

Pittsburgh Weil PreK-5

An Accelerated Learning Academy

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www.pps.k12.pa.us | Parent Hotline: 412.622.7920

Welcome!

SCHOOL PLEDGE

This day has been given to me fresh and clear.

I can either use it or throw it away.

I promise myself that I shall use this day to its fullest, realizing it can never come back again.

I realize this is my life to use or throw away.

I am the only person who has the power to decide what I will be.

I make myself what I am.

SCHOOL THEME

Work Hard.

Be Nice.

Work Together.

STUDENT CENTERED EDUCATION PLEDGE

I pledge myself to learning by building my mind, my character and my body to be a powerful person, so that I can teach and share my knowledge to make a better world that restores, retains and reflects the best of humanity. I owe my skills and values to my ancestors, parents, community, self and the children unborn.

THE PITTSBURGH PLEDGE

We know that education is the key to our future. All of us – students, teachers, administrators, families, community, board members and other civic leaders – will take an active role in helping all students.

We pledge to:

Have high expectations

Work hard

Achieve academic excellence

Keep our schools safe

Set a positive example

Be respectful and considerate of one another

Listen and be open to new ideas

Together, we will hold ourselves accountable for achieving *Excellence for All*.

America's Choice School Model

Pittsburgh Weil PreK-5 is an America's Choice school. We carefully monitor each student's performance to guide our instructional decisions that will assist each student in meeting or exceeding grade level standards. Specific rituals and routines are followed throughout the school day. Some of those rituals and routines are highlighted in this handbook. For more information on the America's Choice school design, go to www.americaschoice.org.

Bell Schedule

Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Arrival/Dismissal

Students must arrive at school no later than 8:00 a.m. Students arriving after 8:15 a.m. must report to the office for a tardy slip before reporting to homeroom.

Those students eating breakfast at school should report to the cafeteria between 7:30 and 8:00 a.m. We do not want them to be late for classes. Students who do not eat breakfast at the school should arrive between 7:30 and 8:00 a.m. No student may enter the building before 7:30 a.m.

Please make sure before your child leaves home in the morning that he/she knows where to go upon dismissal at the end of the school day. Please do not call the school to ask the office staff to let your child know where to go after school unless it is a dire emergency. It can get very busy in the main office at the end of the school day.

Attendance in Class

Students are expected to arrive to all classes on time and go to their assigned seat immediately. Teachers are accountable for every student assigned to them each period.

Absences/Tardies

The board of education has strict rules regarding absenteeism and tardiness. Please refer to the Code of Student Conduct included in this packet. Please refer specifically to the attendance and grades section. This section must be enforced completely.

Children are required to bring an absent note, with the reason for absence, the day they return to school. Any absence without a note is considered an unexcused absence. If your child has been to the doctor, then a note from the doctor for this absence is considered best for legal purposes.

Tardies

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives after 8:10 a.m. is considered tardy. All late students must report to the main office to be signed in. Consistent tardiness will result in the elimination of privileges such as field trips and special assemblies. Consistent tardiness can also result in a failing report card grade for the subjects that are consistently missed. This is a board of education policy. On a bus suspension day, a note must accompany the child on his or her return to school.

No student will be permitted to enter the building after 9:30 a.m. unless accompanied by a parent or guardian. Exceptions will be made for students with a note from a physician or another legal agency (not from home) covering an appointment.

Early Dismissals

The following procedure must be followed:

- Students must submit a written note from the parent or guardian to the MAIN OFFICE BY 8:30 A.M.
- The note should include: the student's name, the reason for the request, time of the dismissal, the parent's signature and telephone number at which the parent may be reached in order to verify all the information.
- Accepted reasons for early dismissals include: Medical appointment, job interviews, college interviews, mandated court appearances, funerals, illness and other specific reasons pre-approved by the administration.
- If the note is verified the student may pick up a dismissal slip in the main office.
- **If the parent cannot be contacted then no dismissal will be given.**
- In the event of an emergency, an approved administration dismissal is required.

- Students will not be called to the main office until the parent comes to the school for the early dismissal.

All students must be picked up at school.

Early dismissals will not be granted after 2:30 p.m.

No early dismissals will be given over the telephone. Parent/guardians must make sure the child has a note before leaving home.

Transportation

Students using school transportation must ride their assigned vehicle and be picked up and dropped off at their assigned stop. There can be no exceptions. The Board of Education policy states that "the privilege of being transported shall be withdrawn in respect to any pupil who is unmanageable, or who, by his/her conducts, endangers the property or safety of others." If a violation occurs, a student may receive a suspension from transportation privileges. The ultimate penalty will be a complete loss of transportation privileges. If your child is suspended from the bus, it is your responsibility to get your child to school. A bus suspension is not an excused absence if your child does not attend school.

School Dress Code

Students should be in uniform daily. Shirt tails should be tucked inside pants, skirts and bottoms at all times during the school day. The only exception to this rule would be for certain types of field trips. The wearing of uniforms will be tied into many activities and privileges during the school year. Jeans, belly shirts, and low riders are not part of the prescribed dress code. Student pants and bottoms must be worn at the waist of the student.

Loitering

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary 'hanging around' before or after school. Non-students are not permitted on campus at any time unless they have been registered as a guest in the office.

Visitations

All visitors must report to the main office when they enter the building. There can be no exceptions. Classroom visitations should be scheduled in advance.

PARENTAL INVOLVEMENT

We want to increase the meaningful involvement in the daily life of the children at Pittsburgh Vann K-8. Adult volunteers working with students must obtain both Act 34 (Criminal History Background Check) and Act 151 (Child Abuse History Background

Check). The cost is \$20. Approved forms are kept on file in the school office and with the Office of Communications and Marketing at the Board of Education. Applications are available online at www.epatch.state.pa.us.

PSCC/Title 1/PTO

Our Parent School Community Council also acts as our Title I Advisory Council and Parent-Teacher Organization. It is an open forum to discuss and receive school, Title I reports, and PTO updates. All stakeholders for this are welcome to attend as we endeavor to build positive relationships among all of the entities that service our school. Notification of all meetings is in the monthly calendar given to students to bring home each month.

Conferences

Parent conferences may be requested at any time by parents and teachers due to academic or behavioral concerns or for positive purposes. Parents can request conferences by contacting their child's teacher. Please call to make an appointment. In addition, all parents are expected to participate in designated conference days during the school year.

Home School Communication

Effective communication between home and school is essential. To assist in this effort, each student will receive a Home School Folder. This folder will be carried home daily and will contain homework, special assignments, graded papers, and messages from your child's teacher. We will also send home school notices, calendars, announcements, and permissions forms in the Home School Folder. Please check this Folder on a daily basis and assist your child in learning responsibility and developing organizational skills.

Class Parents

Our goal is to have one or two parents for every class (or grade level) to assist the school with communication, special events, student recognition, and other activities that support student learning. Class parents will also serve as an important liaison in creating strong relationships between home and school.

Home/School Compact

As a federally funded Title I school, Pittsburgh Weil PreK-5 strives to provide your child with the best education possible. This effort requires a significant commitment from students, parents, and staff. To that end, Home/School Compacts are reviewed and signed at the beginning of each school year.

Parent Engagement Specialist

Pittsburgh Weil PreK-5 is staffed with a full-time Parent Engagement Specialist, Ebony Latham. Ms. Latham facilitates meetings and events which provide valuable opportunities for parents to make positive contributions to their child's education and the wider school community. While Principals and Teachers will be accessible to address your concerns, you are encouraged to communicate with our Parent Engagement Specialist as well.

Homework

Homework is an essential part of the educational process. It is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning, and can provide opportunities for independent study, research and creative thinking. Students are expected to complete all assignments promptly and to the best of their abilities. Parents are encouraged to supervise the completion of homework. The board of education policy states that if a student does not complete 80 percent of his/her homework in any subject, his/her grade will be lowered by one grade.

Make-up Work

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon that student's return to school. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. At least 24 hours notice is necessary to gather work for the absent student.

25 Book Program

It is our goal that every child is reading at or above grade level. Every child at Pittsburgh Weil PreK-5 is expected to read no less than 25 books, which are age and grade level appropriate, during the school year. Students are required to maintain a log of their reading, and they must complete an assignment after they have finished reading each book. Since class instructional time is not devoted to this activity, parents will need to support and monitor their child's daily reading and participation in this program.

Developmental Advisor

A developmental advisor will be at our school to assist students with questions, conflict mediation, social problems, and crisis situations. Parents and students are encouraged to make use of these services by arranging for an appointment through the Main Office.

Books and Supplies

Students are responsible for all books and supplies assigned to them, including library books, musical instruments, etc. If books or supplies are damaged or lost, the students will be charged accordingly.

Extra-curricular Programs

Pittsburgh Vann K-5 offers choral and instrumental music programs along with intramural athletics. The school has a partnership with the Pittsburgh Public Theater where students learn the craft of acting and partner with a school outside of Pittsburgh which culminates with a student performance at the O'Reilly Theater.

Field Trips

It is often beneficial for students to be exposed to environments outside of the school. Field trips provide cultural and educational enrichment for students in a supervised off-campus setting. While these trips are educational, they involve risks that are different from the normal school day. Teachers, with the approval of the principal or assistant principal, may exclude any student if that student's behavior has been unacceptable on prior occasions. Students may be excluded for not following the Pittsburgh Vann K-5 prescribed dress code.

Cafeteria

Breakfasts and lunches are served daily in the cafeteria. Forms will be sent home for parents to complete regarding eligibility for a free or reduced meal.

Food and Drink

Students may not bring food or drink into the school unless they bring their own lunch from home. Food and drinks are not to be carried throughout the school. They are restricted to the cafeteria. Unhealthy foods, such as chips, cans and bottles of soda and other drinks, are not permitted in the school. Gum may not be chewed during school hours.

Telephone

The office telephones are for school business only and are not to be used by students. Students are not allowed to use the telephone to make personal arrangements. Please do not ask us to get a student out of class. We are sorry, but we cannot call students to the office to receive personal phone calls. In urgent situations, a message will be relayed to the student before they are dismissed.

Illness and Injuries

In case of illness or injury, our part time school nurse or a member of the school staff will care for

a student temporarily. An emergency telephone number where parents can be reached, and a telephone number of the student's family doctor must be on file at the school. Whenever you have a change of address or change in telephone number please inform the school immediately.

Medications

If a student must bring medication to school, the following requirements must be met. Prescriptions, inhalers, over-the-counter medications (such as aspirin or cough drops):

- Must be clearly identified as to the name and type of medication
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date
- Must contain a note dated and signed by the parent and doctor giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary
- Must be left in the main office with the secretary
- Medication must be cleared through the nurse and will be distributed on an as-needed basis by office staff
- Any exceptions need to be made by the school nurse

CODE OF CONDUCT

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent/guardian, use classroom disciplinary procedures, or refer the situation directly to the principal or assistant principal. Please note: Out-of-school discipline ranges from 1-3 days and is at the discretion of the Principal.

For more information, please refer to the *Code of Student Conduct*.