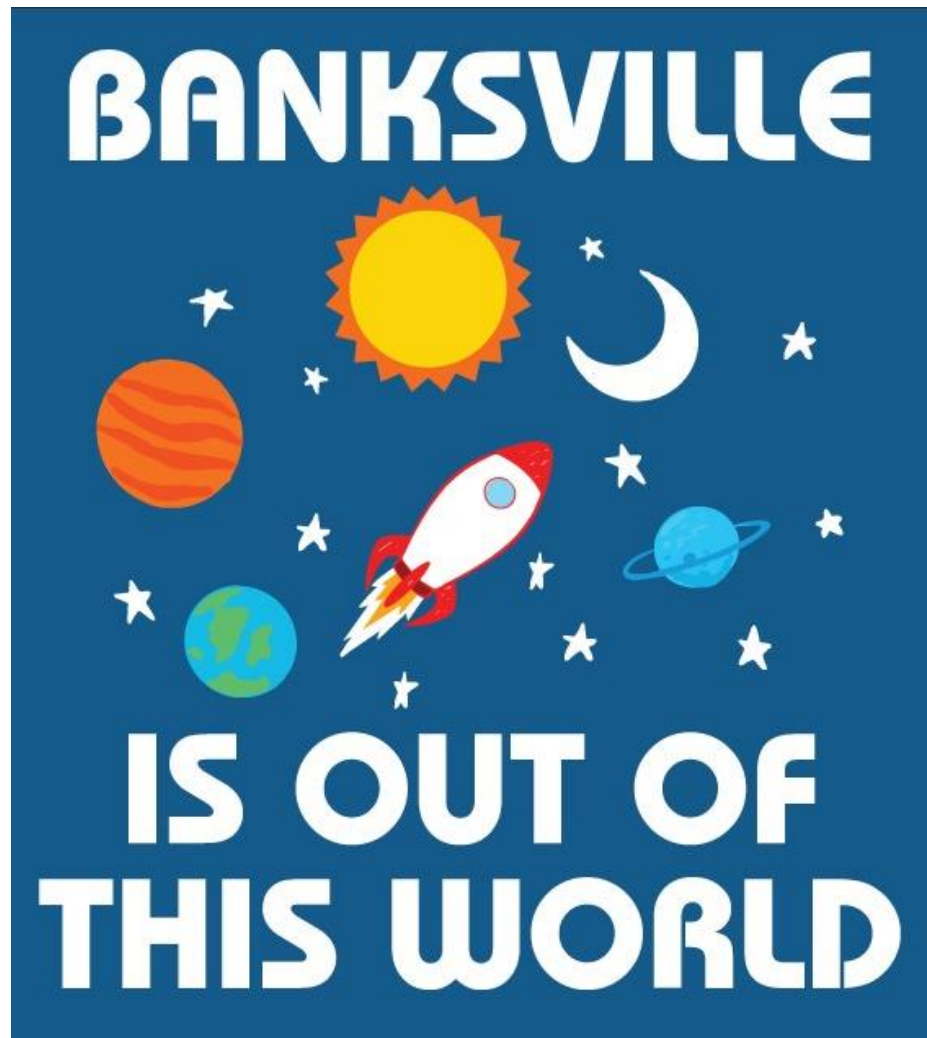


Expect  
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 Pittsburgh  
Public Schools

# STUDENT HANDBOOK



**BANKSVILLE ELEMENTARY**

**2023-2024**



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Pittsburgh  
Public Schools

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# PITTSBURGH BANKSVILLE K-5

1001 Carnahan Road | Pittsburgh, PA 15216 | Phone (412) 529-7400 | Fax (412) 571-7398

Parent Hotline (412) 529-4357 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

**Ms. Alexis Fadick, Principal**

## WELCOME

Welcome to Pittsburgh Banksville K-5. On behalf of the faculty and administration, we look forward to working closely with you and your child during the 2023-2024 school year. Our priority continues to be to always provide your child with a high-quality education. Together, we will strive to do whatever it takes to ensure that every child achieves and meets their fullest potential. This handbook contains helpful information about our school. You will have handy, quick information on rules pertaining to attendance, discipline, homework, and other topics important to your child's school success. Most of the information will apply to our in-school learning. 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, backpacks or book bags, hats, gloves, boots, should have the child's name on them in case they get lost or misplaced during the school year.

**2023-2024 Pittsburgh Banksville Theme:  
Banksville is out of this world.**

## SCHOOL TELEPHONE NUMBERS

Main Office	412-529-7400
School Nurse	412-529-7396
School Counselor	412-529-7403
School Cafeteria	412-529-7398
Main Office Fax	412- <b><u>571-7398</u></b>

## REGULAR SCHOOL DAY

School begins promptly at 9:10 A.M. and ends at 3:55 P.M. School wide free breakfast program will offer breakfast in the classroom during homeroom – doors open at 9:00 A.M. and homeroom will begin at 9:10 A.M.

## ADMISSIONS

Pittsburgh Banksville K-5 services 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 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.

## GENERAL SCHOOL OVERVIEW & ACADEMICS

Pittsburgh Banksville offers a structured learning environment, an 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 50% of the students are English Language learners.

Students speak 17 different languages. The school has 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.

### **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. Literacy means learning at three levels:

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 Go Math! 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 solve. We encourage parents to support their child in Mathematics at home and in school.

### **COMPUTERS**

Pittsburgh Public schools is a 1 to 1 school district. All students will be provided with a device to support education and learning. The code of use for technology outlines expectations for computer usage.

### **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.

<b>ACADEMICS (CONTINUED)</b>
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### **HOMEWORK POLICY**

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.

### **COVID SAFETY GUIDNES**

Pittsburgh Banksville will be adhering to the district COVID safety guidelines. All visitors should call the school to schedule an appointment. (Virtual if possible) More information regarding COVID safety procedures is located on the district website.

<h2><b>STUDENT BEHAVIOR EXPECTATIONS</b></h2>
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### **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.

### **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 policies:

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 the 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 regulations 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.

<b>POSITIVE BEHAVIOR INTERVENTIONS &amp; SUPPORT -- EXPECTATIONS</b>
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#### **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**

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.

### [Code of Conduct / Title IX](#)

Pittsburgh Public Schools Title IX  
[www.pghschools.org](http://www.pghschools.org)

## **NON-DISCRIMINATORY POLICY**

Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: <https://www.pghschools.org/nondiscrimination-policy>

## **COUNSELOR**

A full time school counselor will be available for the 2023-2024 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 at any time.

## **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline 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.

## **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. Cell phones may not be turned on nor visible while in school.

## **DRESS CODE**

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

- The length of all skirts, dresses, or shorts must be lower than the fingertips of the student's arms extended and cannot be shorter than 3 inches above the knee.
- No halter tops, midriff tops, tube tops, spaghetti strap tops, fish net t-shirts. Shoulders must be covered, or straps must be at least 1" inch widths.
- No bare stomach or short shirts that cannot be tucked in. The naval must always be concealed.
- No sagging pants.
- No clothing that advertises, suggests, or symbolizes illegal substances and or alcohol.
- No inappropriate slogans or offensive statements on any clothing items.
- No clothing designed to be worn as undergarments or pajamas are to be worn.
- No hats, coats, jackets, or sunglasses are to be worn in school. Hats are to be removed before entering the building.
- No flip-flop sandals, all sandals must be secured around the heel of your foot.

## **ATTENDANCE & TRANSPORTATION**

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 9:10 am. Students arriving after

9:10am are considered tardy. If your child is late, he/she must bring a note from home.

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 days (3), excuses will not be 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
- Principal – approved excusals

## **ARRIVAL/DISMISSAL**

A.M. – ALL K-3 students must enter through the multi-purpose room entrance between 9:00am-9:10a.m. Students in Grades 3-5 will use the bell tower entrance. 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 9:10 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 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 the 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.

### **--EARLY DISMISSALS--**

#### **PPS SCHEDULED EARLY DISMISSALS**

Several times throughout the school year, the district has scheduled half days for staff professional development. These dates for the 2023-2024 school year will be:

**Sept. 29, Oct. 27, Nov. 17,  
Dec. 15, Feb 2, Feb 16, March 1, March 15**

#### **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.

#### **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 the start of the school day. If there is a two-hour delay, the breakfast program will be cancelled.

#### **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 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 to all Banksville students.

<p style="text-align: center;"><b>SCHOOL NURSE &amp; HEALTH INFORMATION</b></p>
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of the Pittsburgh Public Schools Board of Education.

## **ILLNESS OR INJURY**

The school nurse will be available to all students. A student must have a valid hall pass to see the nurse.

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-(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 of 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

## **PARENT INVOLVEMENT & COMMUNICATION**

### **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 welcomed 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.

<b>PARENT REMINDERS</b>
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### **PETS ON SCHOOL GROUNDS**

Parents 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.

### **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 are smoking on school grounds