

# Student & Family Handbook 2024-2025

*Pittsburgh Fulton PreK-5 School  
A French Magnet Emphasis*



Pittsburgh Fulton PreK-5 School  
5799 Hampton Street  
Pittsburgh, PA 15206  
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Fax: 412-665-4969  
[www.pghschools.org/fulton](http://www.pghschools.org/fulton)



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## SUPERINTENDENT'S WELCOME



Dear Pittsburgh Fulton Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Fulton's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Fulton's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Fulton.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters

Superintendent

## **PRINCIPAL'S WELCOME**

Greetings Pittsburgh Fulton Community:

We are off to another exciting year of learning and fun in 2024-2025 at Pittsburgh Fulton PreK-5 School. The entire Fulton Community had a very successful academic year, and all students increased their knowledge and skills in the key academic areas. The entire Fulton staff is looking forward to the opening of the new school year and are excited to see all our precious Wildcats. This year we will be engaging in year 2 of our instructional focus, which is the lever we need to pull for more accelerated learning to ensure all students are learning at a rate to meet grade level benchmarks in reading and math. We learned through our data analysis of 2023-2024 student academic data that the concentration on, "Asking Effective Questions" for all stakeholders, yielded a lot of academic success. This year we are going to take that same concept and drill deeper around the professional development end of things and learn and teach each other to even be more effective in this area.

It is important for all Fulton stakeholders to become familiar with the information presented in the Fulton School Parent and Student Handbook. There have been revisions to the content and now you can find this resource on the district website by following the link for Fulton PreK-5 School from the homepage. There is information in this Handbook for new and seasoned parents of Pittsburgh Fulton School. We are all very familiar with the information presented in this Handbook to make Fulton run smooth. Most importantly a welcoming and

inviting school for all visitors is what we need to do as Fulton staff members, parents/ guardians, family members, and community members. We want our Wildcats to have the most conducive learning environment where they feel protected, valued, and safe to learn.

All Fulton staff members value the opportunity to form positive relationships with our stakeholders so that we can share the responsibility of providing a rich, rigorous, relevant, and enaging education for every one of your children. This Handbook will provide you with some essential information so you can navigate through the Culture, Systems, and Instruction at Pittsburgh Fulton PreK-5 School so that you can be a valuable member of our TEAM.

As always, I am extremely excited to share this revised Pittsburgh Fulton Student and Parent Handbook with you because I am a very proud principal of Pittsburgh Fulton PreK-5 School. Please never hesitate will any questions, concerns, feedback, or any kind of inquiry.

Yours Truly,

Edward C. Littlehale, Principal

## **SCHOOL VISION AND MISSION**

At Pittsburgh Fulton all students will be prepared, focused, and held accountable for their academic and social growth which will equip them with the skills they need to transition to middle school successfully.

## **SCHOOL CONTACT INFORMATION**

Pittsburgh Fulton PreK-5 School is in Highland Park. Fulton's address is 5799 Hampton Street, Pittsburgh, PA 15206.

The main office is staffed from **7:30am to approximately 4:10 Monday through Friday**. The phone number for Fulton's main office is **(412) 529-4600**.

If you are experiencing an emergency or cannot contact your child's teacher or Fulton's main office, please contact Mr. Littlehale, Principal at (412) 475-2947.

All teachers' contact information will be shared with you at the beginning of the year. You will receive a code to sign up for Talking Points, email address, and the best time for your child's teacher to be contacted. Teachers can service parents/ guardians and families at a quicker response rate if the concern can be discussed via the phone or if you can meet via MS TEAMS virtually. This can sometimes be done during the teachers' preparation periods during the day and all teachers have different times for their preparation period each day.

# **COMMUNICATION PROCEDURES**

## **Early Dismissal**

If an early dismissal is necessary, please write a note indicating the reason and the time the student will need to leave Picked Up at school. After the student shows the note to the homeroom teacher, it will be shared with the main 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.

During the school day the cut off time for early dismissals is **3:15pm**. This is the time that dismissal procedures begin. To keep students safe at this time and ensure they are dismissed properly such as a busser, walker/ parent pick-up, and on the correct bus we cannot dismiss students. If you have an emergency and absolutely need your child after 3:15pm. Principal Littlehale will be on the bus lane for approval.

## **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.

We kindly ask that you avoid walking into the building during the school day to meet with a teacher unless you have a scheduled appointment. If you need to reach your child's teacher, there are several convenient ways to do so. The main communication channel is the application Talking Points. During the beginning of schoolteachers will invite their parents into a private group. Messages also can be sent directly to the teacher for private conversations. All teachers are required to check their emails daily and respond to parents' inquiries within 48 hours (about 2 days). Teachers email address will be shared in this handbook. Families and parents/guardians can also call the main office and leave a message for a specific teacher.

The teachers at Pittsburgh Fulton PreK-5 School 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 schedule an appointment if you need to speak with your child's teacher.

## **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 School to reach you or your designated family members or friends in 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 emergency contact. A child's emergency contact is responsible for picking up their child if 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 the main office. No visitors are permitted to visit classrooms, 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.

### **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.

### **Parent/Guardian-Teacher Conferences**

At least one parent/guardian-teacher conference is scheduled during the school year. This conference 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 a 10 – 15-minute meeting.

### **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 documents, the child will not be released to him/her.**

|                     |
|---------------------|
| <b>STAFF ROSTER</b> |
|---------------------|

| STAFF INFORMATION       | STAFF INFORMATION          | STAFF INFORMATION | STAFF INFORMATION  | STAFF INFORMATION |
|-------------------------|----------------------------|-------------------|--|-------------------|
| Anantarow, Lisa         | Physical Education         | Gym               | <a href="mailto:anantarow1@pghschools.org">anantarow1@pghschools.org</a>             | 209               |
| Blodgett, William       | Head Custodian             | 4                 | <a href="mailto:wblodgett1@pghschools.org">wblodgett1@pghschools.org</a>             | 304               |
| Brown, Sonia            | Kindergarten               | 6                 | <a href="mailto:sbrown3@pghschools.org">sbrown3@pghschools.org</a>                   | 306               |
| Carmody, Lori           | Second Grade               | 110               | <a href="mailto:lcarmody1@pghschools.org">lcarmody1@pghschools.org</a>               | 110               |
| Collins, Erica          | Food Service               | Café              | <a href="mailto:ecollins2@pghschools.org">ecollins2@pghschools.org</a>               | Café              |
| Curtis, Clifford        | Paraprofessional           | 5                 | <a href="mailto:ccurtis1@pghschools.org">ccurtis1@pghschools.org</a>                 | 305               |
| Davenport-Allen, Teaire | Paraprofessional           | 5                 | <a href="mailto:tdavenportallen1@pghschools.org">tdavenportallen1@pghschools.org</a> | 305               |
| Davoren, Una            | Fifth Grade Math & SCI     | 213               | <a href="mailto:udavoren1@pghschools.org">udavoren1@pghschools.org</a>               | 213               |
| Dawson,                 | Librarian                  | 106               | <a href="mailto:ldawson1@pghschools.org">ldawson1@pghschools.org</a>                 | 106               |
| Fraley, Stephanie       | Food Services              | Café              | <a href="mailto:Sfraley1@pghschools.org">Sfraley1@pghschools.org</a>                 | Café              |
| Grabigel, Abby          | Music                      | 101               | <a href="mailto:agrabigel1@pghschools.org">agrabigel1@pghschools.org</a>             | 101               |
| Harris, Michael         | PSE Fourth Grade           | 2                 | <a href="mailto:mharris1@pghschools.org">mharris1@pghschools.org</a>                 | 302               |
| Hart, Renee             | Fourth Grade ELA           | 207               | <a href="mailto:rhart1@pghschools.org">rhart1@pghschools.org</a>                     | 207               |
| Hayllar, Melanie        | French                     | 206               | <a href="mailto:mhayllar1@pghschools.org">mhayllar1@pghschools.org</a>               | 206               |
| Heintz, Alyson          | Speech                     | 214               | <a href="mailto:aheintz1@pghschools.org">aheintz1@pghschools.org</a>                 | 214               |
|                         |                            |                   |  |                   |
| Jaworski, Joseph        | Fifth and Fourth Grade RDG | 204               | <a href="mailto:jjaworski1@pghschools.org">jjaworski1@pghschools.org</a>             | 204               |
| Johnson, Jennifer       | SDSS                       | Main Office       | <a href="mailto:Jjohnson6@pghschools.org">Jjohnson6@pghschools.org</a>               | 402               |
|                         |                            |                   |  |                   |
| Kohler, Jamie           | Autistic Classroom         | 5                 | <a href="mailto:Jkohler1@pghschools.org">Jkohler1@pghschools.org</a>                 | 305               |
| Konopka, Amanda         | Second Grade ELA           | 211               | <a href="mailto:akonopka1@pghschools.org">akonopka1@pghschools.org</a>               | 211               |
| Landram, Lorraine       | Nurse                      | 203               | <a href="mailto:llandram1@pghschools.org">llandram1@pghschools.org</a>               | 203               |
| Littlehale, Edward      | Principal                  | Main Office       | <a href="mailto:elittlehale1@pghschools.org">elittlehale1@pghschools.org</a>         | 403               |
| Manganello, Jennifer    | Kindergarten               | 7                 | <a href="mailto:jmanganello1@pghschools.org">jmanganello1@pghschools.org</a>         | 307               |
| Mauk, Becky             | PSE Kdg, 1, 2              | 2                 | <a href="mailto:bmauk1@pghschools.org">bmauk1@pghschools.org</a>                     | 302               |
| McCaulley, Danielle     | Paraprofessional           | 2                 | <a href="mailto:dmccaulley1@pghschools.org">dmccaulley1@pghschools.org</a>           | 302               |
| McIntyre, Emily         | PSE Fifth Grade            | 104               | <a href="mailto:emcintyre1@pghschools.org">emcintyre1@pghschools.org</a>             | 104               |
| McKain, Daniela         | Third Grade RDG & ELA      | 109               | <a href="mailto:dmckain1@pghschools.org">dmckain1@pghschools.org</a>                 | 109               |
| Metikosh, Jennifer      | PSE Third Grade            | 104               | <a href="mailto:jmetikosh1@pghschools.org">jmetikosh1@pghschools.org</a>             | 104               |
| Nelson, Harvey          | Custodian                  | 4                 | <a href="mailto:hnelson2@pghschools.org">hnelson2@pghschools.org</a>                 | 304               |
| Nichols, Amy            | Third Grade Math           | 107               | <a href="mailto:Anichols2@pghschools.org">Anichols2@pghschools.org</a>               | 107               |
| Patrick, Leonard        | Paraprofessional           | 216               | <a href="mailto:lpatrick2@pghschools.org">lpatrick2@pghschools.org</a>               | 216               |
| Pekelnicky, Abigail     | Art                        | 201               | <a href="mailto:apekelnichy1@pghschools.org">apekelnichy1@pghschools.org</a>         | 201               |
| Scalamogna, Juliana     | First Grade                | 103               | <a href="mailto:jscalamogna1@pghschools.org">jscalamogna1@pghschools.org</a>         | 103               |
| Stewart, Regina         | Pre-K assistant            | 1                 | <a href="mailto:rstewart1@pghschools.org">rstewart1@pghschools.org</a>               | 301               |

|                  |               |     |  |     |
|------------------|---------------|-----|--|-----|
| Stough, Vicky    | Pre-K         | 1   | <a href="mailto:vstough1@pghschools.org">vstough1@pghschools.org</a> | 301 |
| Yancy, Christina | Social Worker | 218 | <a href="mailto:cyancy1@pghschools.org">cyancy1@pghschools.org</a>   | 218 |
| Yuiska, Julie    | First Grade   | 10  | <a href="mailto:jyuiska1@pghschools.org">jyuiska1@pghschools.org</a> | 310 |

### **BELL SCHEDULES (Regular, 2-hr. delay, and half day)**

| <b>Period</b>             | <b>Min.</b> | <b>Start/End Time<br/>(Regular)</b> |
|---------------------------|-------------|-------------------------------------|
| Teacher Arrival           |             | 8:40                                |
| Para Arrival              |             | 8:45                                |
| ESEP Time                 | 38          | 8:32-9:10                           |
| Breakfast/transition      | 15          | 8:55-9:10                           |
| Pick-Up Students          |             | 9:10                                |
| Homeroom                  | 15          | 9:10 – 9:25                         |
| Intervention              | 30          | 9:25 – 9:55                         |
| 1                         | 43          | 9:55 – 10:38                        |
| 2                         | 43          | 10:38 – 11:21                       |
| 3                         | 43          | 11:21 –12:04                        |
| 4                         | 43          | 12:04 –12:47                        |
| 5 (1 <sup>st</sup> lunch) | 45          | 12:47 – 1:32                        |
| Exchange                  | 1           | 1:32 –1:33                          |
| 6 (2 <sup>nd</sup> lunch) | 45          | 1:33 – 2:18                         |
| 7                         | 43          | 2:18 – 3:01                         |
| 8                         | 43          | 3:01 – 3:44                         |
| Wildcat Wrap-up           | 8           | 3:44 – 3:52                         |
| Walker Dismissal          |             | 3:52                                |
| Bus Dismissal             |             | 3:55                                |
| Teacher Dismissal         |             | 4:10                                |
| Para Dismissal            |             | 4:15                                |

| <b>Period</b>            | <b>Start/ End Time (2-hr. Delay)</b> |
|--------------------------|--------------------------------------|
| Teacher Arrival          | 8:30                                 |
| Para Arrival             | 9:00                                 |
| Pick-Up Students         | 11:10                                |
| Homeroom                 | 11:10-11:20                          |
| 1                        | 11:20-11:50                          |
| 2                        | 11:50-12:20                          |
| 3                        | 12:20-12:50                          |
| 5(1 <sup>st</sup> lunch) | 12:50-1:35                           |
| 6(2 <sup>nd</sup> lunch) | 1:35-2:20                            |
| 4                        | 2:20-2:50                            |
| 7                        | 2:50-3:20                            |
| 8                        | 3:20-3:50                            |
| Wildcat Wrap-up          | 3:50-3:52                            |
| Walker Dismissal         | 3:52                                 |
| Bus Dismissal            | 3:55                                 |
| Teacher Dismissal        | 4:00                                 |
| Para Dismissal           | 4:15                                 |

| <b>Period</b>            | <b>Start/ End Time (Half day)</b> |
|--------------------------|-----------------------------------|
| Teacher Arrival          | 8:30                              |
| Pick-Up Students         | 9:10                              |
| Homeroom                 | 9:10-9:20                         |
| 4                        | 9:20-10:00                        |
| 7                        | 10:00-10:40                       |
| 5(1 <sup>st</sup> lunch) | 10:40-11:25                       |
| 6(2 <sup>nd</sup> lunch) | 11:25-12:10                       |
| Wildcat Wrap-up          | 12:10-12:20                       |
| Walker Dismissal         | 12:20                             |
| Bus Dismissal            | 12:25                             |
| Teacher/Para PD          | 12:45-4:00                        |

# District & School Calendars

2024–2025 District Calendar
Commencing August 26, 2024 and concluding June 10, 2025

Students first  
Always, in all ways.

### August 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### September 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### October 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

### November 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

### December 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

### January 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

### March 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### April 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### May 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### June 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### July 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

Calendar Key *(All dates may be subject to change.)*

|  |  |   |  |
|--|--|---|--|
| <span style="color: blue;">■</span> First/Last Days of School      | <span style="color: orange;">■</span> Parent-Teacher Conference Days<br>PK-K, PreK & K-4<br>Monday, October 14, 2024 | <span style="color: yellow;">■</span> Quarter Interim Progress Report | <span style="color: purple;">●</span> Pay Date: 12-Month Semimonthly         |
| <span style="color: green;">■</span> Professional Development Days | <span style="color: red;">■</span> 6-12: High School, Special, BHS: Friday, October 18, 2024                         | <span style="color: blue;">■</span> Report Card Distribution          | <span style="color: black;">■</span> Pay Date: Bi-weekly                     |
| <span style="color: purple;">■</span> All PPS Employee Holidays    | <span style="color: blue;">■</span> School Board Meetings  | <span style="color: red;">■</span> High School Graduation             | <span style="color: black;">▲</span> Pay Date: Non-Administrator Semimonthly |
| <span style="color: red;">■</span> School Only Vacation Days       |  | <span style="color: blue;">■</span> Snow Make-Up Days: 180            |  |
| <span style="color: black;">■</span> Clerical Days                 |  |   |  |

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment and provides equal access to its facilities and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title IX Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-629-3800, TitleIXCoordinator@pghschools.org or 412-629-HELP (#257).

Pittsburgh Fulton PreK-5 School’s activities and events calendars are distributed to each student at the beginning of every month, posted on Fulton’s School Page on the District’s website at [pghschools.org](http://pghschools.org), and can be picked up in the main office. Teachers also send out the monthly activities and events calendars via Talking Points.

## ATTENDANCE PROCEDURES

### PPS Policy 204

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.

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 at 412-529- 4596.

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.**

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 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.



## ACADEMICS

| For promotion from     | A student must pass   |
|------------------------|---|
| FIRST GRADE            | Reading AND Math  |
| SECOND GRADE           | Reading AND Math  |
| THIRD GRADE            | Reading AND Math  |
| FOURTH AND FIFTH GRADE | Reading AND Math <u>AND</u> 2 of the following:<br>ENGLISH<br>SPELLING<br>SCIENCE<br>SOCIAL STUDIES |

When recommending students who have failed Grade 5 for middle grade placement in Grade 6, the student must have been in Grade 5 during the current school year **AND**

- Will be 13 on or before September 30 of the current year, **OR**
- Has had two (2) retentions **OR**
- Has already repeated Grade 5

### **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 formative assessment administration on the Classroom Diagnostic Tests (CDTs) at an awards assemblies. In addition to the acknowledgment of growth towards meeting the expectations of the PA Core Standards, students are awarded in Science, Attendance, and Citizenship.

### **Gifted Program**

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

### **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.

## **ACADEMIC INTEGRITY** [PPS POLICY 226](#)

All Fulton students are taught to be trustworthy and honest and this is modeled by all of Fulton staff. We also teach our students how to use technology and technology resources as tools to create a proficient project, and not to use it as a way of finding a project or using to replacement assignments. Our students understand the concepts of plagiarism.

At Pittsburgh Fulton PreK-5 School our students take tests and complete homework and provide teachers with their work and not other students. We explain to our students that the importance of learning is not always getting every answer correct, but to understand the information that you don't know.

## **ATHLETICS**

(Policy 119)

Pittsburgh Fulton PreK-5 School offers Boys basketball and Girls basketball. This is an Elementary Basketball league for students in grades 4 and 5. It is an organized season schedule versus other Pittsburgh Public Elementary Schools. The season includes playoffs and a Championship Game. Boys and Girls in grades 3 – 5 participate in Track and Field events.

## **DRESS CODE**

[PPS POLICY 221](#)

- 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

## **ELECTRONIC DEVICES**

### *PPS POLICY 216*

The Pittsburgh Fulton PreK-5 School community and stakeholders have had success with the implementation of the original cell phone policy the District implemented. At Fulton PreK-5 School we follow the following as a response to the policy we all agreed upon.

#### **See it. Hear it. Take it.**

**First offense** – Warning. If a Fulton staff member observes a student with their cell phone visible during the school day they provide them with a warning. The staff member provides the student an explanation and tells them they have the option of turning their cell phone into their homeroom teacher during morning homeroom time or they are responsible to keep it safe and follow the cell phone rules and expectations.

**Second offense** – Phone is taken by the staff member who observes the student has their cell phone out during the hours of the school day. Student can get it from the staff member before dismissal. Parent/ guardian is contacted about the infraction.

**Third offense** – A specific student is observed repeatedly by a staff member violating the school's cell phone policy. A parent must pick up the cell phone in the school's main office. If the parent/ guardian decides the cell phone must return to school with the student the student will turn in their phone during morning homeroom time and can pick up the phone during afternoon homeroom time.

## **EXTRA CURRICULAR OFFERINGS**

### *PPS Policy 119*

### **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 Monday through Thursday from 8:00 a.m. – 9:10 a.m. More information will be disseminated to all those who will be directly involved in this program.

### **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, child abuse and FBI background history (depending how long you lived in PA.) Our staff in the main office has these forms.

### **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.

### **Student Envoy Program**

The Student Envoy program is a student leader future leader program. This is the way that the Fulton staff can hear student-voice and incorporate it into our school's routines, procedures, and policy. Students meet weekly, attend district-level retreats, and work with students and staff at Pittsburgh Fulton PreK-5 School to create a fun and exciting experience at school.

### **Instrumental Program**

Students at Pittsburgh Fulton can participate in an instrumental program for students in grade 3 – 5 and it is entirely free of charge. Students will receive 1 day of instruction during the 6 day schedule on their choice of instrument.

## **GRADING**

[PPS Policy 209](#)

All content areas and grade levels a Pittsburgh Fulton PreK-5 School use a grading table of the following letter grades and percentages.

100% - 90% - A

89% - 80% - B

79% - 70% - C

69% - 50% - D (attempt is made and test is completed with effort)

49% and below – E (did not attempt, not completed, no effort)

Each content area has Grading guidelines for different types of graded work. **For example.** In **Reading** it may resemble as following:

80% - Unit Assessments

10% - Weekly Assessments

10% - Homework/ Participation

100% - Final Grade

Teacher will provide parents/ guardians and families with this specific information in their opening school packets.

### **Citizenship Grades**

Questions often arise as to what constitutes a citizenship grade.

At Pittsburgh Fulton PreK-5 School, a citizenship grade encompasses the Pittsburgh



Fulton PreK-5 School Rules: Be Prepared, Paw-sitive Attitude, Be Hard Worker, and Be Safe

Citizenship marks – O – outstanding, S – satisfactory, and U - unsatisfactory

## **HOMEWORK PROCEDURES**

[PPS Policy 115](#)

### **Homework**

Homework serves an important purpose in your child's education. 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:
- Grade 2:
- Grades 3-5: 15 mins. of homework when the class meets

No homework is given. Introduction to listening and speaking. 1-2 times per six-day rotation

2-3 times per six-day rotation

## **HEALTH SERVICES**

[\*PPS Policy 206\*](#)

### **Sick or Injured Students**

When students become ill or injured at school, they are sent to the office by the classroom teacher or staff member. They will 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 homeroom teacher and let us know that your child wasn't feeling well, but you felt it was okay to send him/her to school. Staff can keep an eye on him/her and call you if he/she does come to the office.

## **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.

## **INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY**

### *PPS POLICY 813.1*

At Pittsburgh Fulton PreK-5 School proper use of technology is taught by example. Students understand that their district issued devices are for school use only. If students are using their district issued computer for social situations that are not school-related chat privileges will be terminated.

During the limited class time that student devices are used they students should be on pace with lesson and not be on unauthorized websites.

Fulton School has established and implemented systems for students to take home computers and how and when district devices come back to Fulton School.

All other district initiatives focusing on 1:1 student device environment are being implemented. We have storage cabinets in the main office where our Tech Ad can quickly swope out student and staff computers while computer repairs take place. We are familiar with the process and implement it with fidelity when we have a new staff member or student who needs issued a district device.

The District is responsible determining replacement procedures and expenses for new computers in the case if a district device is lost or stolen. The school Principal or Tech Admin will deliver the message to the parent/ guardian or family who needs a district device replaced.

In terms of consequences for a violation of the Technology/ Acceptable Use Policy Pittsburgh Fulton will follow the District Code of Student Conduct and the Acceptable Use Policy linked at the top of the page. All parents/ guardians, or family members will be responsible for signing and having their child return the Acceptable Use Policy before a district device can be issued to them.

All parents should complete the [Acceptable Use Policy](#) within the first month of school.

## **STUDENT SUPPORT SERVICES**

### **Counseling/Social Worker**

The school social worker has an office at Pittsburgh Fulton PreK-5 School and is available to work with children who are having academic or behavioral difficulties in their classes, 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 the school social worker.

At Pittsburgh Fulton PreK-5 School we have additional programs to address social and emotional learning. During our school-wide intervention time on 2 days of the 6 day rotation we teach students different areas in social and emotional learning by teaching the curriculum offered by WayFinder. Data is collected from our Panorama Assessment administered twice a year for students in grades 3 – 5.

We are now going to administer a similar assessment to grades K – 2 that is offered through the WayFinder program.

We also have a MTSS-B program that supports students that are having trouble meeting the tier I supports and interventions through our Positive Behavior Interventions


and Supports Program (PBIS), which is P.A.W.S. Fulton School and family members of the struggling student can create an individualized behavior plan that has more tier II and tier III interventions built in.




We also offer Student Assistant Programs (SAP) and students who would benefit from 1 hour therapy sessions a week can be schedule to meet a licensed therapist at Fulton once a week during the school day. Our partnership for this service is through INVO. We also offer virtual therapy meetings when our in-person sessions are filled.

## Student Expectations/Procedures

*Policy 212*

# Pittsburgh Fulton PreK-5

| Wildcats  | Classroom   | Cafeteria  | Restroom   | Playground  | Hallway  |
|---|---|--|--|---|--|
| <br><b>Be Prepared</b> | <ul style="list-style-type: none"> <li>♦ Come prepared and ready to learn.</li> <li>♦ Listen carefully and follow directions the first time asked.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Stand in quiet lines.</li> <li>♦ Sanitize hands</li> <li>♦ Follow the directives from the staff.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Line up quietly.</li> <li>♦ Use water and soap wisely.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Have jackets/coats.</li> <li>♦ Help take out equipment.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Visit your locker at homeroom, lunchtime, and dismissal.</li> </ul> |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <br><b>Paw</b> -sitive<br>Attitude | <ul style="list-style-type: none"> <li>♦ Show respect by being honest and keeping hurtful words to my myself.</li> </ul>   | <ul style="list-style-type: none"> <li>♦ Use appropriate table manners.</li> <li>♦ Use an inside voice.</li> </ul>                             | <ul style="list-style-type: none"> <li>♦ Wait your turn.</li> <li>♦ Respect privacy.</li> <li>♦ Be respectful.</li> </ul>                        | <ul style="list-style-type: none"> <li>♦ Be a problem solver.</li> <li>♦ Play with everyone.</li> </ul>  | <ul style="list-style-type: none"> <li>♦ Be silent so others can continue to work.</li> </ul>                                    |
| <br>Be a hard <b>W</b> orker       | <ul style="list-style-type: none"> <li>♦ Give the best of myself in all my work.</li> <li>♦ Pay attention to the teacher.</li> </ul>                                     | <ul style="list-style-type: none"> <li>♦ Throw away trash.</li> <li>♦ Keep your area clean.</li> </ul>   | <ul style="list-style-type: none"> <li>♦ Clean up after yourself.</li> <li>♦ Wash your hands.</li> </ul>   | <ul style="list-style-type: none"> <li>♦ Help resolve conflicts.</li> <li>♦ Clean up equipment.</li> </ul>   | <ul style="list-style-type: none"> <li>♦ Pay attention to school staff.</li> <li>♦ Keep gum, candy, and toys at home.</li> </ul> |
| <br>Be <b>S</b> afe                | <ul style="list-style-type: none"> <li>♦ Remain seated and raise my hand to speak always.</li> <li>♦ Keep hands, feet, objects and hurtful words to yourself.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Stay in assigned seat.</li> <li>♦ Keep hands, feet, objects and hurtful words to yourself.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Use a quiet voice.</li> <li>♦ Maintain personal space.</li> <li>♦ Line up in assigned space.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Use equipment as directed.</li> <li>♦ Play safely.</li> <li>Keep hands, feet, objects and hurtful words to yourself.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Keep hands feet, and hurtful words yourself.</li> </ul>                                 |

## Managing Student Behaviors

### Expected Behavior:

- All students are expected to conduct themselves in a way that benefits the school community and respects the rights of others.

### Consequences for Violations:

- Consequences for breaking the Student Code of Conduct vary:
  - **District-Wide Consequences:** Apply across all schools.
  - **School-Based Consequences:** Specific to individual schools.

### Classroom Discipline:

- Teachers handle most discipline issues within the classroom.
- Methods include phone calls home, meetings, and other interventions.
- Suspension is used as a last resort and may be applied even without prior office referrals if the infraction is severe.



### **Conflict Mediation:**

- Several staff members are trained in conflict mediation, which is actively promoted among students.
- Students are encouraged to seek out adults to help resolve conflicts.

### **Parent/Guardian Involvement:**

- Parents/Guardians are notified when a student is struggling with behavior, either to assist or to be informed.
- In some cases, students may need to come to school with a parent/guardian to discuss issues with the principal, teacher, or other involved parties.

## **Principal's 100 Club Awards & Classroom Behavior Management Programs**

### **Behavior Management:**

- Individual teachers develop classroom behavior management programs that complement the school-wide Principal's 100 Club. This approach keeps student incentives fresh, exciting, and frequent.
- **Opportunities for Healthy Competition:**

Throughout the school year, homerooms engage in healthy competitions that emphasize excellent sportsmanship. These competitions may involve fundraising, academics, or other school-related activities.

- **Recognition and Rewards:**
  - Students who receive awards are recognized in front of their peers and receive positive phone calls home from both teachers and the principal.
  - Students whose names are selected in the Principal's 100 Club Bingo can choose to have breakfast or lunch with the principal as a reward.

### **PBIS/VIP Reward Program**

- **Student Rewards:**

- Students are rewarded for following school-wide rules, wearing their uniforms, and maintaining perfect attendance.
- **Eligibility:**
  - Bus or school suspensions may disqualify a student from participating in a PBIS/VIP activity.
  - Students who earn enough points by the end of the month are invited to attend a field trip or an in-house celebration as a reward.
- **Permission Slips and Notifications:**
  - Students eligible for out-of-school PBIS/VIP activities will receive a permission slip that must be signed by a parent/guardian.
  - We strive to inform parents/guardians about upcoming activities at the beginning of each month. Please check the school calendar for PBIS/VIP activity dates.
  - To participate in any field trips, students must have a completed emergency card and a signed field trip slip on file.

# VISITOR POLICY

[PPS Policy 1104](#)

## Visitor Procedures

**District Visitor Policy:** All visitors to our school are required to follow the District's visitor procedures. Please ensure that anyone listed as an emergency contact for your child is familiar with these procedures.

- **Scheduling Visits:**
  - If you plan to visit a classroom or any area of the school during the school day, please call the building office to pre-register for an appointment prior to your visit.
  - Except in emergencies, requests to meet with a classroom teacher or staff member should be made at least 48 hours in advance to allow time for necessary arrangements, such as substitute coverage.
- **Upon Arrival:**
  - All visitors must register in the main office before proceeding to any other part of the building.
  - As part of the registration process, visitors will be asked to sign the visitor register and present a driver's license or other state-issued photo identification.
- **Visitor Identification:**
  - Once registered, visitors will be issued a Visitor Identification Badge, which must be displayed at all times while on school premises.
- **Safety and Security:**
  - To ensure the safety of all students, it is essential that office staff are aware of who is in the building at all times.
  - All visitors should enter through the Hampton Street entrance and report to the office for a visitor's pass before proceeding through the building.
  - Classes should not be interrupted unless there is an emergency, as this reduces instructional time. Any necessary interruptions will be at the discretion of the principal or their designee.
  - Visitors who violate these procedures may be escorted from the building and prohibited from future visits.

## ADDITIONAL PPS DISTRICT POLICIES

Please click on the link below to learn more about our District's Code of Conduct

- [Code of Conduct](#)
- Please click on the link below to learn more about our District's Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)
- 
- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)

## ADDITIONAL SCHOOL INFORMATION

### 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.

### School Closings

Please listen to the radio or watch TV to learn of school closings. We recommend the local news, KDKA 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. A ROBO call is distributed by PPS, that is why it is imperative to have your phone number updated if there is a change.

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 School 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. NO before school program**

### 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](http://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.- 3:52p.m. 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

### **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.
- Participation in Fundraiser Friday is completely OPTIONAL.
- If you choose not to participate, your child is expected to be in his/her uniform.

### **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.

### **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 donated to the Goodwill Store.

### **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.

### **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.

### **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
  - o Help teachers help students
  - o Assist in creating a positive school atmosphere
  - o Provide additional adult presence
  - o Bring the school, community, and business world together
  
- WPTA
  - o Find out what is happening at school
  - o Talk about concerns and student issues
  - o Exchange ideas that will help the school
  - o Raise funds for special projects
  - o Create a warm, inviting school experience for all students o Meet once a month
  
- Parent (Guardian) /School Community Council (PSCC)
  - o Raise school-wide concerns and help resolve them at the school level
  - o Assist in the development of the school's state required School Improvement Plan.
  - o Monthly Council meetings, committee meetings, occasional training sessions

Please let the WPTA President or the FACE coordinator know if you are interested.

