

# Pittsburgh Dilworth PreK-5

6200 Stanton Avenue | Pittsburgh, PA. 15220 | Phone: 412.665.5000 | Fax: 412.665.5012  
Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

**Dr. Monica D. Lamar, Principal**

### OUR MISSION

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well-managed, and innovative. We 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.

### CORE BELIEFS

- All children can learn at high levels
- Teachers have a profound impact on student development, and should have ample training, support and resources
- Education begins with a safe and healthy learning environment
- Families are an essential part of the educational process
- A commitment from the entire community is necessary to build a culture that encourages student achievement
- Improvement in education is guided by consistent and effective leadership
- Central office exists to serve students and schools

### OUR HISTORY

Pittsburgh Dilworth PreK-5 was named for John C. Dilworth. The Dilworth family donated the land on which the school was constructed. Pittsburgh Dilworth PreK-5 is nearly 100 years old and is a historic landmark.

Pittsburgh Dilworth PreK-5 is a part of Pittsburgh Public Schools. We serve children and families from many communities in the Pittsburgh area due to our Magnet status. Some of the communities include but are not limited to Highland Park, East Side, Bloomfield, Garfield, Lawrenceville, North Side, and Southside.

Pittsburgh Dilworth PreK-5 emphasizes aesthetic education and integration of the arts into all other subject areas. The Rand Corporation in 2005/2006 evaluated the Pittsburgh Public Schools. Pittsburgh Dilworth PreK-5 received school performance ranking of four out of five. This means when compared to other Pittsburgh Public Schools, the school's academic achievement met or exceeded the district and state expectations on the PSSA examination in math and reading with no achievement gaps among the various race of children. Additionally in 2008, Pittsburgh Dilworth was recognized for closing the student achievement gap. Pittsburgh Dilworth PreK-5 achieved Average Yearly Progress in all of the state-recognized categories in 2006, 2007, 2008 and 2009.

### PITTSBURGH DILWORTH PREK-5 ALMA MATER (Sung to the tune of 'This Land is Your Land')

Dilworth's a great school,  
We learn and grow here.  
We make new friends, and do great things.  
We study humanities,  
Math, reading, and arts here.  
Dilworth's the place for you and me.

Our mascot's the Panther,  
Our colors are black and gold.  
We take great pride,  
In Dilworth our school  
We hold our heads high,  
With pride and dignity.  
Dilworth's the school for you and me!

### SCHOOL PROCEDURES

#### Bell Schedule

Please visit our website at [www.pps.k12.pa.us](http://www.pps.k12.pa.us) or contact our Parent Hotline at 412.622.7920 for the bell schedule for Pittsburgh Dilworth PreK-5 school.

#### Attendance

In order to be eligible to receive passing grades for a report period, a student must attend school at least 95 percent of the report period. Class attendance and participation in classroom activities are the basic underlying components of a

student's academic work and are necessary for the accomplishment of curriculum objectives. Therefore, in most cases, missing more than three days (five percent) of the scheduled school days per report period renders the student ineligible to pass the report period.

Pennsylvania State Law requires an explanation from a parent/ guardian or physician each time a child is absent from school. After three missed days in a report period, a doctor's note must accompany your child when he/she returns to school. Failure to bring such an explanation results in unexcused absence. Three unexcused absences in a report period will result in legal action.

We would like your cooperation in the following areas:

- Do not permit an absence from school unless it is absolutely necessary (personal illness or serious family emergency). Legal absences include illness, bereavement/death in family, weather emergency (impassable roads or quarantine), religious holidays, hospitalization, and principal-approved reasons for absence from school or class.
- Call the school office on the second day of any absence.
- Send one of the excuse forms, completed, to school with your child upon his/her return.
- Make every effort to see that your son or daughter is at the bus stop or in school on time. A student is late after 9:10 a.m.
- Written requests are required for early dismissals. Students are not permitted to wait outside the office/building for pick-ups. Anyone calling for a student dismissal must meet the child in the school office and present picture identification.
- If you drive your child to school, do not drop them off any earlier than 8:30 a.m. Supervision will not be provided prior to this time.
- All excuses based on parents' traveling or work obligations must be submitted to the office for approval from principal prior to the trip. This will allow the staff to organize all missing work.

We feel that our working together will result in continuous education, which is important for your child.

### **Cancellation of School**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Parents must have arrangements made for delays, early dismissals, and school closings. There will be no tutoring on days that school is delayed or cancelled. The new AM/PM program will be offered to the parents that have signed their students up for the program.

This is just a reminder to families to listen to KDKA for information regarding school closings and delays. In the event that a two-hour delay is announced, students should not arrive to school before 10:30 a.m. Buses will run on a two-hour delay. Breakfast will not be served if there is a school delay. Students will eat lunch according to their regular schedule.

### **Dismissal Procedures**

A staff person will bring all bus students to the dismissal area in the auditorium. The staff person will check the students and make sure that all of the students are present. The students will be taken to the bus on St. Marie Street. Students who walk home or are picked up will be dismissed from the front entrances.

Any changes in dismissal procedure, with the exception of emergencies, should be made prior to 3:00 p.m. A note should be written to your child's home room teacher.

### **Crossing Guards**

Parents should designate a route for their children to use while traveling to and from school (or to and from the bus stop) in such a manner as to cross at protected intersections. These intersections have crossing guards at the designated areas. Parents should insist that children reach home within a reasonable time after school so that they pass these intersections while they are protected.

### **Leaving the School Grounds**

Students are not allowed to leave the school grounds during school hours. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian and only after the student has signed out at the office.

### **Behavior Management Plan**

As in all Pittsburgh Public Schools, it is very important to maintain a positive and safe learning environment for students, both instructionally and behaviorally. In order to achieve these important goals, students must have clear expectations and standards. This information has been developed to help parents and students understand their instructional and behavioral expectations during their tenure at Pittsburgh Dilworth PreK-5 Traditional Academy. During 2009 - 2010, the Pittsburgh Dilworth discipline committee participated in developing the PBIs (Positive Behavior Intervention Support Plan) for the school. In conjunction with the parent subcommittee, we developed a plan that supports students instructional and behavioral expectations.

## Instructionally

The DTA Staff will use effective instructional practices with the students. In addition to effective instruction, the PA State System Assessment Standards will be used in reading and mathematics to guide the planning of lessons and experiences for students. These standards were created to help teachers have a benchmark to achieve no matter what the curricula (note: The state is currently revising existing standards, and awaiting additional ones.) These standards are also meant to help improve student performance on state mandated assessments. The standards appear in the current reading and mathematics curricula and are considered in planning weekly lessons.

The academic reading, writing, speaking, and listening standards are:

- Learning to Read Independently (purposes for reading, word recognition skills, vocabulary, comprehension and interpretation, fluency)
- Reading Critically in all Content Areas (detail, inferences, fact from opinion, comparison, and analysis and evaluation)
- Reading, Analyzing, and Interpreting Literature (literary elements, poetry, drama)
- Types of Writing
- Quality of Writing
- Speaking and Listening
- Characteristics and Function of the English Language (word origins, variations, application)
- Research (selection, location of information, organization)

The math standards are:

- Numbers, Number Systems, and Number Relationships (types of numbers [whole, prime, irrational, complex] equivalent forms [fractions, decimals, percents])
- Computation and Estimation (basic functions of +, -, \*, and ÷ reasonableness of answers, calculators) with a calculator and without a calculator
- Measurement and Estimation (types of measurement, units and tools of measurement, computing and comparing measurements)
- Mathematical Reasoning and Connections (inductive and deductive reasoning, validating arguments)

- Mathematical problem solving (problem solving strategies, representing problems, in various ways interpreting results)
- Statistics and Data Analysis (collecting and reporting data [charts, graphs] analyzing data)
- Probability and Predictions (validity of data, calculating probability to make predictions)
- Algebra and Functions (equations, patterns and functions)
- Geometry (shapes and their properties, principles to solve problems)
- Trigonometry (right angles, measuring and computing with triangle, using graphing calculators)
- Concepts of Calculus (comparing quantities and values, graphing rates of changes, continuing patterns infinitely)

DTA Faculty will continue to address the student needs by:

- Communicating with parents regarding academic concerns and success
- Teaching the prescribed Pittsburgh Public Schools curricula with high fidelity and regularity
- Using differentiated instruction to address all needs of the students
- Using assessment data to guide planning and instruction
- Providing enrichment opportunities for students in all areas
- Incorporating the arts into the academic curricula

## Behaviorally

The general behavior expectations, or S.T.A.R.R. (students thinking and acting responsibly and respectfully), are supported by the school wide STARR rules.

These standards of behavior look like the following:

1. Prepared: STARR students enter all designated areas calmly, quietly and dresses appropriately.
2. Responsible: STARR students are prepared and ready to learn.
3. Considerate: STARR students respect the personal space and property of others.
4. Respectful: STARR students listen to the adults in charge and follow directions first time requested.
5. Benevolent: STARR students use kind words and actions.

**These standards of behavior look like the following:**

**Prepared:** STARR students will enter all designated areas calm, quietly and dressed appropriately.

Classroom:

- Bring all materials (i.e. pencils, folders homework)
- Sit in assigned seat
- Tie shoes
- Tuck in shirt
- Enter room quietly
- After homeroom and lunch, students are not permitted to go to their lockers. Collect materials at lockers only during approved times (before homeroom and after lunch.)

Hallway:

- Walk in line order
- Walk quietly and not talking
- Follow the traffic pattern (Walking on the right side)

Cafeteria:

- Walk in line order
- Sit at their tables
- Remain in their seats
- Use inside voice
- Raise hand when in need of help
- Arrive on-time

Bus:

- Sit in assigned seats
- Remain seated
- Arrive to bus stop on time
- Report directly to bus room
- Put coats, hats, gloves and scarves on to board the bus

Recess:

- Line up on the white lines
- Quietly wait for teacher direction
- Arrive on-time
- Dress appropriately for outdoor conditions

Auditorium:

- Stay in assigned seats
- Use inside voices
- Keep feet on the floor
- Walk in, do not run
- When arriving late, use the side doors

**Responsible:** STARR students are prepared and ready to learn.

Classroom:

- Take care of materials given for learning experiences
- Complete homework assignments
- Turn in homework assignments
- Give parents yellow communication folders every Wednesday and return them the following day
- Have a pass if arriving late

Hallway:

- Walk down the steps and do not jump or slide on the railing
- Hold railing on the right
- Do Not disturb other classes
- Have a pass in hallways

Cafeteria:

- Place all trash in receptacles
- Check under tables and floors for extra trash
- Keep all personal items with you
- Food is eaten only in the cafeteria
- Deposit lunch boxes in your homeroom's lunch crate
- Show pass to leave cafeteria

Bus:

- Take all personal belongings with you
- Do not eat or drink

Recess:

- Take all personal belongings with you
- Do not eat or drink

Auditorium:

- Take all personal belongings with you
- Do not eat or drink
- Use appropriate side entrances and walkways
- Focus on the speaker

**Considerate:** STARR students respect the personal space and property of others.

Classroom:

- Take care of materials given for learning experiences
- Use manners with others
- Keep hands/feet to yourself
- Answer question after being called on
- Do your own work
- Do not touch teacher's equipment and materials unless instructed to use

Hallway:

- Take care of materials given for learning experiences
- Use manners with others
- Keep hands/feet to yourself
- Do not touch teacher's displays or bulletin boards

Cafeteria:

- Eat only your own food
- Do not throw food
- Use manners with others
- Keep hands/feet to yourself

Bus:

- Using manners with others
- Keep hands/feet to yourself
- Do not write on seats
- Do not shove while walking to the bus

#### Recess:

- Take care of materials given
- Use manners with others
- Keep hands/feet to yourself

#### Auditorium:

- Take care of materials given for learning experiences
- Use manners with others
- Keep hands/feet to yourself
- Do not touch teacher's equipment
- Push seats up after use

**Respectful:** STARR students listen to the adults in charge and follow directions the first time given.

#### Classroom:

- Raise hand when necessary to speak
- Do not interrupt someone else
- Listen to peers and adults
- Use appropriate tone
- Follow directions the first time given
- Make eye contact with the speaker

#### Hallway:

- Use appropriate volume
- Follow directions the first time
- Follow line order

#### Cafeteria:

- Use appropriate volume
- Follow direction the first time
- Respect the adults, food and environment around you

#### Bus:

- Use appropriate volume
- Follow directions the first time

#### Recess:

- Use appropriate volume
- Follow directions the first time
- If whistle is blown, listen to teacher for further directions

#### Auditorium:

- Use appropriate volume
- Follow directions the first time
- Focus on speaker
- Make eye contact with speaker

**Benevolent:** STARR students use kind words and actions.

#### Classroom:

- Use terms like: please, thank you, sorry, excuse me, etc.
- Help one another

### **School Dress Code**

- Tops-White, collared blouses, shirts, and/or turtle necks
- Bottoms-Navy blue dress pants (cords or twill), skirts, slacks, and/or jumpers. Note: Shorts will be permitted during the months of September, May, and June or when the weather indicates it.
- Shirts and blouses can be either short-or-long sleeved (sleeveless shirts are not permitted)
- Belts must be worn at all times
- Shoes must be tied at all times
- Socks must be worn at all times

The following are not permitted:

- Jeans
- Shorts higher than three inches from knee
- Sandals, rubber thongs, flip-flops, bedroom slippers, or wheelies
- Hats, coats, scarves, or bandannas (outside wear) to be worn inside during the school day
- Midriff tops
- Exposed underwear
- Loose tank tops, halters, underwear T-shirts, or any revealing tops
- No clothing pictures, words, or graphics

### **Medical/Dental Examinations/Screenings**

Medical and dental examinations should be completed by the family physician or dentist and reported to the school on forms supplied by the school. Payment for exams is the responsibility of the parent. Physical examinations are required for entry into kindergarten, first and sixth grades, by all new pupils from out of state, and by pupils transferring from other Pennsylvania school systems unless an adequate health record is available.

Dental exams are required for entry into kindergarten, third and seventh grades, by all new pupils from out of state, and by pupils transferring from other Pennsylvania school systems unless an adequate health record is available. Parents are invited to be present for any examinations at school.

The school nurse completes vision screening using the Snellen chart on all students every year. Hearing screening using an audiometer is completed on students in kindergarten, second, third, and seventh grades by the school nurse.

## Medication

Any student who needs to take medicine during school hours for any reason must follow this procedure:

- Parents must complete the Request for Self Administration of Medication form
- Parents must obtain a written prescription from their physician to be directed to the school nurse.
- The prescription must include the student's name, diagnosis, kind of medicine, and the time and amount of medication to be given.
- Medication will be locked in a safe place in the main office.
- Medication must be brought to school in the original container labeled by the pharmacy.
- Non-prescription (over the counter) medication should not be sent to school without a written prescription from the doctor. Parents may come and personally administer medications that they wish their child to have during the school day.
- Prescriptions are to be updated each school year.

## Return to School After Illness

It is important that children stay at home until they are completely well. The child recovering from one of the diseases listed below may no longer be able to transmit it to others, but his/her resistance may be so low that the child is easily susceptible to other infections.

Additionally, pupils should remain at home when they show any of the following signs or symptoms: fever, red-watery eyes or crusted eyelids, swollen glands or sore throat, general signs of illness, skin sores or rashes, and acute cold or nausea. Check with the school nurse for the minimum period of exclusion from school if your child has contracted one of the following diseases:

Chicken Pox  
Mononucleosis  
Pneumonia  
Scabies  
Hepatitis (infectious)  
Pediculosis (head lice)  
Ring Worm (scalp and skin)  
Scarlatina or Scarlet Fever  
Impetigo  
Pink Eye (conjunctivitis)  
Streptococcal Sore throat  
Influenza (flu)

## Emergencies

The emergencies that could possibly occur during school hours and would require immediate action on the part of the school personnel to insure the safety of all students are the following: fires, serious injury or illness, or unpredictable hazards (i.e. boiler explosions, breaks in water pipes, heating malfunction in cold weather, hazardous material incidents (solids, liquids, or gas), utility emergencies, or natural disasters).

### Fires

In the event of an actual fire or a serious emergency, students are evacuated from the building. The following procedures are followed:

- Teachers lead children from the building as practiced in the monthly fire drills. If necessary, children will be led to the nearest building, the church on the corner of Howley and Fortieth Street. Children may be kept temporarily in the church until a further decision is made.
- Children remain until all danger has passed or until parents pick them up. Also, the "serious school emergency" phone numbers, submitted by parents, are used.

### Fire alarm procedures:

- Sound the fire alarm by pulling any alarm signal. Make yourself familiar with their locations. The Pittsburgh Fire Department will automatically be called by our fire alarm system.
- The school secretary, or other office personnel, notifies the superintendent's office- 412.622.3600
- Custodial staff and teachers are trained in the use of fire extinguishers to possibly fight small fires. However, the staff will not neglect to sound the fire alarm. Fire extinguishers are located in a number of locations in the building.

Children should be psychologically prepared for any emergency. They should be taught that drills for fires are serious. Fire drills are held at least once a month. Drills are never announced in advance except possibly for the first one in September and during very cold weather when the students must wear coats. Proper exits and exit path are shown. A drill may very well occur when homeroom children are in places other than their own room, i.e. lunchroom, change of classes, etc.

Fires in the community or those shown on television can be used as a basis of discussion to impress upon the children the seriousness of drills.

## Fire Drills

- The fire signal is the pulsing sound and light on each floor.
- Upon hearing the signal, teachers have children stand and proceed, in an orderly fashion, out of the room.
- If possible, without endangering safety, teachers bring their roll books or roll card.
- The teacher leads the line.
- The last one out of the room closes the door. No one is to be sent back to the room to do this or to close the windows.
- No one stops for his/her coat unless directed to do so by way of the PA.
- The teacher leads the class to the appointed place outside the building.
- There is no talking during a drill.
- At times danger may not be from the fire, but from smoke, which is lethal. Smoke and/or other gases may suffocate personnel remaining in a burning building.
- Teachers make sure all pupils are accounted for in all drills by calling roll.

## Serious Injury or Illness

In case of serious injury or illness, the immediate concern is to help injured or sick students. After identification of injury or illness, the following procedures are used as guidelines:

- Immediately contact the principal, secretary, responsible teacher, or school nurse. In the unlikely event that none of these is available (i.e. lunch hour), the assigned teacher on duty in the lunchroom or on the playground immediately attempts to contact the parent or legal guardian. Emergency forms are kept in the school office on the secretary's desk.
- Based on the determination of the school nurse or principal, the injured student may be taken to the hospital in one of the following ways:
  - a. Parent – The parent comes to school and transports the injured in his/her car
  - b. Ambulance Service – Person in charge at the time notifies the Pittsburgh EMS (ambulance) by calling 9-1-1.

- If the student is being transported to hospital via ambulance and parents are not available to go with student, the nurse, principal, or responsible teacher accompanies student and meets parent at the hospital.
- In cases of serious injury, call the superintendent's office, 412.622.3600, and notify him/her of the type of injury, seriousness and status of the situation.
- The school nurse fills out an accident report form for all injuries.

## Incident

In the event of student unrest, the following procedures are to be used as guidelines:

- Notify Dr. Lamar or office. She notifies the superintendent, school police, or police 9-1-1, if necessary. Dr. Lamar ensures the safety of students and staff first
- Contain unrest. Seal off the area of disturbance, and initiate lock down procedures. If possible, an announcement is made.
- Teachers are to:
  - a. Check hallways for passing students, close classroom doors and windows and pull shades.
  - b. Turn off lights and keep students away from door and windows.
  - c. Maintain a calm environment following normal routines as much as possible.
  - d. Reassure students and keep everyone quietly engaged.
  - e. If a gunshot is heard, make everyone lay flat on the ground under their desks. Students remain under their desks until imminent danger is over.
  - f. Take roll to account for all students.
  - g. Do not permit students to leave the classroom under any circumstances until further announcements are made.
  - h. Contact the office immediately, if you have an emergency in your room.

Dr. Lamar will follow the Response to Any Emergency plan once staff and students are secure.

## Response to Any Emergency

In the event of any emergency the following procedural guideline is used:

- Notify Dr. Lamar or office staff. The office notifies 911 if necessary and school security. Dr. Lamar or a designee notifies the Executive Director and Superintendent
- Office staff notifies CPR/First aid certified persons (listed in the Crisis Team Members Section)
- Teachers seal off high-risk areas
- Teachers will take charge of the area until incident is contained or relieved by a member of the Crisis Team. Crisis Team or teacher preserves evidence and keep detailed notes of incident.
- Media are referred to Ebony Pugh, Senior Public Relations Manager 412.622.3616

## Unpredictable Hazards Requiring Evacuation of the School Building

In the event of a boiler explosion, break in water pipes, heating malfunction in extreme cold weather, a hazardous material incident, a serious utility emergency or a natural disaster, the following procedures are followed:

- The principal or his/her authorized representative will do a determination of the need to leave the school building. If time permits, a call is made to the superintendent's office for an opinion. If the sensors detect a high level of methane, the fire alarm sounds and fire evacuation procedures are followed.
- A determination is made as to whether the students and the staff should leave the school grounds. In winter weather, students and other school personnel go to the location as directed earlier for "fire or serious emergencies" (Peabody High School or Pittsburgh Theological Seminary ).
- If time permits, students are directed over the PA to get coats (but not books, etc.) and report to homerooms.
- Directions to evacuate in a manner similar to a fire drill are given over the PA or the fire signal is activated.
- Special directions for evacuating may be given in order to avoid contact with a hazardous area.
- Students and staff must not return to the school until officials have declared the area safe.
- If evacuation of building continues for more than one day, a decision will be made and disseminated to staff.

## Family Nights/Family Arts Night

A monthly family night occurs for the parents and community. These activities provide the parents with an evening to engage and discuss with other parents, learn in a fun way and engage in arts experiences. A theme is planned each month for the families and community.

## Field Trips

All children at Pittsburgh Dilworth PreK-5 take two educational field trips during the school year. A signed permission slip from the parent must be returned to the school prior to the date of the field trip. All parents desiring to attend field trips with their children must have their Act 33 and 151 clearances approved with the district and copies must be in the school office.

## Gum

Pittsburgh Dilworth PreK-5 policy forbids chewing of gum during school hours. Students caught chewing gum are asked to throw their gum away.

## Edible School Yard

The parents and staff of Pittsburgh Dilworth PreK-5, in collaboration with Grow Pittsburgh and Penn State Cooperative Extension, created an edible school yard during the 2006/2007 school year. The goals of this project are to: enhance students' ecological knowledge and understanding, increase parental involvement, contribute to the development of a cooperative school culture, improve student health through nutritional practices, and integrate the arts through gardening and cultural experiences. The edible school yard will go through an eight-month planning phase, which will include fundraising prior to the planting of the garden. The long-range plan is to use Pittsburgh Dilworth PreK-5 school grounds and lots owned by the Pittsburgh Theological Seminary for the garden.

## Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Homework is most often assigned in math, language arts, science, and social studies. Parents can help their children by arranging a quiet, comfortable place for students to work and check their children's work before it is returned to school. Recommended nightly study time at home for grades 1, 2, and 3 is approximately 30 minutes. Students in grades 4 and 5 study up to one hour nightly. Any questions or concerns about homework should first be addressed to the teacher who made the assignment.

## **Interacting with Adults**

Students are expected to interact with all adult staff members in a polite, mannerly fashion. A student is responsible to every member of the staff.

## **Invitations**

We request valentines, treats, etc. not be brought to school unless there is one for each child in the class (homeroom). This is also true for invitations brought to school unless only all girls or boys are being invited. Your cooperation in this area can save hurt feelings and tears.

## **Litter**

Students are encouraged to help keep the building clean by depositing litter and garbage in garbage receptacles and to discard any litter that they see. Please put litter in its place.

## **Lost and Found**

Lost and Found is located in front of the cafeteria. Please feel free to inspect the items there. Encourage your child to look for lost articles. Items left on the bus are returned to the school and placed in the Lost and Found area.

## **Lunchroom**

Lunch menus are sent home with your child on a monthly basis. If a dietary problem exists requiring a beverage other than milk, please contact Food Services. Lunch and milk money for the hot lunch program is due Friday mornings.

## **Promotional Requirements**

For promotion in first, second, and third grade, a student must pass Reading and Math

For promotion in fourth and fifth grade, a student must pass Reading, Math and two of the following subjects: English, Spelling, Social Studies, and Science

## **Classroom Visitation**

Pittsburgh Dilworth PreK-5 students are not permitted to enter a classroom without permission from an adult, preferably the teacher in that room. Parents wishing to visit with a teacher are asked to contact the principal and teacher to schedule a mutually agreed upon time to meet with the teacher, at least 24 hours prior to the scheduled visit. This will allow for the staff to have materials and student information prepared to address any parent concerns. During any visitation to the school that requires parents to enter the classroom corridors (i.e. to walk students to locker or pay lunch bills), parents must sign in and receive a "Visitor" badge to be worn during their visit.

Parents waiting for students at dismissal times must wait in the main entrance or office areas. Any visitation that occurs more than 20 minutes, such as classroom volunteering, requires ACT 33/151 clearances be submitted to the school office.

## **Security**

All of the outside doors are set in the "exit only" position. One of the main doors (at the left as you enter the building) will be on locked security every school day from 9:00 a.m. - 3:00 p.m., then locked again from 3:20 p.m. until the next school morning. There is a signal button on the doorframe and a speaker to communicate with office personnel. Please indicate the purpose for your visit and the door will be released for you to enter.

With the exception of waiting in the school office to pick up a child, all visitors must sign in upon entering the school and wear a visitor badge throughout their entire school stay. When leaving the school, please return your badge to the office and mark the time of departure on the sign-in sheet.

While these procedures may cause some inconvenience, the added measure of security for the children and staff is worth the effort. Finally, when exiting any of our doors, please make sure they latch behind you.

## **Student of the Month**

Every month, one student from each homeroom and special subject area will be recognized for:

80 percent of overall good behavior in lunch and special subjects; 80 percent of homework completed within the month; 80 percent of arrival on time to school, 80 percent attendance, and 90 percent uniform.

## **Student Ambassador**

The student representative board provides students an opportunity to have a voice in the school decision making process. This group also serves as a leadership training experience for the students. The students meet with the principal once a month to discuss issues that are affecting the students of Pittsburgh Dilworth PreK-5. The students present the information to their classmates after each meeting, and are responsible for bringing any additional student questions or concerns to the next meeting.

## **PARENTAL INVOLVEMENT**

### **Parent-Teacher Association (PTA)**

As a school community, we recognize the importance of parental and community involvement. We believe the involvement of parents can greatly affect academic achievement and future success for all children. We believe parents provide insight into their child's personal and educational needs. Students who see parents involved in their school become more motivated and better able to reach their potential.

At Pittsburgh Dilworth PreK-5, we celebrate parent's involvement through volunteerism and activities planned for the school year. Our parent organization is known as APSC, or Association of Parent and School Community. The APSC meets monthly (third Thursday from 6:30-8:30 p.m.) and the meeting is attended by parents, principal, teachers, students and community members. There are discussions about upcoming events, volunteerism, curricula and instruction, parent questions and concerns, utilization of funds, etc. The community members inform parents of resources available and share in ways that they can support the school.

APSC fundraising activities include: Holiday Shop, Scholastic Book Fair, sale of School Postcards, a bi-annual Art Auction, Entertainment Books, etc. These funds are utilized to help support programs that benefit the school's additional programs. In addition, a uniform exchange program is in place to assist families who cannot afford to purchase uniforms for their students throughout the year.

### **Parent Volunteers**

Parents are encouraged to volunteer at Pittsburgh Dilworth PreK-5 as often as possible. We have opportunities to volunteer in the classrooms, in the cafeteria, and at recess. A parent volunteer coordinator contacts parents daily to recruit volunteers for recess and lunch support. This parent volunteer also coordinates the parents for field trips, holiday parties, and school activities. A parent volunteer policy has been developed to address clearances and outline specific procedures for volunteering.

- All volunteering parents and community members must obtain an Act 33 (Child Abuse) and Act 164 (Criminal History). Forms are located in the APSC file in front of the office or may be obtained from the school secretary.
- Mail completed forms to the address on the forms along with a \$10 certified check or money order. You will need to have two certified checks or money order for each.

- You will not be able to volunteer until you receive your clearance letters in the mail. You may hasten the process by taking your forms to your State Representative's office.
- Once you have received your clearances, a copy must be turned into the main office to the school secretary.
- The school secretary will submit the forms to the Pittsburgh Board of Education for district review and clearance for volunteering in the District.

Once the clearance has been returned and verified as approved for volunteering, a reimbursement check of \$10 will be sent to the volunteer after three activities. If there are any special circumstances, the principal should be contacted. On volunteer days, parents sign into the main office and obtain a visitor pass.

The life of the clearances is three years. After three years, parents must re-apply for their clearances.

### **Parent Communication**

In the DTA Review (Monthly Parent Letter), DTA Gazette (student newspaper), APSC Newsletter and monthly calendar, Dr. Lamar and the Pittsburgh Dilworth PreK-5 staff relate upcoming events and other relevant information that parents need to know. Parents are given a communication folder for each child for homework and school notices. Alert Now notifies parents daily of student absences. In addition, the DTA Review is sent electronically to parents who are a part of the Dilworth listserv, an e-mail notifications list that was created for the parents and community. To allow discussion and sharing of current information pertaining to school and parenting. Any parent may subscribe to the listserv by notifying the state. A parent directory is also created to help increase parent communication.

### **Conferences**

Probably the most effective communication between home and school is the Parent/Teacher conference. Parents are encouraged to arrange such conferences at any time during the school year by contacting the teacher or school secretary.



