



GREENFIELD PREK-8 STUDENT HANDBOOK 2025-2026

Pittsburgh Greenfield PreK-8

1 Alger St, Pittsburgh, PA 15207

(P) 412-529-3535 | (F) 412-422-4879

pghschools.org/schools/k-8/greenfield



Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event.

For more information regarding accommodations, civil rights grievance procedures, please contact:

Rachel Beers, Office of Employee Relations

rbeers1@pghschools.org | 341 S. Bellefield Ave, Pittsburgh, PA 15213 | 412-529-HELP (4357).

TABLE OF CONTENTS

Superintendent's Welcome	5
Principal's Welcome	6
School Information	7
Communication Procedures	8
Staff Information	8
School Calendar	12
Bell Schedules	12
Attendance (Policy 204)	12
Academics	14
Academic Integrity	15
Athletics/Extracurricular Activities (Policy 119)	15
Dress Code (Policy 221)	16
Electronic Devices (Policy 216)	17
Grading (Policy 209)	18
Homework (Policy 115)	19
Health Services (Policy 206)	20
Information Technology/Acceptable Use	20
Student Support Services	21
Student Expectations/Procedures (Policy 212)	22
Visitors (Policy 1004)	23

SUPERINTENDENT'S WELCOME

Dear Pittsburgh Greenfield Families,

As we embark on the 2025-2026 school year, I am excited to share Pittsburgh Greenfield'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 your school's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Greenfield PreK-8.

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, Pittsburgh Public Schools



PRINCIPAL'S WELCOME

Dear Students and Families,

Welcome Back!

I hope you and your family are well rested and rejuvenated after a wonderful summer break. As we begin a new school year, I want to extend a warm welcome to both our returning families and those joining our school community for the first time. We are so excited to start another year of learning, growth, and shared success!

This school year promises to be filled with engaging lessons, enriching activities, and meaningful experiences for your child. Our dedicated staff has been hard at work preparing classrooms and planning curriculum that will challenge, inspire, and support every student.

We believe that a strong partnership between home and school is key to student success. We encourage open communication and invite you to be involved in your child's education. Whether through volunteering, attending school events, or simply staying informed about your child's progress, your support makes a tremendous difference.

We are truly looking forward to a fantastic school year ahead. Thank you for your continued support and trust in us to educate and care for your child. Let's work together to make this year a successful and memorable one!

Sincerely,

Dr. Brandon George

Principal Greenfield Pre K-8

SCHOOL INFORMATION



Pittsburgh Greenfield PreK-8

1 Alger St, Pittsburgh, PA 15207

Phone: 412-529-3535

Fax: 412-422-4879

Office Email: greenfield@pghschools.org

Website: pghschools.org/schools/k-8/greenfield

School Colors Green and White

School Mascot Gator

School Motto A Great Place to Learn

Mission and Vision

Mission

Pittsburgh Greenfield will be one of the premier schools in the Pittsburgh Public School District, student-focused, well managed, and innovative. We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

Vision

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

COMMUNICATION PROCEDURES

Contacting the School

Please see the previously listed phone number, fax number and office email address to contact our school.

Talking Points

Classroom and Schoolwide messaging are done on Talking Points. Please make sure you have updated cell phone numbers of those who should receive Talking Points messages. Talking Points is most effective using the Talking Points app. Download on your phone for ultimate performance. You will receive messages from classroom teachers as well as schoolwide messages. You can also respond and send messages to classroom teachers. Please do not respond to schoolwide messages.

BlackBoard Connect

Make sure your phone number is updated. School and district messages are sent through a Robo Call.

Email

See staff list for teacher and staff email addresses.

Cancellation/Delay Announcement

Cancellation/Delay Announcements will be communicated via Talking Points and/or BlackBoard Connect.

Updating Contact Information

Please contact the school immediately if you have a change in phone number, cell number or address.

Parental Involvement

Parents are encouraged to get involved in the school PTO and in school activities. Call the school or contact the Greenfield PTO at ptogreenfieldk8@gmail.com.

STAFF INFORMATION

Administrative Team

Name	Title/Subject	Email	Ext
Dr. Brandon George	Principal	bgeorge1@pghschools.org	4177
Josie Bellisario	Secretary	jbellisario1@pghschools.org	3535
Shirley Chan	SDSS	schan1@pghschools.org	3535

Student Services

Name	Title/Subject	Email	Ext
Erica Linnert	School Counselor	elinnert1@pghschools.org	4174
Samantha Noll	Social Worker	snoll1@pghschools.org	5674
Rachel Short	Nurse	rshort1@pghschools.org	4181

Teachers and Additional Staff

Name	Title/Subject	Email	Rm.	Ext
Allen, Eric	Learning Support	eallen1@pghschools.org	109	4457
Barnes, Melanie	Second Grade ELA	mbarnes1@pghschools.org	203	4413
Basl, Stephanie	Eighth Grade Communications	sbasl1@pghschools.org	302	4561
Bedillion, Scott	Fifth Grade Math, Sci, SS	sbedillion1@pghschools.org	306	4398
Burns, Ray	Seventh & Eighth Grade Math	rburns1@pghschools.org	313	4558
Busch, Julie	Autistic Support Grades 3-5	jbusch2@pghschools.org	B5	4395
Callis, Christin	First Grade ELA	ccallis1@pghschools.org	107	4516
Casey, Paul	Phys Ed	pcasey1@pghschools.org	Gym	4455
Cestra, Dana	Kindergarten	dcestra1@pghschools.org	108	4515
Costa, Linda	EAll Autistic Support 3-5	lcosta1@pghschools.org	B5	4395
DePaolo, Jennifer	Third Grade Math, Sci, SS	jdepaolo1@pghschools.org	206	4406
Dulin, Renita	EAll Autistic Support 6-8	rdulin1@pghschools.org	310	4565
Dupars, Michelle	Early Childhood	mdupars1@pghschools.org	114	4180
Evans, Lara	Third Grade ELA	levans1@pghschools.org	205	4410
Gaddess, Hallie	Second Grade/Math, Sci, SS	hgaddess1@pghschools.org	202	4512
Gallagher, Pat	EAll	jgallagher1@pghschools.org		4455
Gamrat, Barbara	Librarian	bgamrat1@pghschools.org	207	4405
Gamrat, Mardeana	EAll Autistic Support 3-5	mgamrat1@pghschools.org	B5	4395
Guzzo, Kelly	Autistic Support Grades K-2	kguzzo1@pghschools.org	110	4456
Himmel, Sam	EAll Autistic Support K-2	shimmel1@pghschools.org	110	4456
Johnson, Dana	EA Early Childhood	djohnson1@pghschools.org	114	4180
King, Sharon	Fourth Grade ELA	sking1@pghschools.org	208	4407
Lee, Evan	EAll	elee1@pghschools.org		
Louis, Sean	Fifth Grade ELA	mlouis1@pghschools.org	308	4562
Lovelady, Emily	Learning Support	elovelady1@pghschools.org	309	4179
Marano, Katelyn	Fourth Grade Math, Sci, SS	kmarano1@pghschools.org		
Mazzotta, Karen	ESL	kmazzotta1@pghschools.org	309	4179
Nelson, Julie	Art K-8	jnelson1@pghschools.org	102	4403

Paine, Ann	Music K-8	apaine1@pghschools.org	109	4511
Perhach, Desra	Sixth & Seventh Grade Communications	dperhach1@pghschools.org	305	4563
Porter, Jessica	ESL	jporter2@pghschools.org	112	4395
Porter, Ryan	Custodian	rporter3@pghschools.org		4172
Robinson, Jasmine	EAll Autistic Support K-2	jrobinson4@pghschools.org	110	4456
Ruhe, Christy	Sixth, Seventh, Eighth Grade Science	cruhe1@pghschools.org	312	4557
Sommer, Samantha	Sixth, Seventh, Eighth Grade Social Studies	ssommer1@pghschools.org	303	4559
Stanton, Michelle	EAll Autistic Support 6-8	mstanton2@pghschools.org	310	4565
Walsh, Katherine	Autistic Support Grades 6-8	kgruschwalsh1@pghschools.org	310	4565
Webb, Aaron	Sixth and Eighth Grade Math	awebb1@pghschools.org	314	4560
Weiss, Michelle	Kindergarten	mweiss1@pghschools.org	201	4513
Wick, Wendy	First Grade Math, Sci, SS	wwick1@pghschools.org	106	4458

SCHOOL CALENDAR

The 2025-2026 District Calendar can be found [HERE](#)

Event	Date
First Day of School	08/25/25
No School: Labor Day	09/01/25
Half-Day	09/12/25
No School: Rosh Hashanah	09/23/25
Half-Day	09/26/25
No School: Yom Kippur	10/02/25
Parent Teacher Conferences	10/17/25
Annual Title I Meeting: Family Literacy & Mathematics Night	10/30/25
Half-Day	10/24/25
Half-Day	11/04/25
No School: Veterans Day (Observed)	11/11/25
Half-Day	11/14/25
Thanksgiving Break (11/27/25-12/01/25)	
Half-Day	12/12/25
Winter Break (12/24/25-01/02/26)	
No School: MLK Day	01/19/26
Half-Day	01/23/26
Half-Day	02/06/26
Half-Day	02/20/26
Half-Day	03/13/26
Eid al-Fitr	03/20/26
Spring Break (03/30/26-04/03/26)	
Election Day	05/19/26
Last Day of School	06/12/26

BELL SCHEDULES

Staff Meetings: 7:50 am-8:20 am

Breakfast: 8:20-8:35 am

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

Daily Schedule		Two Hour Delay		Half Day		
Period	Time	Period	Time	Day A	Day B	Time
Homeroom	8:20-8:35	HR	10:20-10:25	HR	HR	8:20-8:42
Intervention	8:35-9:05			P1	P1	8:42 - 9:24
Period 1	9:05-9:49	P1	10:25-10:55	P2	P2	8:42 - 9:24
Period 2	9:49-10:33	P2	10:55-11:25	P7	P3	10:06 -10:48
Period 3	10:33-11:17	P4 Lunch 1	11:25-12:05	P8	P8	10:48 – 11:30
Period 4 Lunch 1: K-2	11:17-12:02	P5 Lunch 2	12:05-12:45			
Period 5 Lunch 2: 3-5	12:02-12:47	P6 Lunch 3	12:45-1:25			
Period 6 Lunch 3: 6-8	12:47-1:32	P7	1:25-1:55			
Period 7	1:32-2:16	P8	1:55-2:25			
Period 8	2:16-3:00	P3	2:25-3:00			
Dismissal	3:00-3:05	3:00-3:05		11:30-11:35		

Gator Club

Gator Clubs meet on half-days from 10:28-11:25 am.

ATTENDANCE POLICY 204

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

Attendance-Related Procedures

- Parents must submit excuses for absences within three days. If a note is not submitted, the absence becomes permanently unlawful. The school district will upload a “Notice of Unlawful Absence” letter after the first and second unexcused absence in HAC. An unexcused absence

would be considered an absence in which a student did not submit a note from home within three days.

- If a student has a third unexcused absence, parents receive via mail the “Notice of Unlawful Absence” letter and a warning that they may be liable in court without further notice from the school.
- A fourth unlawful/unexcused absence (a note has not been submitted within three days) will result in a citation issued by the District Magistrate in which students will have to appear in court and face a possible fine of \$300. Other consequences could occur which will be determined by the court.
- A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during the school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.
- Students who are planning educational trips/travel must submit a note with dates of travel and reason for travel to their homeroom teacher two weeks prior to travel. All travel requests require approval by the school principal. Absences due to travel will be included in the ten (10) days of lawful cumulative absences for the school year.
- Helpful Hints for Parents Regarding Attendance
- An unexcused absence is an absence in which a student has not submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days. The absence remains unexcused forever.
- If the student has more than 10 days absent within the school year, only doctor’s notes will be allowed for any additional absences.

Tardiness

Prompt arrival at school is expected of all students. Students should be in homeroom by 8:20 a.m. Students arriving after 8:35 a.m. should report to the main office with a note and will be given an admission slip. Without an admission slip, they will be marked absent. Excessive tardiness will not be tolerated and may result in the student’s referral to the counselor. Students with excessive tardies will receive a letter from the school and should the student continue, they will be referred to the magistrate for attendance violations.

ACADEMICS

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

ACADEMIC INTEGRITY

POLICY 226

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

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

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

ATHLETICS/EXTRACURRICULAR ACTIVITIES

POLICY 119

Athletics

All middle school students must be in good academic, behavioral and attendance standing to play on a Pittsburgh Greenfield Sports team. STUDENTS MUST HAVE UP-TO-DATE EMERGENCY CARE FORMS ON FILE and completed sports physical. A parent or guardian must accompany all students who wish to attend the sporting event as a spectator. Students, parents, or other spectators failing to demonstrate appropriate behavior will be asked to leave the school grounds and may be subject to permanent removal from school events.

Sport	Season	Coach
Cross Country (Co-ed)	Fall	Mr. Casey
Co-ed Flag Football	Fall	Mr. Gallagher
Swimming	Winter	Ms. Lovelady
Girls Basketball	Winter	Mr. Casey
Boys Basketball	Winter	Mr. Gallagher
Girls Soccer	Spring	Mrs. Walsh
Boys Soccer	Spring	Mr. Gallagher

Eligibility Guidelines

1. Beginning with the Second Semester of the 2025-2026 school year, students with a 0--1.99 grade point average, at the end of the previous report period, shall be considered ineligible under this policy; and shall be required to wait for the issuance of the next interim report card or end of quarter report card (whichever comes first) to determine if said student has satisfied the grade point average to participate in the activity.
2. When determining eligibility for programs beginning at or before the start of the school year, eligibility will be based on whether the student has passed four ("4") full credit subjects, and achieved a cumulative 2.0 GPA, during the previous school year.

3. Single report period grades are to be used as last previous grades only in determining academic eligibility for activities that are in progress once the school year begins.
4. If a student is found to be ineligible under this policy or under other applicable requirements due to having grades below those set forth above, or otherwise failing to meet other applicable eligibility requirements [7], the student shall not be permitted to participate in any interscholastic athletics or extra and co-curricular activities until they meet the eligibility requirements.
5. The academic eligibility requirements set forth in this policy do not apply to cocurricular activities that provide academic credit.
6. CIPPE Form: Sections 1-6:
 - Sections 1-5 need to be completed by the parent.
 - Section 6 MUST be completed by a healthcare provider or the school nurse practitioner. If your child has had a physical on June 1, 2025, or later, your private healthcare provider can complete Section 6 without a new appointment. Physicals can also be completed by your private healthcare provider, Med Express, etc. It is best practice for students to be cleared to play sports by their own healthcare provider.

Extracurricular Activities

Activity	Activity	Grade	Coach
Intramurals	Intramurals	4-5, 6-8	Mrs. Costa, Mr. Webb
Theater Club	Theater Club	4-8	Mrs. Linnert
Gator Clubs	Gator Clubs	K-8	All Staff
Student Council	Student Council	6-8	Mrs. Sommer
Student Envoy	Student Envoy	6-8	Mrs. Sommer
Little Dribblers	Little Dribblers	K-3	Dr. George, Mr. Casey
Little Swimmers	Little Swimmers	K-2	Dr. George, Mr. Casey, Mrs. Lovelady

DRESS CODE POLICY 221

Pittsburgh Public Schools has an exclusionary dress code. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

Students are expected to wear appropriate clothing at all times while at school. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

A prescribed dress code or uniform policy is defined as a policy, either in writing or declared verbally by a given school principal, that requires the student to wear a certain mode of dress during school time, or at any school-sponsored event whether on or off school premises.

Individual schools within the District may adopt a prescribed dress code or uniform policy in accordance with the Board's policy.

Greenfield's Prescribed Dress Code

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

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

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

Consequences for Not Following the Dress Code

1. First Offense: Warning/Reprimand/Parent Contact (Student will wear a shirt provided).
2. Second Offense: Lunch Detention (no recess)/ Parent Contact.
3. Third Offense: Parent Conference with student and school administration.
4. Fourth and Beyond: Parent will be notified about the students appropriate dress violation. Students will wait in designated area for parent to bring an appropriate outfit and student may be asked to return to school with parent for a meeting with principal.

ELECTRONIC DEVICES

POLICY 216

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

1. Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.
2. During the instructional day, cell phones must remain out of sight, out of mind and in silent mode. Cell phones must be placed in lockers, backpacks, or another location away from students and their desks during all class times, tests and assessments.
3. Cell phones may be used on school grounds before school, during lunch or recess, and after school only.

4. Unless explicitly allowed by a staff member, headphones, ear pods and other listening devices may only be used before and after school hours.
5. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
6. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: disruption of class, cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
7. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

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

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

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

GRADING POLICY 209

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

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

Grading Scale

Percentage Earned	Grade	GPA
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
50-59%	E	0.0

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

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

HOMWORK PROCEDURES

POLICY 115

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

Students complete homework in order to:

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

As a parent you should:

- Help your child set a regular homework time each day and free your child of other responsibilities at that time.
- Provide a place to work and study that is quiet, properly lighted, and equipped with the necessary materials.
- Become interested in your child's homework by encouraging him or her to do his or her best work and complete the assignments.
- Encourage your child to complete assignments independently.
- Contact the teacher if your child has trouble with a homework assignment and cannot complete it.

HEALTH SERVICES

POLICY 206

Illness, Injury and Medications

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted.

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

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

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

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

INFORMATION TECHNOLOGY/ACCEPTABLE USE

POLICY 813.1

All students will be assigned a device to use during the 2025-2026 school year. These devices are to be used for school purposes only. An Acceptable Use Policy will be sent home and must be signed for students to receive their device. *Students are expected to carry their device and charger to and from school every day.

Guidelines

Students are responsible for the care of their laptop:

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

Storage: Laptops should be stored in a safe place away from food/drink.

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

Security: All students are given a password at the start of the school year. **Do not share** your password with other students.

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

Responsible Use: Use the laptop for educational purposes and adhere to PPS policies regarding appropriate use. Avoid using the laptop for inappropriate content or activities that would compromise the device's security or functionality. This also includes web browser searches and messaging in Teams chat.

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

K-4 Ms. Evans

5-8 Mrs. Perhach

School Transition to Remote Learning and/or Cancellation

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

STUDENT SUPPORT SERVICES

Counselor and Social Worker

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

MTSS

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

Tiers of Support

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

Student Assistance Program (SAP)

The Student Assistance Program or SAP is designed to help schools identify students who experience

behavior and/or academic difficulties that pose a barrier to their learning and success in school. SAP offers assistance to those students through individual and group in-school support, and helps families access community resources, if needed, through a screening process.

Referral Process

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

STUDENT EXPECTATIONS/PROCEDURES

POLICY 212

Code of Student Conduct

Please review the District's [Code of Conduct](#) on the PPS website.

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

The team leaders and the counselor assist the principal with discipline. We will work together to ensure consistent consequences for behaviors. School and home must work together. Threats of any kind to the school, staff, or students will not be tolerated.

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

PBIS Matrix: G.A.T.O.R.

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

VISITORS

POLICY 1004

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

Scheduling of Appointments

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

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

Reporting to the Office

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

Types of Visitations/Observations

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

Guidelines

1. Meetings/appointments should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee in the case of an emergency.
2. Principals should be advised of any scheduled parent/guardian meeting/appointment and the purpose of the visit.
3. Visitations related to tutoring and volunteering are to be arranged beforehand with the teachers and require Act 34 (state police) and 151 (child abuse) clearances.
4. Visitations related to classroom observations do not require clearances. These visitors should be accompanied to and from the classroom by a school staff member.
5. Observations of teachers must have an educational purpose and cannot be excessive or obstructive.
6. No more than two (2) parents/guardians at one time should be permitted to visit a classroom.
7. Parents/guardians who are observing in the classroom shall not interrupt the lesson or "pull" their child out to talk with them privately.
8. Parents/guardians are to refrain from correcting or reprimanding another parent's child while visiting classrooms or attending school events.

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

Visitors' Expectation of School Staff During a School Visit

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

School Staff's Expectation of Visitors During a School Visit

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

Audio, Video Recording or Photographs

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

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

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PITTSBURGH GREENFIELD PREK-8