

MINADEO PRE-K-5

Dear Minadeo Families:

Welcome to Minadeo! At Pittsburgh Minadeo, we stress academic achievement, and strive to provide learning in a safe and orderly environment in a challenging student centered learning environment.

We are committed to promoting a community of learners! Our staff is dedicated to providing every child with the opportunity to grow academically and emotionally through enriched activities and programs geared to promote thinking and learning.

We hope our student handbook provides you with the information needed to provide a smooth and pleasant experience, and we will work to accommodate student needs.

We encourage parent participation in all phases of our school day as tutors, classroom volunteers, readers, etc. Please check our school calendar and newsletter monthly to learn about what is going on with the district and in our school. Our existing Parent School Community Council (PSCC) and Parent Teacher Organization (PTO) members invite new members to join them in planning programs and activities for the new school year!

We strive to form strong partnerships with students, parents, and community stakeholders to ensure that all of our Minadeo students receive an outstanding education. I look forward to getting to know you and working with you this school year. Together we can make sure our students reach their fullest potential.

Please feel free to contact me or any of the staff if you have any additional questions about the school or information in the handbook.

Sincerely,

Michilene Pegher

Principal, Pittsburgh Minadeo Pre-K-5

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Student Handbook

School Procedures

Arrival Procedures

Walkers and bus students enter the school through the main entrance. Doors open for breakfast at 8:05 AM and students proceed to the cafeteria to eat and are picked up by their homeroom teachers.

Students must report by 8:25 AM. If they arrive after the report time, they will be marked tardy for the day.

Dismissal Procedures

Walkers and bus students will be dismissed by teachers at the main doorway. Car riders will be picked up near the auditorium doors in the playground area. Please refrain from permitting your child/children to play in the playground until after dismissal is completed for the safety of all students.

If your child will not be taking the bus home or will be picked up by an adult not on their emergency care form, you must send a note to school with your child or call the Main Office before 2:30 PM unless an emergency. The main office gets very busy, and altering these procedures can cause students to get confused. We will NOT take a verbal direction about transportation from your child for safety reasons. It must come in writing or a verbal instruction from a parent/guardian. We will also not release any student with a parent/guardian that is not on the emergency care form or written notice.

Dress Code for Minadeo Pre-K-5

We do not have uniforms at Minadeo. We follow PPS Dress Code.

PPS Dress Code

Pittsburgh Public Schools has an exclusionary dress code. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

Students are expected to wear appropriate clothing at all times while at school. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

Cell Phones

Cell phones are permitted, but should NOT be used while in the building. If students need to talk with a parent/guardian, they are to report to the office and we will have them call home.

Lunch/Breakfast

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Breakfast is served daily from 8:05 until 8:25. Students should report directly to the cafeteria after entering the building. The school has three lunch periods. Students in grades 2&3 eat at 10:40-11:25 and while one grade level eats, the other is outside at recess. K&1 lunch is from 11:25-12:10. Grades 4&5 lunch is 12:10-12:55, the same procedures apply with one grade level eating and the other is at recess, then we switch.

Recess

Students will have 22 minutes of recess daily. Students will go outside for recess (weather permitting). When students are unable to go outside for recess, they will have indoor recess. Please send coats, hats, and gloves for winter recess. If it is 32 degrees or above, we will go outside so the students can get some air and physical activity.

Transportation

Students that live at least 1.5 miles from Pittsburgh Minadeo will receive transportation. Transportation information is mailed to families by the district transportation office. Information is usually mailed by mid-August.

Bus Safety

It is important for students to follow the rules on the school bus in order to ensure the safety of all students. If riding the bus, follow these rules:

- Follow the directions of the bus driver.
- Remain in your seat. Do not change seats.
- Keep your head, hands, and body inside the bus.
- Refrain from throwing objects inside or outside of the bus.
- Talk with an inside voice. No screaming/yelling.
- Keep hands and unkind words to yourself.

School Departments and Programs

Course Offerings

Pittsburgh Minadeo Pre- K-5, students who are eligible for special education services are supported through the Program for Students with Exceptionalities.

- An Autistic Support classroom is available for students in grades K-2 & 3-5.
- Life Skills K-2 & 3-5
- Emotional Support, grades 3-5
- Learning Support, Grades K-5
- Speech and Language services are available for eligible students in grades K-5.
- Students in grades K-5 are departmentalized.
- Art, Music, Gym, and Library are available for all students.
- All students will receive a laptop (grades 1-5) Ipads (Kindergarten)
- Students can sign up for instrumental in grades 4 and 5.

Student Schedule

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Students will receive a copy of their homeroom schedule at the beginning of the school year. Pittsburgh Minadeo follows a six (6) day schedule. The school calendar always indicates the rotation day number on the calendar.

Bell Schedule

The Minadeo bell schedule can be located on page 7.

School Calendar

A monthly school calendar is sent home to families. The calendar lists special activities, parent meetings, and other important information. The school calendar is also posted on the school webpage.

Before - After School Program

MEDP (Minadeo Extended Day Program) If you are interested, or need childcare, please call or stop by the office and we will provide you with the contact information.)

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School Expectations

The administration and staff of Pittsburgh Minadeo Pre- K-5 have developed three universal expectations for all students in Grades K-5. Classroom teachers may also utilize supplemental procedures and expectations while in their classroom at their own discretion.

- Be Safe
- Be Respectful
- Be Responsible
- BE THE NICE KID!

PBIS

Pittsburgh Minadeo utilizes a Positive Behavioral Intervention System (PBIS) to recognize positive student behavior. The goal of our PBIS Program is to create a learning environment where students can learn and grow. The PBIS behavior matrix is uploaded on the school website.

Every month students learn about a character trait to support our PBIS. Students are recognized monthly for demonstrating positive student behavior through the Minadeo Student of the Month Program.

Students will also be recognized for perfect attendance during these programs. Parents will receive notification and are welcome to attend these ceremonies

Student Code of Conduct

A copy of the student code of conduct is mailed to families at the beginning of the school year. The code of conduct is also posted on the school webpage

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Parental Involvement Opportunities

Pittsburgh Minadeo has numerous opportunities for families to be engaged in their child's learning. Below are just a few of the opportunities available to families.

- **Parent Teacher Organization (PTO)** – Pittsburgh Minadeo Pre- K-5 has a strong, active, and diverse PTO which encompasses many families. The PTO conducts numerous fundraising activities, special award recognition ceremonies, and field trips for the students.
- **Parent School Community Council (PSCC)** – We provide numerous opportunities for the parents to participate in parenting workshops, computer education, curriculum instruction and understanding, and community engagement and outreach. The PSCC meets monthly. Please call the school for more information or watch for the monthly calendar.
- **Volunteering Opportunities Within the School** –Please contact the school if you are interested in finding out how you can volunteer at the school. There are certain criteria that have to be met prior to volunteering at the school.

Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares it to be the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit:

<https://www.pghschools.org/nondiscrimination-policy>

For information about our Title IX procedures, please visit:

<https://www.pghschools.org/titleIX>

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Minadeo Bell Schedule

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| Breakfast | 8:05 | 8:25 |
| HR/First Period | 8:25 | 9:10 |
| Second Period | 9:10 | 9:55 |
| Third Period | 9:55 | 10:40 |
| Fourth Period | 10:40 | 11:25 |
| Lunch 2&3 | | |
| Fifth Period | 11:25 | 12:10 |
| Lunch K&1 | | |
| Sixth Period | 12:10 | 12:55 |
| Lunch 4&5 | | |
| RTI/ Seventh Period | 12:55 | 1:40 |
| Eighth Period | 1:40 | 2:25 |
| Ninth Period | 2:25 | 3:10 |
| Student Dismissal | 3:10 | |
| Teacher Dismissal | 3:15 | |
| Daily ESEP | 7:45-8:24 | |
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Community Resource Guide

Family Resources

Alliance for Community Respite Care - 1(888) 954-2424

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

www.classcommunity.org/how-we-help/alliance-community-respite-care

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 – (412) 261-2273 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.

<http://www.dhs.state.pa.us/findfacilsandlocs/childcareinformationservices/>

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

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) 529-4357 (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

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Right to Education Task Force – (412) 529-2300

The Local Task Force provides opportunities for parents, guardians and community members to ask questions about special education services as well as address concerns that affect students with disabilities in the Pittsburgh Public School District.

Program for Students with Exceptionalities PSE/Oliver

2323 Brighton Rd.

Pittsburgh, Pa. 15212

ltf2pgh@gmail.com

<http://on.fb.me/1vtwvYK>

United Way of Allegheny County - 211 (HelpLine), (412) 261-6010

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 with in 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.aft.org

Big Brothers Big Sisters of Greater Pittsburgh - (412) 363-6100

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.bbbspittsburgh.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 HealthCare 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

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Greater Pittsburgh Council Boy Scouts of America - (412) 471-2927

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. – (412) 208-4747

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.

<https://www.juniorachievement.org/web/ja-westernpa>

Parks and Recreation - (412) 255-2539

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

<http://pittsburghpa.gov/citiparks/>

Pittsburgh Toy Lending Library - (412) 682-4430

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

www.pgh toys.org

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) 227-3800

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

www.ymcaofpittsburgh.org

Youth Places - (412) 434-0851

Youth Places 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

Youth Works Inc. - (412) 281-6629

Youth Works 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.

<https://culturaldistrict.org/venues/august-wilson-center>

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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.

<http://www.heinzhistorycenter.org/fort-pitt/>

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.heinzhistorycenter.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.mcgyouthandarts.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

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