

# Pittsburgh Roosevelt PreK-5

**Primary Campus** | 200 The Boulevard | Pittsburgh, PA 15210 | Phone: 412.885.7788 | Fax: 412.885.7789

**Intermediate Campus** | 17 W. Cherryhill Street | Pittsburgh, PA 15210 | Phone: 412.885.7780 | Fax: 412.885.7784

Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

**Mr. Vincent J. Lewandowski Jr., Principal**

### Our Instructional Focus is:

Before, during, and after reading. I can think, talk, and write about it.

### MISSION AND VISION

Pittsburgh Roosevelt PreK-5 will be one of America's premier schools, student-focused, well-managed, and innovative. We will 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.

- 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

### Key Building Rules

- Be prepared and ready to learn.
- Follow the directions of the person in charge.
- Keep hands, feet, objects, and unkind words to yourself.
- Use all school materials correctly.
- Act in a safe manner.

## 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.

### Primary Site and Intermediate Site

Student should not arrive before 7:35 a.m. There is no supervision for students who arrive before this time. Students participating in the supervised breakfast program should arrive at 7:35 a.m. These students must use the side entrance near the cafeteria.

Weather permitting students should line up on the school playground at their designated spot.

All parents are requested to remain outside the fence. Schools are drug-free zones; therefore, parents are requested to refrain from smoking on school grounds. We appreciate your help in making this learning environment safe. To further contribute to the improved safety of our students during arrival and dismissal, please refrain from bringing pets or bikes to school. No dogs!

At dismissal (2:41 p.m.) students will be escorted by their homeroom teachers to the playgrounds areas.

### Attendance and Grades

In August 2006, the Pennsylvania Department of Education (PDE) issued new mandates for compulsory education of children. The highlights are as follows:

- Parents can continue to write absence notes for the first 10 absences. All absence notes must be submitted within three days of return. Students who are absent more than 10 days, except for suspensions, will need official verification of illness, bereavement or court appointment (Doctor's note, obituary notice, court subpoena, etc.)
- If absence notes are not received for either case within three days, these absences are categorized as permanently unlawful. This means that you must submit an excuse within three days or the absence will remain unexcused forever.

- Parents will receive a Notice of Unlawful Absence for each case of unexcused absence: 1) one day absent without parent note and/or absence beyond 10 days without official verification; 2) second occurrence of unexcused absence and 3) third occurrence of unexcused absence at which time the parent will be asked to appear at the school for a Truancy Elimination Conference and to develop a Truancy Elimination Plan.
- In the event of another truancy occurrence, the parent will be cited and will be required to appear before the Magisterial District Justice.

These procedures are generated by a universal computer program and will be strongly adhered to. What you, as a parent, can do is:

- Ensure that a written excuse for an absence is submitted within three days, regardless of whether or not you have already telephoned the school. If you have questions about whether or not your son/daughter gave the excuse to the teacher, please call that teacher to verify receipt of the note.
- If seen by a doctor, or if there is a death in the family or legal appointment, obtain verification and submit documentation. Do not wait for accumulation of 10 days.
- Remember that student performance in school is directly related to student attendance. Students with six or more absences in a grading period will receive a failing mark (EA) for that grading period. In the cases where the students produce an excused absence note, make up work will be given to the student. When the work is completed the grade that the student would have received will be given at the February or June semester break.

Please be sure that you understand these new policies and are able to follow them. If you have questions or concerns, contact your child's teacher or the School Social Worker Mary Wartella at 412.885.7780.

### **Student Absence**

Upon return to school after an absence, students must provide a written note of explanation. The note should be addressed to the student's homeroom teacher. It should contain the current date, the date of absence, and the specific reason for the absence. The note must be signed by the student's parent or guardian.

### **Early Dismissal**

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. Excused absence for medical/ dental appointments should only cover the time of the appointment and travel time. Depending on the time of

the appointment, students are expected to come to or return to school before and/or after the appointment. When possible, medical and dental appointments should be made outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person must report to the office and sign the child out. Teaching takes place until 2:32 daily. Please limit early dismissal requests.

Pittsburgh Roosevelt PreK-5 Elementary encourages all parents to allow their child to remain in school for the entire school day and to come to school on time. It is disheartening to the teachers and the administrators when parents consistently ask for an early dismissal, 5 to 15 minutes before the end of the school day, or allow students to come to school late 5 to 15 minutes daily. Even five minutes daily adds up to a great deal of lost instructional time over a period of weeks or months. Furthermore, the education of all students is disrupted when one child is late or is called from the classroom for an early dismissal.

### **Tardy**

Students are considered tardy if they enter the building after the bell rings at 8:15 a.m. At that point, all students, including those in kindergarten are to report to the office and receive an admission slip to give to the teacher. Students will be asked a reason for being tardy. The district policy for attendance adopted June 27, 2001 states "tardiness that results in a student missing a class or subject period will be considered an illegal absence when calculating grades." More than three tardy days a grading period will result in the student receiving an N for homeroom. Therefore the student will be ineligible for the Citizenship Reward. Three or more tardies will result in your child not being able to participate in the monthly behavior incentive festivities.

### **School-Wide Behavior Model**

We believe that the learning environment should be fun and exciting for students. In order to accomplish a positive learning atmosphere, students should be on their best behavior at all times.

In each classroom there is a pocket chart with the students' names on each pocket. In each pocket there are four cards: blue, green, yellow and red. Blue represents a perfect day, green represents one infraction and the child is given a warning to correct the negative behavior. Yellow represents additional infractions and depending on the severity of the child's action, will result in a phone call home. Finally, red represents an office referral. If the child's behavior has not changed, the principal will make the decision on the consequence for the infraction

in relation to the Code of Student Conduct. Each day the teacher records the color the child had earned on individual charts. Each month a reminder of how many blue days the child needs in order to participate in the behavior incentive is sent home.

A weekly report containing the child's behavior is sent home on Fridays to be signed and returned. A copy of a primary and intermediate report is also included.

## **Buses**

Pittsburgh Roosevelt PreK-5 serves families from several different neighborhoods. We have approximately 6-8 school buses and vans to transport our students.

Keeping our students safe is our primary concern. It is imperative that students behave appropriately and safely in and around buses at all times. Students must remain seated and talk softly on the bus at all times. Windows may be opened only at the direction of the driver. Video cameras are randomly installed on school buses to ensure the safety for all. Students will be disciplined and may be removed from the bus for inappropriate and unsafe behavior. Parents are responsible to transport their child to and from school if the student is not permitted to ride the bus.

Please review these rules with your child and discuss each item. If your child happens to violate any rule, a discipline referral will be issued to the principal's office by the bus or van driver.

1st Offense – Verbal warning, possible recess detention and referral sent home

2nd Offense – Phone call, possible recess detention and referral sent home

3rd Offense – Suspension from transportation

Fighting on the bus or van will result in a three-day suspension from school. Transportation is a privilege and each child should respect the rules in order to maintain this privilege.

Our district contracts with numerous bus companies. Please keep the bus information sent to you each fall. You may contact the bus company directly regarding many of your concerns. You may also contact the Transportation Office.

PM drop-off forms are available in the school office for those students who attend day care or afterschool programs when school is dismissed. It takes approximately one week to process and you will be notified when the change will take place.

Students may not ride buses for which they are not assigned and parents are not permitted to ride the school bus. All changes in transportation for our students must be in writing.

## **Parking Restrictions**

The city has posted No Parking signs at various locations for each building. These areas are marked with a yellow line to allow bus arrivals and departures. There are identified handicapped parking spaces on and around the school property. Do not block or park in the driveway entrances on Cherryhill Street or The Boulevard. Follow all posted signs and rules as well as the directions of staff members and the safety patrol. Please observe all posted speed limits.

## **Visitors**

The safety and security of the children at Pittsburgh Roosevelt PreK-5 is a top priority. The Electronic Security System was installed to assist in that security. Your cooperation is required for all safety measures to be effective.

- All school doors will be secured each morning, no later than 8:20 a.m. and will remain secured until all students are dismissed.
- During these hours one must enter and leave the school by the main entrance (by the school office.)
- To enter the school, press the button to the side of entrance door. This is connected to the office. You will be asked to identify yourself by responding into a speaker in the unit.
- Upon entering the building you must report to the office.
- Visitors are required to sign in and receive a Visitor's Pass. Upon leaving return the pass to the office and sign out.
- Volunteers must sign in and out and wear their badges.
- Security measures are in effect at all times. No one is to be anywhere in the building without authorization from the office. Unauthorized persons will be referred to School Security.
- Remember that schools must balance teaching with being hospitable to visitors, but teaching the students currently enrolled in school is the first priority.

## **Field Trips**

Permission forms for field trips for the present school year are signed and kept on file at the school. The teachers planning the trip will contact the number of volunteers required to serve as chaperones. All chaperones must have a clearance issued after a Criminal History check. All parents will be notified prior to each trip about the arrangements made, and times for arrival and departure.

## **School Dress Code**

On June 26, 1991, the Board passed a resolution that enacted the following exclusionary dress code that would apply to every student in every Pittsburgh Public School:

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. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

In addition to the above-quoted exclusionary policy, each school had the option to exclude additional apparel and/or to enforce a prescribed dress code or a uniform dress code.

- All shorts, dresses, skirts must be at least finger tip length when student stands with arms extended by the side.
- No bare midriff tops, net shirts, or revealing tank tops will be worn.
- All footwear must be securely strapped on the foot at the back. Flip-flops or sandals are not permitted.
- Makeup and the use of aerosol containers during school time is prohibited.
- No excessively form-fitting outerwear (example: spandex) will be worn.
- No clothing or accessories worn in an unsafe manner (example: excessively long jewelry, unfastened suspenders, buttons or straps) will be permitted.
- No jackets or hats will be worn in the school. Jackets and hats must be stored in lockers.
- All outer garments must conceal all undergarments.

## **Nurse and Dental Hygienist**

A nurse practitioner is assigned to Pittsburgh Roosevelt PreK-5 two days each week. A nurse is available through Health Services for emergencies on other days. The school nurse performs various mandated services such as physical exams and vision/hearing screenings. The nurse is certified to identify contagious school diseases and makes referrals for parental follow-up. The school nurse works closely with school personnel in cases of suspected neglect or abuse. The dental hygienist evaluates the dental health of students. The hygienist also teaches dental health lessons to the students and advises parents on low cost or free

dental treatment. The hygienist visits Pittsburgh Roosevelt PreK-5 for approximately two weeks each school year.

## **Medication Procedure**

Procedures have been adopted by the Pittsburgh Public Schools for the administration of prescription medicine during school hours.

## **Electronics**

Cell phones/electronic devices must be in off position throughout the school day. Cell phones are not permitted to be visible. Students found to be in violation of this rule will be subject to disciplinary action and confiscation of the device..

## **Breakfast Program**

Breakfast is served at Pittsburgh Roosevelt PreK-5 between 7:35 -8:00 a.m. daily. Students are to enter the school through the cafeteria door. This service is intended for breakfast only, and is not a child-care program. Parents are not permitted in the cafeteria at this time.

## **Lunch Program**

Children at Pittsburgh Roosevelt PreK-5 may bring lunch every day. All students are eligible to receive a free lunch. The District publishes a lunch menu which is distributed to students and appears on the District's website

## **Cafeteria Rules**

- Stay in your assigned seat.
- Students must follow adult directions at all times.
- All food must be eaten inside the cafeteria.
- Chewing gum is prohibited.
- No carbonated beverages, cans, or glass containers are permitted. There is danger of broken glass and the carbonated beverages splash when opened. This creates an unsanitary condition.
- Students must speak in quiet tones.
- Students must raise their hands for permission before leaving their seats.
- Use good table manners.
- Throw trash away when called to line up.
- Play equipment is provided by the school for lunch recess activities. No personal items should be brought to school for this purpose. This includes toys.
- Soda pop and chips are strongly discouraged in school lunches.
- Pittsburgh Roosevelt is a Peanut-Free School.

## Inclement Weather

In the event of inclement weather, parents are asked to watch KDKA, WTAE or WPXI television. Please do not call the school for information on delays or closings. Please be sure that your child knows what to do or where to go in the event that school needs to be dismissed early due to weather or emergency situations. It is imperative that we have current emergency information on file in our office for your child. If there is a two-hour delay, all schools and buses will operate exactly two hours later than usual. For example, if there is a two hour delay and your child normally goes to the bus stop at 7:30 a.m. they will automatically go to their stop at 9:30 a.m. Classes for the Gifted Center and all field trips are cancelled on days there is a delay.

## Emergency Plan

In the event of an emergency situation we would have to evacuate either of the two school buildings the designated 'safe place' is the Evangelical Lutheran Church located at 1628 Brownsville Road. The phone number is 412.881.4404. Teachers and staff are prepared to execute a safe and orderly system if this type of situation occurs. Please keep this information handy at all times.

## Calendars

A monthly calendar is issued to each student detailing special school events, club meetings, spirit events, field trips, after-school programs, lunch menus, and other items of interest to Pittsburgh Roosevelt PreK-5 students and their families. Please refer to it while making your family's schedule.

## Homework

Parents can encourage their children by showing interest and displaying helpful attitudes toward homework. As a parent you should:

- Help your child set a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.
- Provide a place to work and study that is quiet, properly lighted and equipped with necessary basic materials.
- Become interested in your child's homework by encouraging him/her to do his/her best work and complete the assignments.
- Encourage your child to complete assignments independently.
- Contact the teacher if your child has trouble with a homework assignment and cannot complete it.

The student should:

- Be familiar with and understand the homework policy of the school.
- Develop good work and study habits.
- Carry out homework assignments to the best of his/her ability with a minimum of help.
- Take the responsibility for obtaining and completing missed assignments when he/she returns to school after an absence.

## Homework by Grade

Kindergarten: Assignments will be on an ongoing basis according to classroom activities and student needs.

Grades 1 and 2: Each student will be assigned homework four nights per week for no more than a total of 30 minutes on each of the four nights. Independent reading assignments are made in accordance to district curriculum.

Communications	4 nights	20 minutes
Mathematics	4 nights	10 minutes

Grade 3: Each student will be assigned homework four nights per week for no more than a total of 50 minutes on each of the four nights. Independent reading assignments are made in accordance to district curriculum.

Communications	4 nights	30 minutes
Mathematics	4 nights	30 minutes

Grades 4 and 5: Each student will be assigned homework four nights per week for no more than a total of sixty minutes on each of the four nights. Independent reading assignments are made in accordance to district curriculum.

Communications	4 nights	30 minutes
Mathematics	4 nights	20 minutes

## All Grades

- Homework will be monitored by the teacher and a record kept of completed assignments. If a student does not complete 80 percent of the homework assignments for a given subject during a report period, the report card grade will be lowered.
- Refer to the monthly science calendars for grade level assignments.

## **School Awards**

In addition to the acknowledgements students may receive in their classes, they also receive awards after each report period during the awards assemblies. Students are acknowledged for academic performance, citizenship and perfect attendance. In order to receive a perfect attendance certificate, students must have attended school every day during the report period. Tardies and early dismissals disqualify students from perfect attendance.

## **Staff Development**

- On-site training; District-wide training
- Grade level, Primary, and Intermediate team meetings
- Discipline Meetings
- Instructional Cabinet
- Leadership Team

Each group has a different purpose and meets to fulfill its goals. For further information contact the building principal.

## **SCHOOL PROGRAMS**

### **Instrumental Music**

Instrumental music is available to 4th and 5th graders who have shown classroom responsibility and who also maintain good grades. These requirements are a must because instrumental music is a pull-out program. A student will miss a period of his or her regularly scheduled classes to attend an instrumental class. Children will not miss the same academic or related arts period every week because the instrumental music schedule is rotated, which means children will be pulled from their regularly scheduled classes for instrumental music at a different period every week.

### **Citizenship**

The citizenship grade is based on a child consistently following and obeying school and classroom rules. Please contact your child's teacher if you have any questions regarding citizenship grades. Incentive awards will be provided monthly. Any child that is suspended from school will automatically receive an N for that grading period.

### **Intramural Sports**

Fourth and fifth-grade students may take part in an after-school athletic program throughout the school year. In order to participate in intramurals, a student shall not earn more than one "N" in citizenship, per report card. If more than one "N" is received, the

student is eliminated from participation until the next report card distribution. The schedule is to be determined.

## **Title I**

Title I is a federally-funded program designed to academically intervene with children struggling in the reading or math curriculum. Pittsburgh Roosevelt PreK-5 follows an early-intervention model, concentrating support services in grades K-5. Students who qualify work individually or in small groups with an education assistant on specific goals.

### **Rtl - What is Response to Intervention (Rtl)?**

Rtl provides high quality instruction and interventions matched to all students' needs within the general education and curriculum. Progress monitoring frequently occurs and is analyzed to make important educational decisions. Rtl creates a well-integrated system of instruction/intervention guided by student outcome data. Rtl Tier Time occurs each day from 8:14 a.m. - 8:46 a.m.

### **Learning Support**

Students in need of learning support services and meet the state eligibility criteria can receive them at Pittsburgh Roosevelt PreK-5. Individually designed programs are implemented based upon each student's specific individual education plan. Support services are assigned after interventions, academic evidence, testing, and team recommendations have occurred.

### **Speech and Language Services**

Speech and language services are available to students who qualify following an individual screening. Therapy sessions are provided individually or in small groups, and/or in the classroom.

### **Family Links**

Counseling and support services are provided to Pittsburgh Roosevelt PreK-5 students by the Family Links Agency. Support groups are conducted on topics such as grief, anger management, and changing family structures. Students take part only with parental permission.

### **Energy Patrol - SECTEM**

Students help our school's energy conservation effort by serving on the Energy Patrol. Teams of students monitor our school's classrooms and offices making sure that our electrical resources are not being wasted.

## **PARENTAL INVOLVEMENT**

- Parent School Community Council (PSCC)
- School Volunteers
- Excellence for All Committee
- Head Start Policy Council
- Parent Teacher Organization (PTO)

For information about any of the above volunteer opportunities, contact the building principal.

### **Parental Classroom Visitations**

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 or other persons on school premises must identify themselves when requested by school personnel. This includes school-sponsored activities and events. If the person does not properly identify himself/herself, or his/her purpose, the "person is trespassing, and the appropriate legal action will be taken." Any person whose actions 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.

A copy of the visitation policy may be requested from the school office. A parent or guardian will be provided a copy of the policy, and guidelines for visitors, upon making a specific teacher visit request. The policy of adults not being permitted in either of the buildings at arrival or dismissal time will continue. This policy is in place for security reasons.

### **Volunteering**

If you're thinking of volunteering, these are the steps you need to follow.

- Obtain and complete a volunteer application from the office. Be sure to sign the permission for the Criminal History check. All volunteers are required to have a clearance for criminal history.
- The person responsible for organizing the School Volunteer program should contact you to confirm your placement after your application has been approved.
- Orientation is required for new volunteers before they can begin volunteering. Please schedule this with the principal or the Volunteer Coordinator.
- Come regularly at your scheduled time and sign in at the office.

- Call the school office at 412.885.7780 (Intermediate) or 412.885.7788 (Primary) in the morning if there is an emergency and you are not able to volunteer. Ask the office staff to give a message to the teacher who is expecting you.

### **Staff Contacts**

Parents/School communication is important. The best way to reach a staff member is to send a note addressed to the individual. Staff members may also be reached by phone messages through the school office 412-885-7780 (Intermediate) or 412.885.7788 (Primary), or by email at PittsburghRooseveltPreK-5@pghboe.net. The staff person will respond at his or her earliest opportunity.

Please keep us updated on all contact information changes.

