

Pittsburgh Banksville K-5

Student Handbook 2024-2025



Banksville Elementary School
1001 Carnahan Road
Pittsburgh, PA 15216
Phone: 412-529-7400
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www.pghschools.org/banksville



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SUPERINTENDENT'S WELCOME

Welcome to the 2024-25 school year! As we embark on this new academic journey together, I am filled with enthusiasm and optimism for what lies ahead. Whether you are returning to our schools or joining us for the first time, I am delighted to welcome you to the Pittsburgh Public Schools family.

Our district provides a high-quality education that empowers you to achieve your full potential. This year, we are committed to fostering an inclusive, supportive, and engaging learning environment where every student can thrive. We believe in the power of education to transform lives and communities, and we are here to support you every step of the way.

Throughout this school year, you will have countless opportunities to learn, grow, and excel. From rigorous academic programs to a wide range of extracurricular activities, we aim to nurture your talents, interests, and aspirations. Our dedicated teachers, staff, and administrators are here to guide and inspire you, helping you to develop the skills and knowledge necessary for success in an ever-changing world.

This school handbook is an essential resource for all stakeholders in our district. It provides important information about our policies, procedures, and expectations. By familiarizing yourself with its contents, you will be better equipped to navigate the school year successfully and make the most of the opportunities available to you. We encourage students, parents, and staff to refer to the handbook regularly to stay informed and engaged.

As you navigate your educational journey, I encourage you to embrace challenges, explore new ideas, and build meaningful relationships with your peers and teachers. Remember, your hard work, determination, and resilience will pave the way for a bright and promising future.

I am excited to witness your achievements and celebrate your successes throughout the year. Together, we will make this school year a memorable and impactful one.

Welcome back, and let's make the 2024-25 school year the best one yet!

Warm regards,
Dr. Wayne N. Walters
Superintendent
Pittsburgh Public Schools

PRINCIPAL'S WELCOME

Greetings Pittsburgh Banksville K-5 Community:

Welcome to Banksville Elementary School. On behalf of myself, the faculty, and staff, we look forward to working closely with you and your child during the 2024-2025 school year. Our priority continues to be to provide your child with a high-quality education. Together, we will strive to do whatever it takes to ensure that every child achieves and rises to their fullest potential. This handbook contains helpful information about our school. You will have quick and easy access to information on rules pertaining to attendance, discipline, homework and other topics important to your child's success in school. This handbook will be beneficial in making this year a productive and informative one for you and your child. Please let us know if we can answer any questions or concerns you may have about your child's education.

As a suggestion to parents: Lunch boxes, backpack/bookbags, hats, gloves, boots, etc. should have the child's name on them should they get lost or misplaced during the school year.

The 2024-2025 Pittsburgh Banksville Theme will be:

One Band, One Sound

We look forward to joining together in harmony to provide the very best to all students.

Alexis Fadick
Principal
Pittsburgh Banksville K-5



SCHOOL VISION AND MISSION

Pittsburgh Banksville K-5 is a neighborhood school located in Pittsburgh's Banksville community. In addition, Pittsburgh Banksville serves as one of the District's regional English as a Second Language sites.

Our mission at Pittsburgh Banksville K-5 is to provide high quality challenging instruction to all students in a safe and orderly learning environment. We will support all students and families to ensure they have the resources they need to engage in a valuable learning experience. We will strive to engage and enrich the learning of all learners by providing small-group and individual support.

SCHOOL CONTACT INFORMATION

Pittsburgh Banksville K-5
1001 Carnahan Road, Pittsburgh, PA 15216



Phone: (412) 529-7400

Email: banksvillees@pghschools.org

School Website: <http://www.pghschools.org/banksville>

Facebook: <http://www.facebook.com/PittsburghBanksvillek5school>

School Office Hours: Monday-Friday 8:00am to 4:00pm

School Nurse: (412) 529-7396

School Counselor: (412) 529-7403

School Cafeteria: (412) 529-7398

ADMISSIONS

Pittsburgh Banksville K-5 serves students from the Banksville and Beechview communities, as well as English Language Learners from the South/West regions of the city. Registration must be completed on-line or in person. Two proofs of residency (where you are living) are required. Cell phone bills cannot be used as a proof of residency. A copy of the student's birth certificate and immunization record must be brought with you at the time of registry.

Families who need assistance from the district English Language Learner (ELL) department can call 412-529-3516 or 412-529-3620. The ELL office is located at the Pittsburgh Board of Education building, 341 South Bellefield Ave., 15213. Rooms 2 and 3.

COMMUNICATION PROCEDURES

Pittsburgh Banksville K-5 utilizes Talking Points regularly to communicate with our families. Please ensure that we have your correct phone number on file. Homework that is sent home weekly will contain upcoming events such as special events or field trips. Flyers for events and fields trips will be sent home with students in their take-home folders. Please review their folder frequently for these communications or ask your child daily if they received anything for you to review. We make every effort to translate these documents into home languages. Parents and students are encouraged to check their students' Home Access Center (HAC) for grades and announcements.

STAFF ROSTER

Alexis Fadick 7404	Principal	afadick1@pghschools.org
Kimberly May 7401	Secretary	kmay1@pghschools.org
Marina Bouzos 7401	SDSS	mbouzos2@pghschools.org
Rebecca Oravetz 5656	Counselor	roravetz1@pghschools.org
Megan Kochin 7396	Nurse	mkochin1@pghschools.org
Crystal Horzempa 5653	Psychologist	chorzempa1@pghschools.org
Kollie Giardinello	Speech & Language	kgiardinello1@pghschools.org
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Amanda Wahlen	Project Assistant	awahlen1@pghschools.org
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Sterling Taylor 7402	B Fireman	staylor1@pghschools.org

Kindergarten		
Megan Falce 5641	104	mfalce1@pghschools.org
Kelly Kinzel 5642	105	kkinzel1@pghschools.org
Dinazhia Barksdale 5651	106	kbarksdale1@pghschools.org
First Grade		
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Lisa Timon 5657	111	ltimon1@pghschools.org
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Second Grade		
TBD 5644	109	
Lauren Herron 5655	207	lherron1@pghschools.org
Jill McKeever 5654	206	jmckeever2@pghschools.org
Third Grade		
Jaime Lynch 5645	210	jlynch1@pghschools.org
Shannon Mocharko 5646	211	smocharko1@pghschools.org
Fourth Grade		
Nora Baldwin 5647	204	nbaldwin1@pghschools.org
David Godovchik 5648	205	dgodovchik1@pghschools.org
Fifth Grade		
Doreen Beyers 5649	202	dbeyers1@pghschools.org
Ashley Albright 5650	203	aalbright1@pghschools.org
PSE Support		
Jennifer Gruber 5280	112	jgruber1@pghschools.org
Morgan Hamby 5280	112	mhamby1@pghschools.org
Marie Brietkreutz PSE Para 5652	208	mbrietkreutz1@pghschools.org

ESL Support		
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Kabisi Byumanine ESL Para 5643	113	kbyumanine2@pghschools.org
TBA ESL Para 5654	206	
Special Subjects		
Brie Magliocca Science 3-5 5641	104	bmagliocca1@pghschools.org
Louis Strobel Instrumental (Day 1)	108	lstrobel1@pghschools.org
Stephen DeFilippo Gym	110	sdefilippo1@pghschools.org
Robert Zehmisch Art 5652	208	rzehmisch1@pghschools.org
Amanda Perini Library (Days 1,3,5) 5653	209	aperini1@pghschools.org
Laura Bassani Music (Days 2,4,6) 5653	209	lbassani1@pghschools.org
Building Substitutes		
Ciara Longo	108	clongo1@pghschools.org
Haneen Albejee	108	Halbejee1@pghschools.org
Natalia Nefedova	108	Nnefedova1@pghschools.org

BELL SCHEDULES

Master Bell Schedule	
8:58	Student Arrival
9:00-9:16	Breakfast/Homeroom
9:16-9:46	First Period
9:46-10:30	Second Period
10:30-11:14	Third Period
11:14-11:58	Fourth Period
11:58-12:43	Fifth Period – Primary Lunch
12:43-1:28	Sixth Period – Intermediate Lunch
1:28-2:12	Seventh Period
2:12-2:56	Eighth Period
2:56-3:40	Ninth Period
3:40-3:45	Locker Dismissal
3:45-3:55	Student Dismissal

PPS SCHEDULED EARLY DISMISSALS

Several times throughout the school year, the district has scheduled half days for staff professional development. These dates for the 2024-2025 school year will be:

Sept. 20, Oct. 25, Nov. 15, Dec. 13, Feb 7, Feb. 21, Mar. 7, and March 21.

On these days, students will follow regular dismissal procedures around 12:25pm.

Early Dismissal – Schedule A	
8:58-9:16	Arrival/Breakfast
9:16-9:46	2 nd Period
9:46-10:16	3 rd Period
10:16-10:46	4 th Period
10:46-11:31	5 th Period/Lunch
11:31-12:16	6 th Period/Lunch
12:16-12:25	Homeroom
<i>No periods 1, 7, 8, or 9</i>	

Early Dismissal – Schedule B	
8:58-9:16	Arrival/Breakfast
9:16-9:46	7 th Period
9:46-10:16	8 th Period
10:16-10:46	9 th Period
10:46-11:31	5 th Period/Lunch
11:31-12:16	6 th Period/Lunch
12:16-12:25	Homeroom
<i>No periods 1, 2, 3, or 4</i>	

CANCELLATION (SCHOOL CLOSINGS) OR TWO-HOUR DELAYS OF SCHOOL

Cancellation or school delays take place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation, including television/radio newscasts, social media, automated phone calls, & emails. In the event of inclement weather, the school district may call for a two-hour delay to push back the start of the school day.

SCHOOL AND PPS CALENDARS

2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 12, 2025



August 2024							September 2024							October 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	3	1	2	3	4	5	6	7							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

November 2024							December 2024							January 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	1	2	3	4	5	6	7							
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		

February 2025							March 2025							April 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1							
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30			

May 2025							June 2025							July 2025								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2	3	1	2	3	4	5	6	7							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
25	26	27	28	29	30	31	29	30						27	28	29	30	31				

Calendar Key (All dates may be subject to change.)			
■ First/Last Days of School	■ Parent-Teacher Conference Days Tue-Oct, Thu-Oct, Fri-Oct	■ Quarter Interim Progress Report	● Pay Date: 12-Month Semimonthly
■ Professional Development Days	● Report Card Distribution Monday, October 14, 2024	■ High School Graduation	■ Pay Date: Bi-weekly
■ All PPS Employee Holidays	■ School Board Meetings	■ Snow Make-Up Days: TBD	▲ Pay Date: Non-Administrator Semimonthly
■ School Only Vacation Days			
■ Clerical Days			

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 241 S. Delaware Avenue, Pittsburgh, PA 15213, 412-624-6600, TitleIXCoordinator@ppschools.org or 412-624-4421 (Relay).

ATTENDANCE PROCEDURES

[PPS Policy 204](#)

We all agree that children can only learn if they are present and on time for school. It is, therefore, the responsibility of the parent or guardian to ensure that his/her child is in school and on time daily. Students are to arrive at school by 9:00 am. Students arriving after 9:30 am are considered tardy. If your child is late, he/she must bring a note from home within three days.

Students who are absent from school are required to present to their homeroom teacher a written excuse within three (3) days upon their return to school from the parent or guardian. After three (3), excuses are not accepted. Parents are required to meet with the school counselor after three unexcused absences for a Truancy Elimination Plan (TEP). After the sixth (6) unexcused absence, a citation will be filed with the District Magistrate. After ten (10) excused absences, only a doctor's note or a principal approval will excuse additional absences.

Excused absences are –

- Illness
- Health care
- Bereavement
- Religious Holiday/Instruction
- Weather emergencies
- Involuntary exclusions
- School-approved activities

ACADEMICS

Pittsburgh Banksville offers a structured learning environment, enhanced research-based curriculum, and the strategic implementation of best practices to meet the varying needs of every learner. Pittsburgh Banksville K-5 strives to bring together all elements of a sound education and to be a highly organized, high-performance school. Banksville celebrates its diverse student population. Approximately 70% of the students are English Language learners. Students speak over 12 different languages. We have developed a school wide focus of best practices to support students in meeting grade level, school wide and state measures. Both individual and group progress is measured throughout the year in order to ensure students are secure in their skills. In addition, highly qualified staff members work cooperatively to support all students. A Positive Behavior Intervention & Support Plan offers incentives to individual students and classes. Our consistent celebration of our diverse cultures and backgrounds gives every Banksville student the chance to be part of a positive learning community.

ACADEMIC INTEGRITY

[PPS POLICY 226](#)

CLASSROOM STRUCTURE

Mixed ability teaching occurs within each classroom, using a Differentiated Instruction model. ESL teachers co-teach with classroom teachers in Literacy classes and also work with EL newcomers in small groups for foundational skills and math classes. Teachers meet in Professional Learning Communities at least once per week to plan and discuss curriculum and individual needs of students.

CURRICULA

Pittsburgh Banksville K-5 offers a broad standards-based curriculum for all content areas. The curricula are carefully planned to ensure continuity and progression of children's learning throughout the school year so that each child may reach their fullest potential. Each classroom teacher specializes in differentiated instruction, where student needs are met through a variety of whole group, small group and individualized instruction. The core subjects of Literacy and Mathematics occupy the greater part of the timetable.

LITERACY

In Literacy, the children are taught skills of reading, writing, speaking and listening by working with the co-teachers, and practicing these skills individually or in small groups.

The Open Court Reading curriculum offers standards-based instructional practices which include differentiated instruction designed for whole group, small group and individual sessions to meet individual needs. We encourage parents to support their child in literacy both at school and at home.

MATHEMATICS

In Mathematics, the children are taught various content strands including geometry, algebraic thinking, patterns and functions, numeration, whole number theory, measurement, data, probability, statistics and computation. The Imagine Learning Curriculum supports standards-based instructional practices which include differentiated instruction designed for whole group, small group and individual practice. Students are taught strategies to explore concepts and problem solving. We encourage parents to support their child in Mathematics at home and in school.

ASSESSMENTS

All students are given periodic formal and informal tests to assess academic performance. We require students to take several district wide assessments during the course of the year. The staff uses data from all assessments to tailor instructional opportunities for students.

DRESS CODE

[PPS POLICY 221](#)

Students must dress in an appropriate manner. Clothing should be appropriate for the activity in which they are participating.

ELECTRONIC DEVICES

[PPS POLICY 216](#)

During the 2024-2025 school year we will not be collecting cell phones. Cell phones should be turned off and kept in the students lockers. We have not had any issue with cell phone use at our

school, if that changes, we will work with our families to develop a collection policy. Cell phone usage is permitted at the end of the school day if/when we need to wait for late buses.

GRADING

PPS Policy 209

The report card is the most familiar way of communicating student progress. Report cards are issued four times during the school year at approximately nine-week intervals. The letter grades A, B, C, D and E are used to indicate academic progress. A citizenship mark is also given for the students' behavior in each class. Citizenship marks are represented by the letters O for outstanding; S for satisfactory; and U for needs improvement.

PROGRESS REPORTS

Communication between teachers and parents is absolutely critical, and keeping parents informed of their child's performance is accomplished in many ways. One of these ways is the use of Interim Progress Reports. At the mid-point of each of the four grading periods, teachers will evaluate student progress. If a child is not working to his or her potential, a progress report is mailed home. If a student's grade is at risk of dropping two letter grades from the previous grading period, a report is also sent home to inform parents. A conference can be arranged to determine the best way to help a child before marks are closed for a particular grading period.

HONOR ROLL

Students who achieve a grade point average of 3.00 to 3.49 attain Honor Roll status. Those who achieve a grade point average of 3.5 to 4.00 are High Honor Roll students. Students who attain Honor and High Honor Roll will be awarded a certificate and recognized. In addition to the Academic Honor Roll, students who demonstrate respectful and responsible behavior earn Citizenship Honor Roll. The goal of Pittsburgh Public Schools is to produce outstanding citizens; therefore, students who achieve all outstanding marks in citizenship will be recognized.

District grading guidelines are used but all students who need modifications and or adaptations receive adapted grades based on need (ESL/PSE).

HOMEWORK PROCEDURES

[PPS Policy 115](#)

Homework is an essential part of the educational process. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Students are expected to complete all assignments promptly and to the best of their ability. Parents are encouraged to supervise the completion of homework.

The Board of Education Policy states that homework will count for 10% of the students' grade.

Every student in Pittsburgh Banksville has some type of homework. Your child's teacher will explain whether their policy will involve a weekly packet or nightly assignments. The homework assignments are designed to provide extra practice for concepts taught in class.

Parents are encouraged to see that their child's homework is completed daily and turned in on time. Homework is a vital part of your child's educational development and will be reflected in your child's quarterly report period. Parents should contact the teacher if there are any concerns regarding homework.

Homework may look different during e-learning compared to in-person learning.

MAKE-UP WORK

The school will provide make-up work for legal/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. At least 24 hour notice is necessary to gather work for the absent student.

SUBSTITUTE/GUEST TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

HEALTH SERVICES

PPS Policy 206

ILLNESS OR INJURY

The school nurse will be available to all students. A student must have a valid hall pass to see the nurse along with a note from the teacher that sent them.

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. An alternate name and emergency telephone number of the student's family doctor must be on file at the school. Contagious illnesses will require a parent/guardian to pick the child up from school.

MEDICATIONS

School Nurse - Megan Kochin (412-529-7396)

If a student must take medication (prescription or non-prescription) at school, the following requirements must be met:

1. Provide a written order from the prescribing physician, which shall include purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed and possible side effects of medication. Please use the Pittsburgh Public Schools Medication Administration Form.
2. Provide a written request of the parent/guardian, giving permission for such administration and relieving the Pittsburgh Public Schools and its employees of liability for administration of medication.

3. Any prescription or non-prescription medication must be sent in the original labeled container with the child's name on the label. All medication must be cleared through the School Nurse and will be distributed on an as needed basis by the School Nurse. Please note that daily morning medications are to be given at home and will not be given at school.

4. Any exception will be made by the Health Services Department at the Administration Building of the Pittsburgh Public Schools Board of Education.

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

PPS POLICY 813.1

The signature of a **parent/guardian is mandatory** before students will be allowed access to any PPS computer or technology-based resource. This form is required annually of all students in the Pittsburgh Public Schools. This document reflects the entire agreement and understanding of all parties.

INTRODUCTION

We are pleased to offer our students at Pittsburgh Public Schools (PPS) a safe, stable, relevant and productive technical experience with the use of all district technologies. The district aims to provide a rich set of technical capabilities that are unique to each learning community among our full portfolio of schools. These capabilities include but are not limited to 1-to-1 laptop, tablet or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets and the use of labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and district printers, scanners and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all district technologies. Misuse of PPS equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family, and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the district and family. Inappropriate use may result in cancellation of permission to use district equipment which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner's family and school community.

Every student in PPS will have access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form to acknowledge the PPS Acceptable Use Policy. Parents must read and complete the document carefully, review its contents with your son/daughter, and sign where appropriate. Any questions or concerns about this permission form, or any aspect of the computer network, should be referred to your school's administration.

A copy of the related technology policies can be found in the Boards 900 series that includes related topics such as our Student Code of Ethics, Internet Safety Guidelines, Network Use Guidelines and Mobile Computing Guidelines.

GUIDELINES: General Use

- DO NOT Change the local configuration of the desktop, laptop or tablet
- DO NOT deface or change the physical appearance of any district device
- DO NOT use any logon and password other than your User Account
- Users are not allowed to do the following unless given permission by an administrator:
 - Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software
 - Install and / or play personal music, videos, or games
 - Use unauthorized programs installed on the laptop
- Report any damage – accidental or not, immediately
- DO NOT attempt to bypass PPS security or content filtering at any time.

Food and drink may not be consumed next to or near a PPS device at any time.

GUIDELINES: Network Use

The network is provided for students to conduct research, complete assignments, communicate, and collaborate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or

controlling the communications of individuals utilizing the network. Web content is filter using industry standard precautions, but ultimately the responsibility of using the internet rests with the student. If at any time a student feels that they have accessed something in error or accident that they question, they should raise the concern with a teacher or administrator. The PPS Office of Information and Technology may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district server, or on this computer, will be private. Participating in any of the following is prohibited and may result in recommended expulsion:

- Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission
- Accessing, modifying or tampering with information or files which you do not have permission
- Intentional introduction and/or distribution of virus programs to workstations or servers.
- Intentional tampering with another's laptop, files, and/or projects.

INTERNET / WORLD WIDE WEB / E-MAIL ACCESS

Access to the Internet and e-mail will enable students to use thousands of libraries, databases and web resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

Staff, students, and parents should be aware that certain offenses carried out through the internet could result in the involvement of State or Federal authorities and that the PPS Office of Information and Technology will cooperate fully with those authorities should it be required.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PPS supports and respects each family's right to decide whether or not to apply for access.

USE OF THE LAPOPS, DESKTOP, TABLETS

The rules applying to the use of computers in school apply to the use of computers or devices that are permitted to be taken home for some school communities. All settings must remain as they were configured when the laptop was checked-out. Problems with the laptops are to be reported to the assigning teacher immediately upon return. Damage to machines that does not occur due to obvious negligence, disrespect, or misuse will be handled by PPS. In some cases, parents and families may be called upon to discuss the circumstances of damage and may be found liable if obvious neglect and mishandling are mutually agreed upon. All other guidelines for general use, network use and Internet use must be followed.

SECURITY

Students and parents should be aware of the following:

- All PPS equipment and systems are subject to monitoring for safety and use, while using district systems and equipment there is no expectation of privacy.
- Certain offenses carried out through the Internet could result in the involvement of State or Federal authorities. PPS will cooperate fully with those authorities if necessary
- District equipment use will be logged by PPS for all system functions – web histories, installed or attempted installed software and receipts of email/web correspondence.
- Video camera and audio functionality will be enabled.

PROPER HANDLING

Students should carry any district devices – laptop, tablet or other – with two hands at all times when moving to and from their desk, between other classrooms, and when used at home. If equipment is being transported to the home by a walking student, or in a car or the bus, they are to remain in their provided case until they reach their destination. Students must know where the district equipment is at all times.

DAMAGE

When a student device is damaged, the District will cover parts and repairs for up to two (2) times per school year. After a device is damaged a third time, a \$100 service fee will be charged for replacement. A school year is defined as August 1 – to July 31. If a student loses a device, the cost for replacement is \$200. A stolen device with a copy of a police report will be fully covered by the District. Lost chargers are \$47 for Dell laptops, \$28 for iPads and \$79 for MacBook laptop.

COMMON SENSE

In this day-in-age, we ask the students and families use common sense when it comes to protecting the integrity of the services and equipment provided by PPS. We are proud to provide the equipment and services that we have available to our region and constantly strive to increase our capabilities and offerings. The ability to grow our capacity, rests largely with protecting our current investments and maximizing the use of the equipment currently available to our students and families. Please be kind. Please think. Please make sure our equipment and services are safely available for years to come for all.

STUDENT SUPPORT SERVICES

PBIS Plan

We believe that strong and consistent routines and clear expectations can prevent most need for student discipline. Our school has created a plan to encourage students to be at their best behaviors throughout the day and throughout the building. These positive behaviors are rewarded with regular incentives. If any violations of these expectations occur, we as a staff, will use several research-based strategies to intervene and support students from repeating these mistakes. We are proud of the positive behaviors and Banksville and will continue to reinforce them with a supportive mindset.

GENDER INCLUSIVITY & NON-DISCRIMINATION

[Non-Discrimination Policy](#)

Banksville K-5 wants all students to feel welcome and safe. In doing so, a gender-neutral bathroom is available to all students for use. Additionally, a [Gender Inclusive Handbook](#) is available to all students on the Pittsburgh Public Schools website. Students can also work with the school's Gender Sexuality Alliance (GSA) or reach out to teachers, counselors or social workers for more information.

Additionally, 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.

COUNSELOR

A full time school counselor will be available for the 2024-2025 school year. The counselor will assist students with questions, career choices, social problems, and crisis situations. Students and families are welcomed to arrange a meeting with the school counselor, Rebecca Oravetz (412) 529-7403.

[Student Support Services / Homeless Assistance \(pghschools.org\)](#)

Student Expectations/Procedures

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

REGULAR SCHOOL DAY

School begins promptly at 9:00 A.M. and ends at 3:45 P.M. School wide free breakfast program will offer breakfast in the classroom during homeroom – doors open at 8:55 A.M. and homeroom will begin at 9:00 A.M.

ARRIVAL/DISMISSAL

A.M. Arrival– ALL K-2 students must enter through the multi-purpose room entrance between 9:00am-9:10a.m. All 3-5 students must enter through the door by the bell. Please, do not drop your child off before 9:00 a.m. School doors will not be open or unlocked until this time. All arrivals after 9:15 a.m. must report directly to the main office to be signed in as tardy.

P.M. Dismissal– All K-5 BUS students will be escorted to the lower lot by a staff member. Parents picking up their child may park toward the street side of the lower lot and must then come up to the “BELL” area with photo ID to receive their child from a staff member. A note must be sent in advance if a child will be picked up from school when they usually take a bus.

BUS / VAN SAFETY

Transportation Department: (412-529-8125)

The majority of Pittsburgh Banksville’s student population is bussed to and from school each day. Also, during the school year, each class may have the opportunity to participate in field trips that will involve bus transportation. In the interest of safety for all students, the following rules have been established and will be enforced.

- Remain in your seat & fasten your seat belt if available.
- Keep your arms, hands and objects inside the bus.

- Keep hands, feet and unkind words to yourself.
- Obey the directions and instructions given by the driver, monitor, or teacher.

Any student who disobeys one or more of the above rules or in any way distracts the driver in the safe operation of the vehicle, will be subject to suspension from transportation. If that occurs, the parent or guardian will be responsible for the child's transportation to and from school.

MANAGING STUDENT BEHAVIORS

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

HALLWAYS

Instruction is continuously taking place throughout the school. Students are expected to walk quietly and orderly throughout the hallways (in a line, hands at sides, mouths closed, quiet and orderly). Pittsburgh Banksville is a K-5 Elementary School and ALL grade levels will be escorted by a teacher from class to class. No student is permitted in the hallway alone without a hall pass. Students who cause disruption in the hallway will be conferenced with.

LOCKERS

Students are assigned lockers to store their personal belongings. These lockers are the property of the school district and may be subject to search by the principal or School District Police if suspected of containing illegal items. Students are reminded that they are not to bring valuable items to store in their locker. If a child plans to store a cellphone in the locker it is recommended that a lock be used.

PARENT SCHEDULED EARLY DISMISSALS

An early dismissal will be granted for the same reasons that are given for legal absences. Medical appointments for your child should be scheduled after school hours whenever

possible. A written note with the name and telephone number of the parent or guardian making the early dismissal request is required and must be brought to the main office.

Please send a note from a medical appointment the following school day. Please, do not make appointments during any standardized testing weeks.

A parent/guardian must come into the school to pick-up the child for an early dismissal and show photo ID. Early dismissals will not be permitted after 3:30 PM.

STUDENT BEHAVIOR

It is expected that all students will conduct themselves in an appropriate and proper manner at all times.

Students' behavior should reflect courtesy and politeness when talking to their classmates, friends and adults. Students should come to school ready for an education, to listen to the teacher, to obey all school rituals and routines.

SCHOOL LUNCH AND BREAKFAST PROGRAM

Pittsburgh Banksville K-5 participates in the School Breakfast Program and the School Lunch Program. Fresh nutritious lunches which meet both the state and federal guidelines, are prepared at the school district's Southside Food Service facility. The lunches are delivered to the school daily under strict sanitary conditions via a refrigerated truck. At the school, the lunches and breakfasts are kept under refrigeration until they are prepared and served. Each school lunch consists of milk, and a choice of a variety of nutritious cold and hot entrees and side items. Lunch and breakfast are FREE for all Banksville students.

STUDENT/SCHOOL CODE OF ACCEPTABLE STUDENT BEHAVIOR

Pittsburgh Banksville K-5 School follows the Student Code of Conduct established by the School District of Pittsburgh. We also adhere to the following Banksville procedures:

1. Students are to show respect for all staff, other students, parents, other visitors and property through consistently demonstrating appropriate behavior and appropriate use of language.
2. Students will follow the directive of all adults in charge.

3. Students are to report promptly to their assigned homeroom.
4. For safety purposes, students must behave in a manner appropriate to school and follow the direction of the adults in charge.
5. Students will quietly visit their lockers or coatroom three times each day (during homeroom, at lunch, and dismissal) under teacher supervision.
6. Students are to move with an escort in a safe, orderly and courteous manner.
7. Students are to sit in their assigned seats in all classes and common areas unless otherwise excused by the adult in charge.
8. Students must remain in classrooms and assigned areas unless permitted or directed to go elsewhere (with a hall pass.)
9. Students who are traveling unescorted throughout the building during class time must have a legitimate principal-approved hall pass.
10. Students will travel in a supervised group to the restroom. Students with an emergency may visit the lavatory with teacher permission. Students may not abuse lavatory privileges.
11. Money is not to be brought to school except for approved school activities.
12. Eating is permitted at breakfast and lunch times or during approved activities. Students are not permitted to bring candy, gum, beverages, or any other snack to school. The exception is for approved school celebrations.
13. Toys (including electronic devices), games and other “attractive nuisances” are not to be brought to school except for pre- approved activities. Toy weapons are never permitted on school property.
14. Students are not under any circumstances permitted to have cell phones turned on or visible while in school. Any extenuating circumstances that require a student to have a cell phone turned on must be cleared in advance by the principal. It is suggested

that if a child brings a cell phone to school regularly a lock be brought in to secure it in the locker.

15. Throwing objects is prohibited and will result in disciplinary action.

16. Students are expected to obey all of the expectations of Pittsburgh Banksville. They must also follow all rules as established by their teachers. The teachers and staff of Pittsburgh Banksville will provide a highly structured and organized educational environment so that all children can achieve and succeed with excellence. Students who disrupt the learning process for themselves or others will be disciplined in accordance with the Board of Education "Code of Student Conduct". The disciplinary action will be based on the severity of the infraction, as well as how often these school disruptions are repeated.

TELEPHONES

The office telephones are for school business only and are not to be used by students. Students are not allowed to use the telephone to make personal arrangements. We cannot call students to the office to receive personal phone calls. In urgent situations, a message will be relayed to the student before they are dismissed.

VISITOR POLICY

PPS Policy 1104

VISITOR POLICY

The administration and faculty invite parents, members of the community and interested educators to visit the school. Appropriate guidelines and procedures have been established to greet and welcome visitors, to foster an understanding of education in our school and to exercise reasonable control over the frequency and number of visitations so that the educational program is not disrupted. The administration reserves the right to limit their visit and/or have visitors removed from the school.

Visitors are required to report to the office and secure a visitors pass that will indicate that the bearer is an approved visitor. The pass should be returned to the office at the conclusion of the visit.

ADDITIONAL PPS DISTRICT POLICIES

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

- [PPS 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](#)

ADDITIONAL SCHOOL INFORMATION

School Colors: Red and Black

School Mascot: Banksville Bobcat

PARENT CONCERNS/INQUIRIES

As a staff, we will do all we can to ensure that you are happy with your child's education. When questions or concerns arise, we encourage you to contact your child's teacher immediately. If you remain concerned, please contact the school principal.

PARENT INVOLVEMENT

Parental involvement is a much-needed aspect of educating children. Parents are always welcome in our school.

We welcome the support of parents who help in school with a wide variety of activities and encourage you to volunteer time to our school.

We want to increase the meaningful involvement in the daily life of the children at Banksville Elementary School. Adult volunteers working with students must obtain both Act 34 (Criminal History Background Check) and Act 151 (Child Abuse History Background Check). You will also need to obtain a Federal Criminal History Report (Finger Printing). Approved forms are kept on file with the Office of Marketing and Communications at the Board of Education. Applications are available upon request.

Volunteers will be assigned, scheduled specific duties, and trained to work in specific classrooms/ school areas on an as needed basis.

Parent Supports:

Parent Partners – Veteran Banksville parents supporting new families with the ins & outs of the school.

Parent Resource Center – Located in the office, you can find the latest notice, translated in home languages.

PARENT SCHOOL COMMUNITY COUNCIL (PSCC) AND PARENT TEACHER ORGANIZATION (PTO)

We encourage every parent to participate as part of the PSCC and PTO. The PSCC is a group of family members, guardians, school staff, and community members created to discuss school related issues such as student achievement, school safety, and plan for overall school success. The PTO plans activities and helps to raise needed funds for many school activities.

SCHOOL COMMUNICATION

A newsletter will be distributed quarterly, and a list of upcoming dates is prepared so parents can be aware of special activities at school. Talking Points will be used regularly to communicate. Please ensure we have your correct phone number on file.

Other notices about special events and field trips are also sent home with students. We make every effort to translate these documents into home languages. Please remember to ask your child to bring these notices home for you to read. It is also recommended that it become a daily habit to ask for notices.

<h3>PARENT REMINDERS</h3>

PETS ON SCHOOL GROUNDS

If you and your child walk back and forth to school together, the Pittsburgh Public Schools want parents to refrain from bringing your pet(s) along with you. Some animals become very excited around large crowds of children and your pet may accidentally hurt a child due to excitement of seeing them and or their school friends. Also, there are some children who have a fear of animals. To keep everyone safe, we ask that you do not bring pets on school property.

SMOKING ON SCHOOL GROUNDS

Family members and guests are reminded that smoking is strictly prohibited on Pittsburgh Public School grounds. Please do not smoke on school property. Fines may be given if you smoke on school grounds.