



# PITTSBURGH PHILLIPS FAQ

**Check out the answers to some of the questions we receive most frequently below. If after reviewing this document, you have a question about our school that was not answered, please reach out to our main office at (412) 529-5190.**

**How do I register my child for Phillips?** If Phillips is your “neighborhood school”, which means that your address is assigned to our school, you can complete the enrollment in person by bringing proof of your child’s age, two proofs of your address, and your child’s immunization records to our school or to the Board of Education building in Oakland. If Phillips is not your neighborhood school, you can apply to our Magnet program, by completing a Magnet application. More information on this can be found at [pghschools.org/magnet](http://pghschools.org/magnet).

**When will I find out what teacher my child has?** Families will receive notification of who their child's teacher is via mail in mid-August.

**How do I find out about the school bus schedule and bus stops?** Information on transportation, like bus stop location and pick up and drop off times will be sent to parents via mail in August. If you want to make any changes to your assigned stop, please complete the form on [pghschools.org/transportation](http://pghschools.org/transportation) then bring it to Phillips. There are also copies available in the main office at Phillips.

**What time does school start and end? Where are they dismissed from?** The school day begins at 8:10AM and our dismissal time is 2:51PM. Grades K, 1, and 2 are dismissed from the side door on 20th street, beginning at about 2:45PM. Grades 3, 4, and 5 are dismissed beginning at about 2:50PM from the front of the building on Sarah St.

**What kinds of clubs and activities do you offer?** We have a wide variety of clubs and activities offered to students in various grade levels. These are just some of the clubs that were offered during the 2019-2020 school year: Soccer Shots, Intramural sports, Rainbow Club, Rock Climbing Club, Chess Club, Rube Goldberg club, Strong Women Strong Girls, Swimming, Basketball, Track.

**What is the dress code or uniform?** Students at Phillips do not wear uniforms, but they must follow standards for appropriate school apparel outlined in the PPS Prek-5 Code of Student Conduct. Students are not permitted to wear “flip-flops” due to the risk of injury.

**How can I stay informed on news and events at Phillips?** There are several different ways we share information with our families. Robo-calls, paper flyers sent home with students, Pittsburgh Phillips K-5 Facebook page, and Peach Jar are just some of the ways we stay connected. In addition, teachers use a variety of different communication apps like Remind, Class Dojo, Blooms, etc., to communicate with parents. Ask your child's teacher for more information.

**What do I do if I have to pick my child up early from school?** If you need to pick your child up prior to 2:30PM, please send a written note with them and ask them to give it to their teacher. In addition to the written note, you can contact the teacher via email or text message.

**What is the cost for school breakfast and lunch?** FREE! All students have access to our free breakfasts and lunches. A calendar of breakfast and lunch meals can be found at [www.pghschools.org/schoolmenus](http://www.pghschools.org/schoolmenus) Phillips is a "Central Café" school

**What should I do if my child is absent or late?** If your child will be late, or tardy, to school, please walk them into the main office where our school secretary or SDSS will write them a tardy slip. Your child will then give the tardy slip to their teacher when they arrive to their classroom. Parents should not walk with their child to class or their locker. If your child misses a day of school, please send a written excuse in with them once they return. The excuse must be turned in within three days of the absence.

**I want to schedule a meeting with my child's teacher or observe my child in class; what should I do?** To schedule a meeting, please reach out to your child's teacher directly. They can be contacted via email, messaging app, or by calling the main office and leaving a message for them. Teachers will return calls within 24 hours. You will then be able to schedule a day and time that suits the teacher's schedule. To observe in the classroom, please follow the same procedures. Observations are limited to one 40- minute class period.

**Where should I park when I visit the school?** There is a metered parking lot directly behind the school, on East Carson Street, next to Hello Bistro. If you park here, please make sure to pay the meter in the lot or use the PGH Parking App. Or you can park on any of the streets surrounding our school. Parking on the street is limited to two-hour increments. Please DO NOT park directly in front of the school.

**What are the guidelines for cell phone use in school?** Students are not permitted to carry cell phones or other personal electronics with them throughout the day. If your child brings a cell phone to school, they must keep it in their locker. If you need to speak to your child in case of an emergency, please call the main office.