

Pittsburgh Fulton PreK-5



Home of the French Magnet

Parent/Guardian and Student Handbook

2023-2024

Morning Arrivals

Students who eat breakfast may arrive at 8:55 a.m. There is no adult supervision before this time, so please do not drop students off prior to 8:55 a.m. The students in kindergarten remain in the cafeteria until their homeroom teacher arrives to take them to class. All other students eat breakfast and then go to their designated morning line up areas, until the bell rings for class. Students who do not eat breakfast should arrive to school between 8:55 a.m. and 9:10 a.m.

Students who arrive at school by bus or van should enter the building through the cafeteria doors. If they are eating breakfast, they should follow the breakfast procedures which are explained to the students upon arrival. Students who are not eating breakfast move to their designated areas until their class is picked up by their homeroom teacher.

Rainy and Extremely Cold Weather

If it is raining outside, students may be permitted to wait inside the school building until breakfast begins. During the winter months, students will remain outside until 8:55 a.m. except during bitter cold/snowy days. Therefore, you are encouraged to send your children to school as close to the 8:55 a.m. starting time as possible on inclement weather days.

After-School Procedures

The afternoon homeroom bell will ring at 3:44 p.m. At that time, students are to return to their homerooms and prepare for dismissal. At approximately 3:51 p.m., bus/van students will begin to be dismissed. Students who ride a bus/van will quietly walk and exit at the appropriate doors. All staff participates in the dismissal procedures. After the bus students have been dismissed, the walking students will prepare to leave their classrooms with a teacher escort. Teachers are to make sure the students are met by an adult. If your child is not picked up by 4 p.m., he/she will be escorted back to main office. If you arrive after 4 p.m. your child will be in the main office. At all times, please sign the late pick-up book in the main office.

Parent/Guardian Roles During Arrival and Dismissal Times

We ask that parents/guardians remain outside in the morning and afternoon. At dismissal time, parent/guardians should stand clear of the doors and steps to make room for students to get by on the sidewalk; otherwise, it is difficult for the students to exit. If parents/guardians have made appointments to meet with teachers in the morning, they should report to the main office before going to the teacher's classroom. At dismissal time, parents/guardians should wait until the students have been dismissed before entering the building to meet with teachers if you have an appointment.

In the morning, it is important, that the area in front of the school on Hampton Street remains clear. The buses/vans need to safely drop off students. If children are being dropped off in this area, then please drop them and leave. If you need to enter the school, please **DO NOT** park in the bus lane. Find a parking spot that is not in the bus lane in front of the school. You are welcome to stand with your children on the sidewalk or watch your child until they have entered school. However, it is necessary to park on the other side of the street opposite the bus drop off area.

During afternoon dismissal, parents/guardians are **NOT** to block Hampton or N. St. Clair St. with their cars. Not only will this prevent congestion, it will allow the school buses and vans to leave in a timely manner. **This is a bus lane for school use only!!**

Please see to it that your child is met at the school or walks home with someone. If they must walk home alone, please make sure that they have a safe route. **In addition, if you normally meet your child after school and have asked someone else to do so, you must send a note in and that person must come to the office with photo ID. This is especially important if the child does not know the person.**

Whether students are walking home from Pittsburgh Fulton directly or after they ride a bus, they are reminded to walk only on sidewalks and public property. They should not be walking or touching anything on private property (statues, flowers, etc.)

Attendance Standards

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, student absences necessitate the completion of make-up assignments. The assignments must be completed prior to the close of grades for students to earn credit for the work completed. However, a student should not receive a failing grade for excused absences as long as the student has made up all of the missed assignments. Teachers are not

expected to accommodate students who have illegal absences by providing make-up assignments.

Attendance-Related Procedures

Homeroom teachers are responsible for maintaining accurate school attendance records and contacting parents/guardians after three (3) illegal absences. These absences need not be consecutive. The teacher contact should be by telephone, or talking points, but if this is not possible, the contact should be by email.

Legal notices shall be issued to parents or guardians of students who are illegally absent for any extended period and in every instance no later than the third day of illegal absences in any semester. Prosecution procedures shall be initiated if illegal absences continue after a legal notice has been sent.

If you have further questions, please contact our school social worker, Ms. Yancy at 412-529-4596 or cyancy1@pghschools.org.

Addressing Violations of the Attendance Standards

A parent or guardian shall be notified when a student has one school day of illegal absence; a second occurrence will trigger a letter to the parent/guardian. The third occurrence of truancy will trigger a **legal** notice to be sent by mail to notify the parent/guardian they are subject to court action without further notice if future truant acts occur. They should attend a Truancy Elimination Conference at the school.

The homeroom or classroom teacher will notify the parent or guardian by phone and may follow up with written notification by regular mail or email. The written notification can be in the form of a letter or post card, return receipt requested. The teacher will also notify the principal or designee that notification has been sent. The principal or designee will meet with the parent/guardian to discuss the student's attendance.

Parents/Guardians may write absence notes for first ten (10) absences. All absence notes must be submitted within three days of return to school. Students who are absent more than ten (10) days, except for suspensions, will need official verification of illness, bereavement or court appointment. If absence notes are not received for either case within three days, these absences are categorized as permanently unlawful. After ten (10) total absences, students must have verification in addition to notes. Excessive absences without documentation will generate notices of unlawful absence and/or court citations.

All magnet students must maintain 90 % attendance.

Make Up of 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/guardian or supported by the appropriate medical or legal personnel. Teachers will provide students with make-up classroom assignments. When students complete and return make-up assignments, it will be included along with other student work to determine the student's report period grade. However, classroom participation is an important part of a student's report period grade and will be included in calculating the grade.

If students are participating in school approved activities such as field trips, service learning, assemblies, support groups, counseling, mentoring, tutoring, etc., they should not be marked illegally absent from school or class. In these instances, students must be permitted to make up missed assignments or exams, which will be included in calculating the student's report period grade.

Tardiness and Early Dismissals

Tardiness and early dismissals affect attendance since students who arrive late or leave early are missing some of their classes. Arriving late deprives the tardy student of important instructional time. In addition, tardiness interrupts the instruction of those students who do arrive on time because the teacher must stop instruction to tend to the tardy student. The same holds true for those students who leave early. They are losing out on instruction and hold the class back on the following day because the teacher must help the student with the material he or she has missed.

Bus students who arrive late due to bus issues, i.e. bad weather or traffic, are not held responsible for the tardiness. The lateness is recorded and shown on the report card and attendance reports. If a student missed his/her bus for reasons unrelated to the bus, he/she will be held responsible for the tardy and may receive lunch detention. Students who miss the bus are expected to come to school another way. Otherwise, it is considered an illegal absence.

If an early dismissal is necessary, please write a note indicating the reason and the time the student will need to leave school. After the student shows the note to the homeroom teacher, it will be shared with the office staff so they know of the dismissal when the parent/guardian arrives to pick up the student. The student will not be released from class until the designated person has arrived at the office. Please make sure you sign your child out in the early dismissal book.

Students who are tardy do not have perfect attendance even if they are in attendance every day. In order to be acknowledged for perfect attendance at the awards assemblies or VIP trips, the student must be in school every day, all day.

School Closings

Please listen to the radio or watch TV to learn of school closings. We recommend the local news and the district website because they have the information in the large box on the side of the screen, and KQV (1410 AM) radio. If you do not hear that Pittsburgh Public Schools are closed, please assume they are open. We ask that you do not call the school.

Individual schools are not identified as being closed unless there is a problem specific to that school. When you hear that the Pittsburgh Public Schools are closed, Pittsburgh Fulton PreK-5 is closed. When the schools are closed, school staff does not report. Therefore, no one will be here to provide you with information.

School Delays

Some days, a two-hour delay is enough time for the roads to be salted and for traffic to end. When there is a delay, students are not to report to school until 10:10 a.m. The buses will also run on a delayed schedule. Please make sure you have a plan for your child(ren) when the weather may cause a delay or closing. It is important to determine who will be responsible for them if you have to work prior to the morning of the snow. **There will be NO breakfast provided or after-school activities occurring on two-hour delay days.**

Snow-Related Early Dismissals

Pittsburgh Fulton PreK-5 School does not dismiss early on a day it begins to snow. If there is a severe weather threat, please listen to local news, the radio, or log on to the districts website at www.pghschools.org for information. Normal dismissal procedures will take place that day, unless instructed otherwise by the district. Parents/guardians will be notified if that is the case. We ask that parents/guardians wait until 3:44 p.m. to pick up their students so that there is no disruption to the school day or dismissal.

Always remember, to update the school with any changes to your address or phone numbers.

Emergency-Related School Changes

If there is ever a need to evacuate the school building, students will be taken to St. Andrews Church on Hampton and North Euclid. It is located directly across the street from the school.

Pittsburgh Obama is an alternate site for us as well, however, the church is our main destination. After we are settled there, school staff will make phone calls from either the St. Andrews Church located at 5801 Hampton Street or the Pittsburgh Obama School located at 515 N. Highland Avenue. **It is extremely important we have up to date phone numbers and emergency numbers especially for this purpose.**

If there is a tornado-related emergency, students will remain in the school and follow the procedures practiced during the severe weather drill. If injuries occur, we will contact families and work with UPMC–Children’s Hospital or another emergency room facility within the city of Pittsburgh.

School Safety

To ensure the safety of all students, staff and visitors, Pittsburgh Fulton PreK-5 follows the District’s visitor procedures outlined below and has a comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/emergency. In addition, throughout the year, students participate in various safety drills to ensure students and staff are prepared in the event of an emergency. Safety drills may include fire, ALICE, lockdown, bus, and severe weather.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh Fulton PreK-5 be placed in a modified lockdown, full lockdown, or evacuate to an alternative site. The procedures for these actions are listed below.

Modified Lockdown

A modified lockdown means that normal instructional activities continue as much as possible. However, no outside events, field trips, or outside activities occur unless explicitly cleared by School Police. While in modified lockdown, entry and exit to the school will be restricted and only individuals with a pre-existing appointment are permitted to enter the school facility. A modified lockdown may be called when there is a community issue that is external to the school and not directed at the school.

Full Lockdown

In the event of a lockdown, all exterior doors and windows will be locked, and no one aside from emergency/ administrative crisis team personnel will be permitted to enter or exit the school facility. During full lockdown, students will be kept safe in individual secured classrooms during the event and are not permitted to go outside or attend outside activities or field trips. School Police or school leadership will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when City of

Pittsburgh Police or School Police warn the school of a fugitive in the neighborhood or when a threat has been received by the school.

Evacuation

Evacuations may occur in the case of a threat, fire, or other event making the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. Pittsburgh Fulton PreK-5 evacuation site is St. Andrews Church on Hampton and Euclid or Pittsburgh Obama High School. In the event of an evacuation, attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. The following standard reunification plan will be implemented to ensure all students are safely returned to their families. During a reunification, families are directed to:

- Bring a valid form of Identification (ID)
- Follow signage and parking direction of reunification location.
- Complete the provided reunification form.
- Choose the check-in line that corresponds to your student's grade.
- Provide school personnel at the check-in table with a valid form of photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieves and escorts your student to you.

Only approved adults with valid photo identification will be allowed to pick-up students from the evacuation location.

COMMUNICATION WITH FAMILIES DURING AN EMERGENCY

If Pittsburgh Fulton PreK-5 is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Fulton PreK-5 or the District to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for us to quickly update parents, it is also important that the information we send is accurate. Please be aware that emergency situations are fluid and always changing, and that information received from non-District sources such as the news media and social media may be inaccurate. Depending on the type of emergency, the District may also utilize its website, Facebook, and Twitter accounts to provide timely information to families.

- In addition to a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other information as appropriate such as lunch changes, transportation adjustments, and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh Fulton PreK-5 has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm and do not attempt to come to the school. We understand that the first reaction of many families is to come to the school. However, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may actually hinder the emergency response and could jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If your child calls or texts you during a school emergency, please encourage him or her to remain calm and follow the directions of the teachers and staff. Also encourage your child not to post information to social media sites as it can lead to misinformation and confusion.

The District has strong partnerships with local law enforcement and will work collaboratively with City of Pittsburgh Police to respond quickly to potential threats and ensure student and staff safety at all times. Please contact the main office if you have any questions regarding these procedures.

Visitor Procedures

All visitors to our school are required to follow the District's visitor procedures. Please share these procedures with anyone you have listed as an emergency contact for your child.

- If you are planning to visit a classroom or other area of the school building during the school day, you should call the building office and pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.
- Upon arrival at the school building, all visitors must register in the main office before proceeding to any other part of the building.
- As part of the registration process in the main office, all visitors will be asked to sign the visitor register and provide their driver's license or other state-issued photo-identification.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.

- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the main office, sign out on the Visitor Register and return the visitor badge.

The District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

Keeping Primary/Emergency Contact Information Up-to-Date

Please remember to ensure your primary and emergency contact information is up-to-date at all times. Having working telephone numbers is important for staff at Pittsburgh Fulton PreK-5 to be able to reach you or your designated family or friends in the event of an emergency with your child or at the school. Please share our visitor procedures and school safety information with all of the individuals you designate as an emergency contact. A child's emergency contact is the person who is responsible for picking up your child in the event you or your child's additional guardian is unavailable. As a school, we take the releasing of any child to an unknown adult very seriously. Therefore, it is important to make sure each of your child's emergency contacts know the following when visiting our school.

- **Must show proof of identification.** A child will not be released to an individual that does not show proper identification or if the identification does not match the information in the District's student information system.
- **Must understand the District's visitor procedures.** All visitors must use the main entrance of the school building and sign-in in the main office. No visitors are permitted to visit classrooms or walk hallways or main areas of the school without signing in.
- **Must understand District's Reunification procedures and know child's school reunification location.** Each school has an alternative location for pick-up in the event of a school-based emergency. Any individual wishing to pick-up a child from an alternative location, must be listed as parent/guardian or emergency contact and must show proof of identification.

School Dress Code

- Slacks/pants/walking shorts/culottes/skirts or jumpers: **solid khaki or navy blue**
- Oxford button-down shirts/blouses, short-sleeve or long-sleeve; **solid white, blue, yellow or red**
- Polo shirts: **solid white, blue, yellow or red**
- Fulton T-Shirts: **Red school shirt or Awards shirts**
- Sweaters/pullover sweaters: **solid white, blue or red**
- No flip-flops

FUNDRAISER FRIDAY

- The purpose is to raise money for student activities, field trips and rewards for student achievement throughout the school year.
- Students donate \$1 each Friday if they do NOT wear their uniform.
- All money collected is deposited into the student activity fund.
- Participation in Fundraiser Friday is completely OPTIONAL.
- If you choose not to participate, your child is expected to be in his/her uniform.

PLEASE NOTE:

- At no time are jeans of any color acceptable unless it is part of the Fundraiser Friday event.

Homework

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist him or her throughout the years spent in school.

Homework completion constitutes 10% of your child's grade in graded subject areas.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- You will receive specific information regarding your child's homework from the subject teacher. Don't hesitate to call or email your child's teacher(s) if your child has not been bringing work home or he/she states that there is no homework in a particular subject.
- Look for and request the homework guidelines that are specific to your child's classroom.
- Ask your child if he or she has homework that day. Be aware that homework is assigned every day except Friday or the day before a holiday. If your child indicates he/she does not have homework and it is not a weekend, you should be concerned. By asking your child about homework, you are helping your child to remember there is an assignment to be completed.
- Become interested in your child's homework. Ask your child to show the homework to you and to explain what the work completed was about. Sharing your child's work with him or her reinforces the importance of homework and helps the child to understand you are interested in his or her progress. Looking at your child's homework also keeps

you informed about your child's progress and the way in which he/she is able to complete the work assigned.

- Remember that homework is your child's work, not yours. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make sure the homework assignment is clearly understood by each student.
- Help your child maintain a regular homework time each day. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work and study, where he or she is not disturbed by younger children, pets, TV, radio or any other distractions.

The following are homework guidelines for the kindergarten, primary and intermediate grades:

Kindergarten

- Each student will be assigned homework four nights per week for a maximum of 15 minutes per night.

Primary Grades (1-2)

- Each student will be assigned homework four nights per week for a maximum of 30 minutes per night.

As an example: Reading - 15 minutes; Mathematics - 10 minutes;
Language Arts - 5 minutes

Intermediate Grades (3-5)

- Each student will be assigned homework four nights per week for a maximum of 60 minutes per night.

As an example: Reading - 20 minutes; Mathematics - 15 minutes;
Language Arts - 10 minutes; Social Studies - 15 minutes

Science Homework

- Your teacher will review the requirements for the science homework for each particular grade level.

French Homework

- Grades K-1: No homework is given. Introduction to listening and speaking.
- Grade 2: 1-2 times per six-day rotation
- Grades 3-5: 2-3 times per six-day rotation

Multi-Tiered System of Support (MTSS)

The Instructional Support Team is a group of teachers and specialists who assist classroom teachers to resolve academic and behavioral difficulties experienced by their students. Using precise classroom-based techniques of assessment and intervention, the MTSS identifies effective instructional practices and coordinates needed services. The PA Regulations and Standards for Special Education require that schools use MTSS prior to referring students for evaluation for special education.

Students can be referred to the MTSS team by teachers, administrators, and parents/guardians. If you feel your child's academic progress or behavior is not meeting your expectations, you should meet with the child's teacher and the school social worker to express your concerns. The instructional support process takes 60 days to complete, so it is important to talk to school staff as early in the school year as possible.

Standardized Tests

Students also are given a number of standardized tests which are used to compare our students to students in the district, state, and country and to show student progress toward the PA Common Core Academic Standards in math, ELA and science. The testing schedule will be distributed prior to the test being administered.

School Awards





In addition to the acknowledgement, students may receive in their classes, they also receive awards after each report period during the awards assemblies. Students are acknowledged for academic performance, science work, 25 books success, citizenship, and perfect attendance. Awards assemblies to acknowledge student success during each report period will be held at least one week after report cards have been distributed. Information regarding the date and time of these events will be communicated as they are scheduled.

Citizenship Grades

Questions often arise as to what constitutes a citizenship grade.

At Pittsburgh Fulton PreK-5, a citizenship grade encompasses the Pittsburgh Fulton PreK-5 School Rules: Be Prepared, Paw-sitive Attitude, Be Hard Worker, and Be Safe

Pittsburgh Fulton PreK-5

Wildcats	Classroom	Cafeteria	Restroom	Playground	Hallway	Dismissal
 Be Prepared	<ul style="list-style-type: none"> • Come prepared and ready to learn. • Listen carefully and follow directions the first time asked. 	<ul style="list-style-type: none"> • Stand in quiet lines. • Sanitize hands • Follow the directives from the staff. 	<ul style="list-style-type: none"> • Line up quietly. • Use water and soap wisely. 	<ul style="list-style-type: none"> • Have jackets/coats. • Help take out equipment. 	<ul style="list-style-type: none"> • Visit your locker at homeroom, lunchtime, and dismissal. 	<ul style="list-style-type: none"> • Have homework and all notices to go home. • Have your bookbag, jackets, etc.
 Paw-sitive Attitude	<ul style="list-style-type: none"> • Show respect by being honest and keeping hurtful words to my myself. 	<ul style="list-style-type: none"> • Use appropriate table manners. • Use an inside voice. 	<ul style="list-style-type: none"> • Wait your turn. • Respect privacy. • Be respectful. 	<ul style="list-style-type: none"> • Be a problem solver. • Play with everyone. 	<ul style="list-style-type: none"> • Be silent so others can continue to work. 	<ul style="list-style-type: none"> • Report directly to dismissal teacher. • Keep hurtful words to yourself. • Use appropriate language.
 Be a hard Worker	<ul style="list-style-type: none"> • Give the best of myself in all my work. • Pay attention to the teacher. 	<ul style="list-style-type: none"> • Throw away trash. • Keep your area clean. 	<ul style="list-style-type: none"> • Clean up after yourself. • Wash your hands. 	<ul style="list-style-type: none"> • Help resolve conflicts. • Clean up equipment. 	<ul style="list-style-type: none"> • Pay attention to school staff. • Keep gum, candy, and toys at home. 	<ul style="list-style-type: none"> • Stay in line during dismissal. • Keep belongings in your bookbag.
 Be Safe	<ul style="list-style-type: none"> • Remain seated and raise my hand to speak always. • Keep hands, feet, objects and hurtful words to yourself. 	<ul style="list-style-type: none"> • Stay in assigned seat. • Keep hands, feet, objects and hurtful words to yourself. 	<ul style="list-style-type: none"> • Use a quiet voice. • Maintain personal space. • Line up in assigned space. 	<ul style="list-style-type: none"> • Use equipment as directed. • Play safely. • Keep hands, feet, objects and hurtful words to yourself. 	<ul style="list-style-type: none"> • Keep hands feet, and hurtful words to yourself. 	<ul style="list-style-type: none"> • Stay on the sidewalk. • Stay seated during the bus ride. • Keep hands, feet, objects and hurtful words to yourself.

Consequences for Poor Behavior

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. There are consequences to violations of the rules of the Student Code of Conduct. Some are district-wide, while others are school-based.

Teachers are expected to manage most discipline issues within their classroom. This may occur through phone calls home, meetings, etc. At Pittsburgh Fulton PreK-5, we use suspension as a last resort. There may be times suspension is used even when the child has never been referred to the office. This would occur when the infraction is considered serious enough to warrant this consequence. We attempt to deal with student problems through discussion and conflict mediation. Please refer to the PreK-5 Student Code of Conduct at www.pghschools.org/domain/43 for further information

Several staff members have been trained in conflict mediation and the students are made aware of this method of problem solving. We have found that students are seeking out adults

to help them resolve their problems. Parents/Guardians are notified when students are having difficulties with their behavior sometimes so they can provide us with additional assistance, other times just so they are aware of the problem. Also, there may be times when it is necessary to bring children to school to talk with the principal, teacher or another parent as a way to resolve the problems the child may be experiencing.

Phantom/Wildcat/Principal's 100 Club Awards

Individual students can receive a Phantom Award when they are "caught doing something good". This could be for helping another student, doing well in class, cleaning up their area without prompting, etc.

Entire classes can receive a Wildcat Award for good class behavior, i.e. walking quietly in the hall, behaving properly anytime or anywhere, completing a task appropriately, etc.

The names of students receiving the awards are announced daily over the PA system. Nominated classrooms receive a Wildcat Award which is displayed in the classroom.

PBIS/ VIP Reward Program

The students are rewarded for following the school wide rules, wearing their uniform, and perfect attendance.

Bus/school suspensions may disqualify a student from a PBIS/ VIP activity. All students who earn enough points at the end of the month are invited to attend a field trip or in-house celebration as a reward.

Students who earn the privilege to participate in out of-school PBIS/ VIP activities will receive a permission slip to be signed by the parent/guardian. When an activity is planned, we try to share that information at the beginning of the month. Parents/Guardians should check the school calendar to see when the PBIS/ VIP activity takes place. Student must have emergency card, and field trip slip completed to be eligible for all field trips. The PBIS/ VIP award is a privilege, not a right, and must be earned each month by all students.

Promotion – Fifth Grade

The fifth-grade students participate in promotion at the end of the school year. It is an opportunity to celebrate their accomplishments while at Pittsburgh Fulton PreK-5. Information regarding awards and promotion will be shared with the 5th grade students in late May or early June.

Counseling/Social Worker

The school social worker has an office at Pittsburgh Fulton PreK-5 and is available to work with children who are having academic or behavioral difficulties in their classes or school or in general. Families who need assistance/referrals may reach out to the social worker as well. Students can be referred by teachers, parents/guardians, and the students themselves by speaking to Ms. Yancy, the school social worker.

Gifted Program

Students who qualify for the District's Gifted Program will attend the Elementary Gifted Center on Wednesdays each week. Students who qualify for assistance in their academic classes receive help at Pittsburgh Fulton PreK-5 during the school day.

Before School Tutoring Program

Using formal and informal assessment information, the teachers work to identify the students most in need of before-school tutoring experience. These students will be invited to attend the program every Monday through Thursday from 8:00 a.m. – 8:55 a.m. More information will be disseminated to all those who will be directly involved in this program.

25 Book Goal

Each year the Pittsburgh Public Schools challenge all students to read at least 25 books during the school year. The more students read the better their fluency will become and their vocabulary will grow. We have asked students to use a reading log to record the books they have read over the summer and to bring the logs to school on the first day. These books, if they are grade appropriate, will be included in their 25 book reading logs. We will set benchmarks during the year and acknowledge students who have reached them. During the year we provide a number of incentives to encourage students along.

Intramural Sports

Students in fourth and fifth grades can participate in intramurals after school with the physical education teacher. Before intramurals begin, permission slips will be sent home with interested students to secure permission for participation.

School Pictures

Lifetouch Photography takes pictures of the students in early fall and spring. All students have their pictures taken in the fall so we can use them for school purposes. If the pictures are to be purchased, payment is due the day the pictures are taken whether in the fall or spring.

Fundraising

The PTA engages in fundraisers during the school year and all proceeds go to the students. There are other times when fundraising may occur. In the past, fifth-graders have taken an end of the year trip and earn money through fundraising to pay for the trip. There are also times when the school would like to work with artists or performers who can enhance the curriculum. Since there is no money in the budget for this, there may be a need to fundraise. You will be told the purpose of all fundraising prior to the fundraiser occurring.

Valuable Possessions

Students should not bring their personal belongings or money to school since there is always the possibility of these items being lost or stolen. If there is a reason for bringing such items to school, they should be brought to the office for safekeeping. Students who choose to bring toys or other personal items to school will have them taken, brought to the office, and returned at a later time.

Lost and Found

Items that students misplace are placed in the cafeteria where students can retrieve them once they realize they are missing something. We ask that you label your child's clothing so it is easily identified. This makes it easier to return. Anything left at the end of the school year is taken to the Goodwill Store.

Field Trips

Students take a variety of field trips during the year. Most are an extension of the classroom instruction; others are for fun. You will be asked to sign a permission slip for each trip. You will be notified of every field trip as it approaches with the opportunity to state that you would prefer your child not attend. We appreciate parental/guardian involvement on the field trips and often request volunteers to help chaperone. All adults who volunteer on field trips must have clearances related to criminal history and child abuse. Our staff in the main office has these forms.

Library

Pittsburgh Fulton PreK-5 has access to a school library and a librarian. He also works closely with the classroom teachers to provide students with enrichment opportunities. In addition, he works with the students on their research and investigative skills. Please also make use of the Carnegie Library in East Liberty. They are wonderful in dealing with children through their selection of books, story-time and help with research projects.

Lockers

Each student has a locker or shares a locker with a classmate. Locks are not permitted on lockers. Students should not bring valuables to school. The valuables will not be replaced. Students are permitted to go to their locker at the beginning and end of the school day and before and after lunch.

Lost Books

The number of books students receive is dependent upon the students' grade level and subject area. These books are evaluated as to their condition at the end of the school year, and students are expected to use the books in a manner that maintains their condition. When lost, students will pay for a replacement since the books are expensive. The same holds true for library books that are lost or destroyed. End of year report cards are not given to students until they return or pay for their lost books.

Sick or Injured Students

When students become ill or injured at school, they are sent to the office by the classroom teacher or lunchroom aide. They can be seen by the nurse, Ms. Landram

If your child is not feeling well in the morning and you think you can send them to school, please do not tell them they can call you if they don't feel any better. Otherwise, your child will not even make it to the classroom without telling the teacher or the office that they need to call home. You should contact the office and let us know that your child wasn't feeling well, but you felt it was okay to send him/her to school. We can keep an eye on him/her and call you if he/she does come to the office.

Insurance

The legal liability for the negligent injury of students in the School District of Pittsburgh or for damage to a student's property is governed by a Pennsylvania statute commonly known as The Political Subdivision Tort Claims Act. It limits the liability of the School District so most of the injuries sustained by a student or loss of a student's property would result in the School District not being responsible for medical payments, pain and suffering as it applies to injuries, or the replacement of the cost of lost property. For this reason, you would be wise to consider purchasing accident insurance.

There are two types of accident insurance you can purchase: school time coverage and 24-hour coverage. This accident insurance is not sold by the School District of Pittsburgh, but it is endorsed by the School District, and all are encouraged to purchase it because of the limit of

liability governed by the aforementioned statute. At the beginning of the school year you will receive a brochure explaining the insurance.

Medication

Under no circumstance is medication to be administered by School District nurses to students unless the school principal has received the Consent for Administration of Medication and Medical Order. This form is to be completed by the parent/guardian and the doctor ordering the medication. Please do not send your child to school with medicine without this paperwork as we will not be able to administer the medication without the paperwork completed. No medication of any kind can be kept in the child's possession or stored in any of their personal areas.

Child Protection

We do not release students to adults we do not know. If you are new to Pittsburgh Fulton PreK-5, please come to the office to introduce yourself. It is also important that you inform us of the adults who can and cannot pick your child up from school. **If someone other than the familiar adult(s) needs to pick up your child, you must send a written notification to let us know and ask that person to come to the office to show proper ID. If the adult does not have both of these documents, the child will not be released to him/her.**

Safety Guidelines for Drivers

Please observe the speed zones around the school. Pick up your child/children and let them out of the car only from the right side only. If you must let them out from the side of the street away from the building, **be sure to insist they go to the corner to cross the street so they will not dash out into the street from behind or between parked cars and buses.** If possible, walk them across the street.

Crossing Guards

Stress that your children walk to and from school on the sidewalks and cross only at corners, especially where crossing guards or patrols are located. A crossing guard is located on the corner of Hampton and N. St Clair St in the morning and at the corner Hampton and Mellon in the afternoon.

Building Visitors

A basic responsibility of the school is to ensure the safety of the children. Therefore, it is imperative the office staff know who is in the building at all times. All visitors should enter the building through the Hampton Street entrance. All visitors must report to the office for a

visitor's pass before going through the building. Classes are not to be interrupted unless there is an emergency since these interruptions decrease instructional time for the children. If a class needs to be interrupted, it will be at the discretion of the principal or her designee. Visitors who violate this may be escorted from the building and banned from further visits.

Parent/Guardian Volunteering

We will gladly welcome parent/guardian involvement throughout the school day and on fieldtrips. Volunteers must obtain clearances related to criminal history and child abuse. The forms are available in the office. There are several ways to become involved in the school.

- School Volunteers
 - Help teachers help students
 - Assist in creating a positive school atmosphere
 - Provide additional adult presence
 - Bring the school, community, and business world together

- WPTA
 - Find out what is happening at school
 - Talk about concerns and student issues
 - Exchange ideas that will help the school
 - Raise funds for special projects
 - Create a warm, inviting school experience for all students
 - Meet once a month

- Parent (Guardian) /School Community Council (PSCC)
 - Raise school-wide concerns and help resolve them at the school level
 - Advise on school policies, programs, and critical issues
 - Assist in the development of the school's state required educational plan.
 - Monthly Council meetings, committee meetings, occasional training sessions
 - Please let the WPTA President or the FACE coordinator know if you are interested.

Communicating with Teachers

Communication between parents/guardians and teachers is extremely important. However, certain procedures need to be followed so the time spent together can be productive. Please do not come to school in the morning before the school day begins with the expectation that you can talk with your child's teacher unless you have a previously scheduled appointment with the teacher. Teachers may have required meetings in the morning, or they may be preparing for the school day, so they may not be readily available.

Please also do not walk into the building during the school day and ask to meet with a teacher unless, again, you have scheduled an appointment. Teachers are assigned a phone number that is dedicated to them. They will have a voicemail attached to their particular number. Teachers will be required to check their voicemail on a daily basis and respond to calls as needed. Phone lists will be distributed in early September.

The teachers at Pittsburgh Fulton PreK-5 are very willing to meet with parents/guardians to discuss student progress. They do need; however, to know when you are coming so the discussion can be productive. Please remember to call and schedule an appointment if you need to speak with your child's teacher. Keep in mind at times, a phone call can be as effective as a meeting and less time consuming for both you and the teacher.

Parent/Guardian-Teacher Conferences

At least one parent/guardian-teacher conference is scheduled during the school year. These conferences will be held each October. The hours of the Conference Day will be shared as the day nears. Teachers meet with parents/guardians and discuss the student's progress during 10-15-minute meetings.

Consequences for Poor Behavior

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. There are consequences to violations of the rules of the Student Code of Conduct. Some are district-wide, while others are school-based.

Teachers are expected to manage most discipline issues within their classroom. This may occur through phone calls home, meetings, etc. At Pittsburgh Fulton PreK-5, we use suspension as a last resort. There may be times suspension is used even when the child has never been referred to the office. This would occur when the infraction is considered serious enough to warrant this consequence. We attempt to deal with student problems through discussion and conflict mediation. Please refer to the PreK-5 Student Code of Conduct at www.pghschools.org/domain/43 for further information

Several staff members have been trained in conflict mediation, and the students are made aware of this method of problem solving. We have found that students are seeking out adults to help them resolve their problems. Parents/Guardians are notified when students are having difficulties with their behavior sometimes so they can provide us with additional assistance, other times just so they are aware of the problem. Also, there may be times when it is

necessary to bring children to school to talk with the principal, teacher, or another parent as a way to resolve the problems the child may be experiencing.

Community Resource Guide

Family Resources

Alliance for Community Respite Care - 1(800) 876-7607

A collaborative network of families, providers, community members and advocates who work to ensure the availability of quality respite care.

www.acrcc.org

Allegheny Family Network (AFN) - 1(888) 273-2361

Supports and partners with families raising children with emotional and mental health needs to improve their quality of life.

www.alleghenyfamilynetwork.cfsites.org

Carnegie Library of Pittsburgh - (412) 622-3114

The Carnegie library has multiple branch locations offering special services such as job career and educational centers.

www.clpgh.org

Child Care Information Services - CCIS of Allegheny County – City - (412) 255-1281 or 1(800) 392-3131

CCIS serves as a primary resource to assist families with child care referrals, emergency childcare, subsidized care for qualifying families, and promotes quality child care by offering training in subjects such as early literacy.

www.dpw.state.pa.us/ServicesPrograms/ChildCareEarlyEd/003670483.htm

Children’s Health Insurance Program - CHIP - 1(800) 986-5437

Pennsylvania’s program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance.

www.chipcoverspakids.com

Family Resources - (412) 363-1702

Family Resources offers many services to help parents and children improve their relationship along with youth enrichment activities at its centers.

www.familyresourcesofpa.org

Humanservices.net

HS.net is a community resource directory of social service and afterschool programs.

www.humanservices.net

The Mentoring Partnership of Southwestern Pennsylvania - (412) 281-2535

Helps mentoring programs by providing training, recruiting, quality assistance, and support to increase the number of mentors in the community.

www.mentoringpittsburgh.org

Parent Education & Advocacy Leadership (PEAL) Center - (412) 281-4404

The PEAL Center is an organization of parents of children with disabilities reaching out to assist other parents and professionals.

www.pealcenter.org

Pittsburgh Public Schools - (412) 622-7920 (Parent Hotline)

The Pittsburgh Public Schools believes in regular, two-way, meaningful communication connecting student academic learning and other school activities; to this end the Parent Hotline is one of a number of resources to assist parents and families in engagement.

www.pps.k12.pa.us

United Way of Allegheny County - (412) 255-1155 (Help-Line)

United Way of Allegheny County provides information to families through their online resource Help Connections; agency funding, planning, and community problem solving for health and human services agencies operating within Allegheny County.

www.unitedwaypittsburgh.org

Children's Services**Achieva - (412) 995-5000**

A world-renowned leader in the field of disabilities, known for its innovative programs, and dedication to children with disabilities and their families.

www.achieva.info

Alliance for Infants and Toddlers - (412) 885-6000

This program provides service coordination, screenings, assessments, family support services, and early intervention service coordination to families with children between the ages of birth to three years of age.

www.afit.org

Big Brothers Big Sisters of Greater Pittsburgh - (412) 363-6100 or 1-877-937-2447

Big Brothers Big Sisters increases the self-confidence of children and the probability that they will become fully integrated members of society, leading productive and rewarding lives through mentoring and enrichment programs.

www.bbbpittsburgh.org

Boys and Girls Clubs - (412) 782-5710

The BGC is a unique organization consisting of 8 Club facilities, a Charter H.S., Outlet Connection retail venture, Campfire USA, and extension programs. Our goal is to provide every child with the essential tools needed for a successful & bright future.

www.bgcwpa.org

Catholic Charities, Child Care Support Services - (412) 456-6999

Catholic Charities provides counseling, refugee resettlement, respite care, utility assistance, emergency relief, tangible assistance services and makes referrals for clients. In 2007 it expanded services by opening a Free Health Care Center.

www.ccpgh.org

Children's Institute - (412) 420-2400

The Children's Institute is a nonprofit pediatric rehabilitation facility which provides education services for children ages two to 21 with cognitive or physical disabilities with in-home services for children and families with special needs.

www.amazingkids.org

Girl Scouts - Trillium Council - (412) 566-2570 or 1(800) 248-3355

The Girl Scouts inspires girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.

www.gswpa.org

Greater Pittsburgh Council Boy Scouts of America - (412) 325-7940

The Boy Scouts trains young people in citizenship, service, and physical fitness through the Cub Scouting, Boy Scouting, Venturing programs, & more.

www.gpc-bsa.org

Junior Achievement of Southwest PA Inc. - 1(800) 522-6957

JA's purpose is to educate and inspire young people to value free enterprise and understand business & economics to improve the quality of their lives.

www.pittsburgh.ja.org

Parks and Recreation - (412) 255-2539

Parks and Recreation offers a wide variety of recreational programs and facilities for use by Pittsburgh citizens.

www.city.pittsburgh.pa.us/parks

Pittsburgh Toy Lending Library - (412) 682-4430

The Pittsburgh Toy Lending Library, a cooperative run by volunteers, is an indoor play-space for children, pre-kindergarten, and their caregivers.

www.pgh toys.com

Urban League of Greater Pittsburgh - (412) 227-4802

The Urban League is the largest social and educational service provider and advocacy agency devoted to empowering African Americans to enter the economic and social mainstream community in Pittsburgh through its diverse programs.

www.ulpgh.org

YMCA - (412) 227-6457

YMCAs serve America's children, families and communities by "building healthy spirit, mind and body for all."

www.ymcaofpittsburgh.org

YouthPlaces - (412) 434-0851

YouthPlaces promotes the positive cognitive, social, physical, emotional and moral development of youth by providing a safe place for them to engage in a range of activities.

www.youthplaces.org

YouthWorks Inc. - (412) 281-6629

YouthWorks builds a community solution to help young people whose potential might be overlooked to pursue employment and career development opportunities.

www.youthworksinc.org

YWCA Greater Pittsburgh - (412) 391-5100

YWCA works to improve our community by increasing the status of women, girls, families and advancing racial justice by tackling homelessness, childcare needs, unemployment, fair housing and civil rights issues.

www.ywcapgh.org

Cultural Organizations**The August Wilson Center - (412) 258-2700**

The August Wilson Center for African American Culture is a not-for-profit organization that presents performing, visual and education programs that celebrate the contributions of African Americans within the region and the impact of cultural expression from Africa to the African Diaspora.

www.augustwilsoncenter.org

Carnegie Museums of Pittsburgh - (412) 622-3131 Natural History & Art, (412) 237-3400 Science Center, (412) 237-8300 Andy Warhol

A collection of four dynamic, distinctive museums, and the Pittsburgh region's home for great art and science exploration.

www.carnegiemuseums.org

Children's Museum of Pittsburgh - (412) 322-5058

Children's Museum of Pittsburgh provides innovative museum experiences that inspire joy, creativity and curiosity.

www.pittsburghkids.org

Fort Pitt Museum - (412) 281-9284

Through exhibits and programs, the museum also addresses the important role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh.

www.fortpittmuseum.com

The History Center - (412) 454-6000

The Senator John Heinz History Center is an affiliate of the Smithsonian Institution and the largest history museum in the state of Pennsylvania.

www.pghhistory.org

Manchester Craftsmen's Guild - (412) 322-1773

Manchester Craftsmen's Guild is a multi-discipline, minority directed, center for arts and learning that employs the visual and performing arts to foster a sense of accomplishment and hope in the urban community.

www.manchesterguild.org

National Aviary - (412) 323-7235

The National Aviary is America's only independent indoor nonprofit bird zoo. It is home to 600+ birds of more than 200 species.

www.aviary.org

Phipps Conservatory and Botanical Gardens - (412) 622-6914

Encounter the wonders of the natural world. Tour through the jewel-like Conservatory and visit exotic lands and ancient worlds with vivid colors, natural oddities, and surprises around every corner of the botanical gardens.

www.phipps.conservatory.org

Pittsburgh Zoo & PPG Aquarium - (412) 665-3640 or 1(800) 474-4966

The Pittsburgh Zoo & PPG is a 77-acre facility that is home to thousands of animals representing hundreds of diverse species. The Pittsburgh Zoo & PPG Aquarium is one of only six major zoo and aquarium combinations in the country.

www.pittsburghzoo.org

