

# Pittsburgh Morrow PreK-5

“Where Effort Produces Achievement”

1611 Davis Avenue | Pittsburgh, PA 15212 | Phone: 412.734.6600 | Fax: 412.734.6606  
Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

Dear Parents, Students and Community Members,

On behalf of the staff, students and parents I would like to welcome you to Pittsburgh Morrow PreK-5. Pittsburgh Morrow is located in Brighton Heights on the north side of Pittsburgh. Although students from several areas around the city attend our school, we service students primarily from Brighton Heights, Manchester and Woods Run.

Pittsburgh Morrow students are taught the district adopted curriculum in the areas of reading, math, science, social studies, art, music and physical education. Our school-wide focus is on comprehension. To meet our goals, we use the Best Practices model, which utilizes Accountable Talk, Rdg, Differentiated Instruction, Graphic Organizers and Journal Writing. We are an identified Title I school which means we receive extra resources to provide additional help to students who need it most.

Our students are introduced to technology early via the Waterford Computer Program used in the primary grades. Individual classroom teachers conduct classes in the school computer lab to expose the students to keyboarding skills, Internet research and word processing on the computers.

Our students are encouraged to excel by incentives for citizenship, honor roll and successful completion of the 25-book requirement. Many other extra-curricular activities are offered throughout the school year such as safety patrol, student mediation, Carnegie Library outreach, after school intramurals, Reading is Fundamental book distribution, instrumental and choral music instruction, cheerleading, and basketball. We also have a partnership with Mercy Behavioral Health which allows our students to receive individual and group counseling on site. Students must have a 2.0 grade point average (GPA), and at least a satisfactory mark in all citizenship grades to participate in extra curricular activities.

Our school offers several opportunities for parents to become involved in our educational programs.

We have an active Parent Teacher Organization, parent representatives on the school's Parent School Community Council.

In addition, we have a monthly family fun night to engage our families in fun reading and math activities.

If you would like further information about Pittsburgh Morrow PreK-5, please contact the school at 412.734.6600.

**Alivia Clark, Principal**

## INTRODUCTION

This handbook is important because it familiarizes both parents and students with the procedures, rules and policies of Pittsburgh Morrow 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 Morrow PreK-5 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.

## CORE BELIEFS

- Learning requires high expectations and involvement from parents/guardians and teachers, with active participation from students as well.
- Students learn best in an environment where their intellectual, physical, social, creative and emotional growth and developmental needs are met.
- Through involvement with activities where the student's cooperation is required, and these activities are designed to meet the readiness of each student, these students are more likely to develop the interpersonal skills necessary for future success.

- When provided with autonomy and responsibility, children will discover their own potential, as long as they have guidance and support from the concerned adults in their lives.
- Children need the freedom to take risks and make mistakes thereby leading the way towards growth, independence and leadership.
- The multi-cultural and multi-ethnic diversity of our school is our strength. The children can learn, work and plan together while developing the skills necessary to succeed in a very diverse society.
- A school community involved in ongoing staff development will be better able to meet the constantly changing times.
- All children can learn.
- Public service and community involvement are activities that provide for student growth. All stakeholders share a responsibility for assisting our students in their development (students, parents, teachers and community representatives).

## **OUR VISION**

The vision for Pittsburgh Morrow PreK-5 School

is that the parents, teachers, and community are committed to a philosophy:

- Every student will increase his ability to select, organize and interpret ideas to solve problems and reason logically.
- Every student will develop an appreciation and respect for the dignity of all individuals, while acquiring an understanding and respect for himself/ herself as an individual and as a human being.
- Every student will develop a positive attitude toward learning and recognize that learning is a lifelong process.
- Every student will acquire knowledge and appreciation of the responsibilities, rights and privileges of citizenship in our democracy and an understanding of our American heritage.
- Every student will develop and grow aesthetically through the creative arts.
- Every student will be provided with, and be responsible for maintaining a safe, secure learning environment.

Pittsburgh Morrow PreK-5 faculty, staff, students, parents and community are committed to creating an atmosphere that respects the abilities and needs

of all students. Our goal is to develop the foundation to enhance and ensure their success in school and later in society.

## **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.

### **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.

The school opens at 7:30 a.m. for those students who eat breakfast. Supervision for those students is provided in the breakfast rooms. Students who do not eat breakfast should plan to arrive at 7:55 a.m. Supervision is provided beginning at 7:45 a.m. All students are required report to the gym area. Students enter the building through Davis Avenue entrance.

All of Morrow's students meet in the gym in the morning where the Staff and Students start the day together and set the tone for the rest of the day.

Homeroom for all students begins at 8 a.m. 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 2:41 p.m. All students who walk to school are dismissed at the front of the school building on Davis Avenue. All students who are provided transportation are dismissed at the back of the building. 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. Again, any parent entering the building at dismissal is required to report to the main office for a visitor' pass before proceeding to any other area of the school building.

### **Tardiness**

Any student reporting after 8:00 a.m. is late for school and must report to the main office for an admittance slip.

### **Lunch Information**

A school lunch is provided or students may bring a lunch that is packed at home. All students must complete and return a lunch application. These applications are either sent home with the student or available at the school.

## Attendance Standards and Procedures

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.

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.

For more information, please refer to the Code of Student Conduct online at [www.pps.k12.pa.us/studentcode](http://www.pps.k12.pa.us/studentcode).

## Early Dismissal

A request for an early dismissal must be made in writing. This note must be presented to the homeroom teacher and the main office. If there is a need for an emergency early dismissal, you must come to the school office and ask for the child. No students will be called to the office before the parent/guardian arrives. Walk-in requests for an early dismissal should be made before 2:15 p.m.

## Phone Calls

Please discuss your child's after school schedule with your child before they leave for school every morning. We understand that there are emergencies that arise occasionally and you may need to call the school with a change to your child's after-school schedule, we will forward these messages. Be aware that phone calls of this nature made on a consistent basis will not be considered emergencies.

## 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.

Pittsburgh Morrow is a school with a uniform policy that requires the student to wear a certain mode of

dress during school time or at any school-sponsored event whether on or off school premises, unless the principal has given permission to do otherwise.

All students are to wear solid navy blue bottoms or khaki (dress pants, walking shorts, skorts, skirts or jumpers). All students are to wear solid white, solid light blue, or solid navy blue tops (collared shirts/blouses, turtlenecks, cardigan sweaters, pullover sweaters or vests). Official Pittsburgh Morrow T-Shirts, DARE shirts and SECTEM shirts are also permissible. Socks/tights must be worn at all times. Pants/ slacks must be worn at the waist. Shoes may be dress or athletic; it is recommended that they have a rubber sole.

For reasons of safety and or to maintain an orderly school environment the following apparel is excluded:

- No thongs, flip-flops, open-toed sandals, open back shoes, high heels, platforms or other footwear that increases the risk of toe, foot or ankle injury.
- No 'short' shorts or 'biker' type shorts made of spandex/lycra. Belts and suspenders must remain on and fastened at all times.
- No hoodies are permitted.
- No dangerous or disruptive clothing or jewelry is permitted.
- No jeans or athletic wear.
- No designs, logos, writing, etc., is permitted.
- Purses

Please note that the school can not be responsible for lost, damaged, or stolen items of clothing, please send your child to school in items of reasonable cost. If a child reports to school without a uniform, a uniform will be provided for them for the day.

## 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.

Please refer to a copy of the School District of Pittsburgh Code of Student Conduct: Policies Governing Student Discipline, Student Rights and Responsibilities.

### **School Rules**

- My body belongs to me. I will not touch others in any way.
- I will allow others to learn. I will not do anything which stops others from learning.
- I will help keep my school clean and orderly by walking quietly and respecting others.
- I am responsible for my own work and materials. I will not blame others for my actions.

### **Breakfast and Lunch Rules**

Students are to remain in at their assigned table and in their assigned seat at all times, except for when cleaning up their eating area. 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.

### **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 Morrow's school policy is that no locks are allowed 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. Electronic games, ipods, mp3 players, etc.

### **Snowballs**

For safety reasons, no student should pick up snow and throw it at any other person, vehicles, or buildings. Students should not push anyone into the snow or put snow on any other 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 some other emergency situation.

## Medicine Administration

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.

## 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 Morrow's students when leaving the building.

## Homework Policy

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 Grade 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.

## 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 a school or attending a school-sponsored event.

Anyone entering Pittsburgh Morrow School must use the Massachusetts Avenue entrance at the rear 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 Morrow 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 parking lot at the rear of the building during arrival (7:45 - 8:30 a.m.) or dismissal (2:00–3 p.m.). All students who walk are dismissed from the front of the building and all students who are transported are dismissed from the back 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.

### **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.

## **PARENTAL INVOLVEMENT**

### **Parent School Community Council**

Pittsburgh Morrow 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 Morrow School. Parents interested in additional information should contact the school principal.

### **Parent Teacher Organization**

The Pittsburgh Morrow 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 Morrow 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 our 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 is \$10 and will be paid for by the school. All volunteers must sign in when entering the building.

## **Contacting Pittsburgh Morrow Staff Members**

The staff at Pittsburgh Morrow is always available to assist our parents with questions, or any matter that concerns our student's 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.

### **PBIS (Positive Behavior and Intervention Support)**

Positive Behavior and Intervention support (PBIS) is a proactive system that we utilize here at Pittsburgh Morrow. It is an approach to preventing and responding to classroom and school discipline problems.

Our emphasis is directed towards developing and maintaining safe learning environments where teachers can teach and students can learn. PBIS supports student achievement by improving attendance, lessening the need for disciplinary actions and encouraging the students to strive for excellence.

PBIS helps develop behavior expectations needed for students to become Promise Ready. These expectations take explicit forms, including the EXCEL Pledges that every student adheres to.

PBIS also uses reward and incentive programs, such as Morrow Bucks. The students earn their Morrow Bucks through positive behavior and the money can be applied in a variety of opportunities, such as the school store, field trips and other school events.

Because the link between families and support programs are meaningful and vital, Pittsburgh Morrow invites and encourages family members to participate in the assessment and problem solving process, to create individualized positive behavior support plans for their children.



