

# Pittsburgh Minadeo PreK-5

6502 Lilac Street | Pittsburgh, PA 15217 | Phone: 412-422-3520  
Parent Hotline: 412-622-7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

**Mrs. Melissa Wagner, Principal**  
**Ms. Glory Getty, Assistant Principal**

### Our Instructional Focus is Student Engagement.

This handbook is important because it familiarizes both parents and students with the procedures, rules and policies of Pittsburgh Minadeo PreK-5. We expect parents and students to read this handbook and use it as a reference throughout the school year if a question or concern comes up. The school climate rests primarily with the student body. It is up to each student to assist in maintaining a positive learning environment.

The administration and staff of Pittsburgh Minadeo hope that each school year will be filled with meaningful learning experiences for each student. Parents, staff, and students must all work together to maintain a school that is a great place to learn.

### Our Mission

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well-managed, and innovative. We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so they have the opportunity to succeed in all aspects of life.

We believe:

- All students 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 VISION

*Excellence for All*

### 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 your child's school.

School Office Hours are from 8:00 a.m. to 4:00 p.m.  
Monday – Friday.

#### Arrival and Dismissal

Arriving to school on time is very important and it is the responsibility of the student and parent to arrive on time. Parents are encouraged to allow students to enter the building on their own. This encourages independence and self-esteem, as well as making arrival much less confusing for staff members

The school opens at 8:40 a.m. for those students who eat breakfast. Supervision for those students is provided in the cafeteria. Students who do not eat breakfast should plan to arrive by 9:10 a.m. During arrival, all students are required to line up in a designated area. Grades 3, 4, and 5 line up in the upper playground, while, Grades K- 2 line up in the lower playground. During inclement weather, Grades 3, 4, and 5 use the auditorium, while, Grades K-2 use the lower hallway.

Homeroom for all students begins at 9:10 when all students are escorted to their room by their homeroom teacher. Parents entering the building at this time should report to the main office for a visitor's pass before proceeding to any other area of the building.

Students are dismissed at 3:51. All students who walk to school are dismissed into the lower playground on the Saline Street side of the building or at the lower Shady Ave. side of the school building. All students who are provided transportation are dismissed to their buses/vans in the upper playground. Students are not to re-enter the building once they have been dismissed unless it is an emergency or permission has been granted. At dismissal, parents are asked to wait outside of the building. Any parent entering the building at dismissal is required to report to the main office for a visitor's pass before proceeding to any other area of the school building.

### **Tardiness**

Any student reporting at 9:15 a.m. is late for school and must report to the main office for an admittance slip. The School District of Pittsburgh Code of Student Conduct states that "tardiness that results in a student missing a class without a written lawful excuse will be considered an unlawful absence when calculating grades." Students who are tardy should enter the building at the main entrance on Lilac Street. All other doors to the building are locked by 9:15 a.m.

### **Attendance**

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, legal absences of six or more days per report period necessitate the completion of make-up assignments. The assignments must be completed prior to the close of grades for students to be eligible to pass the report period. Please see the Code of Student Conduct included in the welcome packet for more information on legal absences. When students are absent from school for legal reasons, a written explanation of the absence must be provided to the homeroom teacher upon return to school. This must be signed by the parent or supported by the appropriate medical or legal personnel. Effective 1/31/2007 the excuse for an absence must be submitted within three days or the absence becomes permanently unlawful.

### **Procedures for Issuing Grades**

Tardiness that results in a student missing a class or subject period will be considered an unlawful absence when calculating grades. A student who has received a failing grade(s) for one or more report period(s) due to failure to meet the attendance standard and whose absences are legally excused shall be entitled to receive the yearly or semester final grade for the course which the student

otherwise would have received had it not been for the failing report period(s) grade(s), provided that the following requirements are met:

- The student has completed all course requirements and assignments
- The student, at the direction of the teacher, has made up any missed course work, class periods and/or testing within a reasonable period of time
- The student passes the final yearly or semester examination, if any.
- The student's final grade would have been a passing grade, if it had not been for the failing report period(s) grade(s) due to the student's failure to meet the attendance standard.
- The student has provided appropriate documentation to verify the reason for the absences, i.e. notes from dentists, doctors, courts, etc.

Students who have more than six illegal absences will receive a failing grade for the report period and will not be permitted to make up assignments.

- Parents will receive a notice of unlawful absence after the first and second unexcused absences.
- If there is a third unexcused absence, parents will receive a Notice of Unlawful Absence and a warning that they may be liable in court without further notice. Parents and school staff will meet to establish a Truancy Elimination Plan.
- A fourth unlawful absence will cause a citation to be issued by the District Magisterial Justice. Habitual truants may be fined up to \$300 or face other consequences.
- Any student who misses more than 10 days in one school year will be required to submit verification that the absence was due to illness, injury or hospitalization; impassable road; religious observance; or bereavement.

### **School Dress Code**

The School District of Pittsburgh has an exclusionary dress code. The Board, therefore, resolves that 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 in school. Clothing must not be of any style, length or fit that is of a provocative nature. 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. Students are encouraged to dress comfortably, healthy and cleanly, at all times. Parents are asked to dress their child appropriately. For reasons of safety and/or to maintain an orderly school environment the following apparel is discouraged:

- Flip-flops, open-toed sandals, high heels, platforms or other footwear that increases the risk of toe, foot or ankle injury. Students should not wear “heelies” (shoes with wheels in the heel) to school.

Please note that the school cannot be responsible for lost, damaged, or stolen items of clothing; please send your child to school in items of reasonable cost. A lost and found area is designated in the cafeteria; students should be encouraged to check there, and also ask in the main office, about lost items.

### **Breakfast and Lunch Rules**

Students are to remain at their assigned table and in their assigned seat at all times. Students are to assist in keeping the table, floor and lunchroom clean. Students are to respect, listen to, and obey all breakfast and lunchroom supervisory aides at all times. Students are to use an indoor voice and ask for assistance when help is needed.

All students have a 20-minute recess during their lunch time period. When out on the playground, students are expected to play safely and listen to all adults. Students unable to follow these two rules may have recess taken away as a punishment.

### **Medication**

The School District of Pittsburgh recognizes that parents have the primary responsibility for the health, care and well being of their children. We recognize that the health of some children requires that they receive medication during the school day. When medication must be taken during school hours, the following procedures will be followed.

- Training on the self-administration of medication is required of all personnel designated to oversee this process.
- The principal must receive a physician’s written order and written parent permission in order to oversee the self-administration of medication. This order must be renewed at the beginning of each school year, or changed during the school year for each change in medication or dosage. The order will include the physician’s telephone number, student’s name, drug to be administered, dosage/

time for administration and the diagnosis with side effects and reason for medication administered during school hours.

- All medication must be brought to the school by the parent, in a container labeled by a pharmacist. The label must include the student’s name, name of medication, date of prescription, dosage, and time/frequency of administration.
- All medication must be secured in a locked location within the school building.

### **Lockers**

All school property, such as lockers, desks, etc., assigned to students is the property of the Pittsburgh Public Schools. The student is given temporary privilege to use the property and this privilege may be revoked at any time. School property should not be used to store materials, objects, etc., that are in violation of the Code of Student Conduct, school rules or any statutes or ordinances. The school principal may authorize the search of school property temporarily assigned to students.

Pittsburgh Minadeo’s school policy forbids the use of locks on our lockers. This is a reminder once again that valuable private property should not be brought to school. The District assumes no responsibility for the loss or theft of such property.

Students are to go to their lockers before homeroom, before and after lunch, and before dismissal or as the homeroom teacher permits. Students will not go to lockers between classes. Materials for Special Subject classes should be taken from the locker at the above-mentioned times.

### **Change of Class**

Halls and stairwells will be orderly at all times. Staff and students are to practice the following behaviors as they move through the building:

- Keep to the right at all times and move quietly in line order.
- Do not run.
- Do not congregate.
- Keep hands, feet and unkind words to yourself.
- When traveling without an adult always have permission and a hall pass.
- Students will not carry any articles without teacher permission.

## **Bathroom Policy**

Students are scheduled to use the bathroom twice a day, once in the morning and once in the afternoon. These scheduled visits are supervised by the teacher. Students using the bathroom at other times during the day must have permission, a bathroom pass, and must record when they leave the classroom. Appropriate behavior is expected while using the bathroom. Students should not play, waste time, bother others or cause a disruption. Students are reminded to help keep the bathroom clean, to flush, and to wash their hands. Students destroying or vandalizing school property will be disciplined according to the Code of Student Conduct.

## **Hall Passes**

Students moving throughout the building without adult supervision are required to have permission from an adult and a hall pass.

## **Money and Valuables**

Money and items of value should not be brought to school except for specific purposes. In those instances, money should be in an envelope with the child's name written on it. Students should not be asking for money from other students, nor offering money to other students.

## **Inappropriate Items**

Any item that causes a distraction during school hours should not be brought to school. This includes, but is not limited to, any type of electronic equipment or games, cards, toys, etc. Some food items, soda pop, candy and chewing gum are also inappropriate during school hours and should not be brought to school. Items brought to school may be confiscated for the day, or a parent may be notified to come and get the item.

## **Library Information**

Students in Grades K-2 may check out one book per week, students in Grades 3-5, two books. Books are to be returned weekly, or during the next scheduled library class. Overdue notices are sent home the second week the book is overdue. No fines are charged, but the library book check out system prevents students from taking out a book if they have a book that is overdue. If books are lost or damaged, the family will be notified and payment is expected. The same is true for all school textbooks.

## **Snowballs**

For safety reasons, no student should pick up snow and throw it at any other person, vehicle(s), or building(s). Students should not push anyone into the snow or put snow on another person.

## **Fire Drills**

Fire drills must occur once a month according to the School Laws of the State of Pennsylvania. Fire drills must be spontaneous, therefore it is very important that all students stay with their class, exit quickly and quietly, listening to the teacher at all times. Class attendance will be taken by the homeroom teacher. This assures that all students are out of the building and safe. This emergency evacuation procedure may also be used in the event of other emergency situation.

## **Field Trips**

Students will not be permitted to leave the school building for a field trip without the written permission of a parent. A 'blanket' permission slip will be sent home at the beginning of the school year. The parent should sign and return this slip to the homeroom teacher. It gives the child permission to take part in all field trips planned for the school year. Students will bring home an informational letter describing each field trip approximately one week before the trip. Attending a field trip is a privilege, and students will only be invited to attend if they demonstrate the good behavior required of all of Pittsburgh Minadeo students when leaving the building.

## **Visitors**

All visitors must register in the school office and state the purpose of the visit. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time. All visitors on school premises must identify themselves when requested by school personnel. If a person does not properly identify himself/herself, or state his/her purpose, the person is trespassing, and the appropriate legal action will be taken. Any person whose action or language threatens the health, safety, or welfare of students or staff will be barred from visiting the school or attending a school-sponsored event.

Anyone entering Pittsburgh Minadeo during school hours must use the Lilac Street entrance at the front of the building. This is the security entrance; press the buzzer and wait to be admitted, identification may be requested during this process. Visitors to Pittsburgh Minadeo should report directly to the main office to sign-in and receive permission to proceed to other areas of the building. A visitor's pass will be issued and must be worn while in the building.

## **Parking**

No parking is allowed in the staff parking lot at the rear of the building. Please do not park on any of the streets around the school that have painted yellow curbs and are marked with a no parking sign by the City of Pittsburgh. During arrival the buses and vans use Lilac Street in front of the building, please do not park there between those times.

## **Tobacco**

School Tobacco Control-Act 128 of 2000 requires school districts to prohibit the use of tobacco by persons in school buildings, school buses, and on school property. A designated smoking area cannot be within 50 feet of school buildings, stadiums, or bleachers. Violators will be prosecuted.

## **Pittsburgh Minadeo Extended Day Program (MEDP)**

We are very fortunate that before- and after-school childcare is provided by an independent provider. The Extended Day program opens at 7 a.m. and closes at 6 p.m. Because this program is not affiliated with the school there is a charge for this service. Please call MEDP at 412- 422- 4860 for additional information.

## **ACADEMICS**

### **Homework**

Homework has been identified as a vital factor in increasing student achievement. Homework should reinforce learning with additional time and practice. It should assist in developing study skills, good work habits, independence and a sense of personal responsibility. It should stimulate imagination, originality and creativity, while involving the parent in the learning process of their children.

### **Board of Education Recommended Time Schedule:**

- Kindergarten students should receive assignments on an occasional basis according to classroom activities and student needs.
- Primary grades 1-3 should be assigned homework four nights per week for no more than a total of 30 minutes on each of the four nights.
- Intermediate grades 4-5 should be assigned homework four nights per week for no more than a total of 60 minutes on each of the four nights.

Each teacher is responsible for acknowledging a student's completed homework assignment,

otherwise the assignment has no meaning and should not be assigned.

A student in grades 1-8 should complete no less than 80 percent of the homework assignments for a given subject during a report period or have his/her report card grade lowered one level (i.e. from C to D). Parents can encourage their children by showing interest and displaying helpful attitudes toward the completion of homework. They should contact the teacher if their child has trouble with a homework assignment and cannot complete it.

## **Parental Involvement**

Pittsburgh Minadeo and the School District of Pittsburgh recognize that a child's education is a responsibility shared by the school and family, and agrees to effectively educate all students. The school, parents/guardians, and communities must work together as knowledgeable partners in meeting this responsibility.

Parents/guardian and family involvement is an ongoing process that assists parents/guardians and families in meeting basic obligations as their children's first educators. This involvement promotes two-way communication between the school and home. It also supports parents'/guardians' participation in the shared decision making at all grade levels concerning the education of their children.

Pittsburgh Minadeo's parental involvement plan supports the participation of parents/guardians in a variety of ways.

- Regular monthly meetings of both the Parent Teacher Organization (PTO) and also the Parent School Community Council (PSCC).
- A parent/school compact that supports the school's parental involvement plan.
- A parent/guardian to represent the school on the District-wide Excellence for All Parent Steering Committee.
- An Excellence for All Parent Steering Committee representative parent with a seat on the school's PSCC.
- A Parent Information Center/Bulletin Board located in the main office of the school.
- A designated Parent Room.
- Monthly school calendars sent home and the use of recorded phone messages for other important notices.

- Encouragement from the School/PTO/PSCC to participate on a regular basis as a volunteer. Required clearances to be paid for out of the Title I Parent Involvement Funds.

### **Parent/ School Community Council**

The Pittsburgh Minadeo Parent School Community Council (PSCC) meets regularly to foster communication among staff, parents and the community for the purpose of providing an ever-improving educational experience for the students at Pittsburgh Minadeo. Parents interested in additional information should contact the school principal.

### **Parent Teacher Organization**

The Pittsburgh Minadeo PTO (Parent Teacher Organization) meets at the school once a month, usually during the evening. The officers are elected by the PTO members. The PTO is a valued part of the Pittsburgh Minadeo school community. The organization provides many different services for the staff and students. Financial support for trips, programs and other special activities is provided through fundraising efforts. Parent participation in this organization is welcome and encouraged.

### **School Volunteers and Tutors**

School volunteers and tutors are always needed. If you are interested, please contact the main office of the school. All volunteers working with children in the building or attending field trips must have Act 34, Criminal Background History Check and Act 151, Child Abuse History Check. The cost of each of these will be paid for by the school. All volunteers must sign-in when entering the building.

### **Contacting Pittsburgh Minadeo Staff**

The staff at Pittsburgh Minadeo is always available to assist our parents with questions, or any matters that concerns our students' educational success. However, teachers are not available to talk with parents during their scheduled teaching time. Please contact the main office and a message will be given to the teacher requesting that they contact you. Conferences should be scheduled in advance at a time that is convenient to both the teacher and the parent.

## **CODE OF CONDUCT**

### **Behavior**

It is the joint responsibility of administration, staff, students, parents, and community to assist in teaching students to respect the rights of their fellow students and to follow the discipline guidelines for the welfare of all. Our school must be safe and orderly.

### **General Expectations:**

- Students come to school to get an education, work is required.
- Students will respect, listen to, and obey all school adults.
- Students will keep their hands, feet, objects, and unkind words to themselves.
- Students will not bring any distractions to school.
- Students will be respectful of school property and the property of other students or staff.
- Students will solve problems peacefully or ask an adult for assistance.

When the principal has sufficient evidence that a student's misconduct warrants disciplinary action, consequences may be as follows:

- A phone call to the parent
- Taking away privileges (field trips, parties, recess, etc.)
- Paying for damages
- In-house suspension
- Out of school suspension (One to three days, four or more days with a board hearing)
- Criminal Charges
- Expulsion

**Please refer to a copy of the School District of Pittsburgh *Code of Student Conduct* for more information.**



