front doorbell and identify yourself. Your child will meet you at the front door. The security guard will ask you to sign your child out of school. Starting at 2:55 p.m., for safety reasons, we will not honor early dismissals. During this time, students are transitioning throughout the building for our 3:05 p.m. dismissal.

Tardy

Students arriving at 8:21 are late to school. Late students must report to the main office for a late note.

ACADEMICS

Programs

Spring Hill students participate in all core academic subjects-Reading/Language Arts, Mathematics, Science and Social Studies. Additionally, students participate in Library Science, General Music, Visual Arts and Health and Physical Education classes. Additionally, students in grades 4 and 5 may choose to participate in the instrumental music program.

Grade Placement, Promotion and Retention Guidelines

The guidelines for promotion/retention for elementary level students are as follows:

For promotion from	a student must pass
FIRST GRADE	Reading AND Math
SECOND GRADE	Reading AND Math
THIRD GRADE	Reading AND Math
FOURTH OR FIFTH GRADE	Reading AND Math <u>AND</u> 2 of the following: ENGLISH SPELLING SCIENCE SOCIAL STUDIES

ACADEMIC INTEGRITY

The Pittsburgh Public Schools and the Board of Directors seeks to encourage the full participation of all students in a system of academic integrity which precludes any form of academic dishonesty and seeks to foster positive parental involvement in promoting evaluation based upon the student's efforts and accomplishments. Please click the link below to read the entire Academic Integrity Policy.

[PPS POLICY 226](#)

DRESS CODE

Spring Hill does not require a uniform. However, we do require that all students comply with the Pittsburgh Public Schools Dress Code Policy. Please click the link below to read the entire policy.

[PPS POLICY 221](#)

Additionally, students participate in recess as well as physical education and we encourage students to wear shoes appropriate for these activities. Finally, we suggest hats, gloves, boots and coats. Students will have outside recess if the wind chill is 32 degrees or above and there is no precipitation.

ELECTRONIC DEVICES

Please click the link below to read the entire Electronic Device Policy.

[PPS POLICY 216](#)

As indicated in the policy, Spring Hill has followed the procedures in the policy to request an exemption to the Electronic Device Policy regarding cell phones. **Therefore, cell phones are not permitted at school.**

EXTRA CURRICULAR OFFERINGS

Pittsburgh Spring Hill offers the following extra-curricular activities:

- Intramural sports
- Strong Women, Strong Girls
- Big Brothers, Big Sisters
- Sarah Heinz House Afterschool Partnership

Please click the link below to read the full policy regarding participation in extra-curricular activities.

[*PPS Policy 119*](#)

GRADING

[Grading Guidelines](#)

The elementary level grading guidelines can be found by clicking the following link:

[Grading Guidelines](#)

[Parent Access Center](#)

Parents are encouraged to monitor their students' grades by accessing the Parent Access Center.

[Parent Access Center](#)

Please click the link below to read the entire Pittsburgh Public Schools grading policy.

[PPS Policy 209](#)

HOMEWORK PROCEDURES

All parents should expect their children to receive homework. However, you should contact your child's teachers directly to learn about expectations regarding turning in completed homework. Please click the link below to read the entire Pittsburgh Public Schools Homework Policy.

[PPS Policy 115](#)

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 Spring Hill. The school nurse is Nurse Holleman. She can be reached at (412) 529-3005. 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.

Allegheny County Health Department Recommendations

The Allegheny County Health Department recommends students and families take the same precautions recommended during the flu season.

- Follow your pediatrician's orders. If your child is told to stay home, keep him or her home.
- Cover coughs and sneezes with tissues, or cough or sneeze into your inner elbow.
- Wash your hands frequently with soap and water. If not available, use alcohol-based hand sanitizers.
- Get a flu vaccination.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid people who are sick and practice social distancing.

Medications (District Policy 229)

The school district policy 229 for the administration of medications can be accessed through the following link; [Policy 229-Use of Medications](#)

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[Acceptable Use of Technology](#)

The school district's Acceptable Use of Technology Policy can be found online by clicking the following link:

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

[Laptop Devices](#)

Pittsburgh Public Schools is a one-to-one device district. Students will be issued a device at the beginning of the school year. Students are responsible for bringing the device to and from school daily.

STUDENT SUPPORT SERVICES

[Multi-Tiered System of Support \(MTSS\)](#)

(MTSS) is a standards-aligned, comprehensive school improvement FRAMEWORK for enhancing academic, behavioral and social-emotional outcomes for ALL students. If a student is struggling academically, a cross-disciplinary team at the school uses a problem-solving process to integrate evidence-based academic, behavioral and social-emotional practices matched to student needs and with fidelity of implementation. A continuum of supports and services exists at all tiers and is undergirded by high-quality professional learning, cultural responsiveness, partnership and meaningful involvement with families, and dynamic decision-making that rests on the use of reliable and valid data sources.

[Student Assistance Program \(SAP\)](#)

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.

[Bullying/Harassment Policy \(Policy 215\)](#)

The school district Prohibition of Bullying/Harassment Policy can be accessed by clicking the following link:

[PPS POLICY 215](#)

If you suspect that your child is a victim of bullying/harassment, please reach out to his/her teacher, the guidance counselor or principal to determine the appropriate next steps of action.

[Title IX Procedures](#)

For information about our Title IX procedures, please visit:

[TITLE IX NOTIFICATION](#)

[PSE Special Education Child Find Annual Notice](#)

Annual Public Notice of Special Education Services and Programs, Services for Protected Handicapped Students, and Services for Gifted Students. Please visit:

[PSE \(Special Education\)/Annual Child Find Notice](#)

STUDENT EXPECTATIONS/PROCEDURES

[Policy 212](#) [PPS Code of Conduct](#)

Spring Hill will address discipline issues by following the district approved K-5 Student Code of Conduct.

[School start times](#)

8:05-Breakfast

8:20-Homeroom

8:21-Late

Students arriving at 8:21 must report to the main office for a late note.

[Dismissal Time](#)

3:05-Dismissal

Beginning at 2:55, students transition throughout the building to prepare for dismissal. For safety reasons, at this time no further early dismissals will be honored.

[Early Dismissals](#)

If you need to dismiss your child from school early, please send a note with your child alerting us to the time you will be arriving. Once you arrive at school, ring the front doorbell and identify yourself. Your child will meet you at the front door. The security guard will ask you to sign your child out of school.

[Restrooms](#)

Spring Hill has one set of student bathrooms. As such, classes take scheduled bathroom breaks. For safety reasons, the bathrooms remain locked. If a student has an emergency outside of their scheduled bathroom break, the teacher will notify the office and the guard will unlock the bathrooms.

[PBIS](#)

Spring Hill utilizes a Positive Behavior Support System in which students can earn points by demonstrating established behavior expectations. The points can be used to shop at the school store. The foundation of our PBIS is:
Respect Yourself, Respect Others, and Respect the Environment.

[Lockers](#)

Each student will be assigned a locker. Students must store backpacks and other personal belongings in their lockers throughout the school day. We highly encourage students to use a combination or key lock on their locker to secure personal items.

STUDENT EXPECTATIONS/PROCEDURES

[Policy 212](#)
[PPS Code of Conduct](#)

Cafeteria

The school district publishes a monthly breakfast and lunch calendar. It can be found on the food services page of the website. Use the following link to access menus:

[SCHOOL BREAKFAST AND LUNCH MENUS](#)

Students are also permitted to pack lunch. If your child has food allergies that require special food items, please reach out to the main office as paperwork must be completed for your child to receive such items.

Finally, we are a **NUT FREE** school due to life threatening food allergies.

VISITOR POLICY

Visitors to Spring Hill should have a scheduled appointment to gain access to the building. Once visitors with an appointment are admitted, they will be required to walk through the metal detector and have their bag searched. All visitors will then report directly to the main office and will be issued a visitor's pass. The host of your meeting will be contacted to pick you up in the main office. Please click on the link below to read the entire Pittsburgh Public Schools District Policy and guidelines regarding visitors.

[PPS Policy 1104](#)

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

Safety

Starting at 8:05 a.m. and continuing until 8:20 a.m. all students will enter the school through the back of the building. Student bags will be searched, and students must pass a metal check.

Student Dismissal

Bus Students-all students riding the bus will be escorted to the auditorium with a grade level teacher. From the auditorium, the bus will be loaded.

Walkers-Walkers at each grade level will be escorted out the front door of the building with a grade level teacher. All parents are asked to wait behind the fence on the city sidewalk. Once the grade level teacher sees a parent/guardian, they will dismiss the student.

Lockdown/Modified

If a lockdown is needed, an automated phone call will be sent to parents. Please keep all contact information updated. Students will not be permitted to leave the building during lockdowns. Furthermore, visitors will not be permitted to enter the building during lockdowns.

Lockdown/Evacuation/Reunification

In the event of a crisis that permits students to safely be evacuated from Spring Hill, our designated reunification location is the WBU Event Center. The address of the WBU Event Center is:

1958 Varley St.
Pittsburgh, PA 15212

Parent Communication During Crisis Situation

Parents will be notified via an automated phone call when lockdowns of any kind are in progress. Parents will be notified as well when the lockdown has been lifted. Automated phone calls will include important and necessary information for parents.