

**UNIVERSITY OF PITTSBURGH
FALK LABORATORY SCHOOL**

August 18, 2009

Dear Falk Parents:

Enclosed with this letter are a number of documents that will enable you to plan for the 2009-2010 school year. The most important of these is your Falk School calendar for the upcoming year. Keep the calendar in a convenient place as you will need to refer to it until the new School Directory has been completed. The hours of the school day will remain the same. Children who do not know their classroom assignment should go to the first floor bulletin board and locate their name on one of the class rosters that will be posted. Rosters will also be posted on the door of each classroom in the building and school personnel will be available to help new children and those who are not yet reading to find their rooms. Please note the **MODIFIED** schedule for the **FIRST TWO DAYS** of school. Also note there will be **NO AFTER SCHOOL PROGRAM THE FIRST TWO DAYS**. If you have any questions, please call the school at 412-624-8020.

MIDDLE SCHOOL: On Tuesday, September 8, only sixth grade students should attend classes; seventh and eighth grade students will not attend school on this day. On Wednesday, September 9, seventh and eighth grade students should attend classes; sixth grade students will not attend school on this day.

INTERMEDIATE: On Tuesday, September 8, only third grade and fifth grade students should attend classes; fourth grade students will not attend school on this day. On Wednesday, September 9, only fourth grade students should attend classes and the third and fifth grade students will not attend school.

PRIMARY: On Tuesday, September 8, only First and Second Grade Group A and Kindergarten (A-M) students should attend classes; First and Second Grade Group B and Kindergarten (N-Z) students will not attend school on this day. On Wednesday, September 9, only First and Second Grade Group B and Kindergarten (N-Z); First and Second Grade Group A and Kindergarten (A-M) students will not attend school on this day.

NOTE: A list with groupings and a letter from your child's homeroom teacher was mailed earlier in August.

All children will attend school on Thursday, September 10, 2009. The purpose of the staggered schedule is to provide the children who are moving into new situations a comprehensive orientation at the beginning of the school year.

PERSONNEL: The parents of primary students will be interested in knowing that our primary team of Dr. Marian Vollmer, Ms. Jill Sarada, Ms. Diana Dimitrovski and Ms. Megan O'Brien are all returning. We have added additional faculty to the Primary Team. Mr. Enrico Nardini and Ms. Rebecca Wright will be teaching first grade. Ms. Nabilah Rahman will be serving in both the first and second grade classrooms. Ms. Jennifer Porter and Ms. Jennifer Selby will be joining Ms. Sarada and Ms. Dimitrovski in the kindergarten classrooms. We look forward to another exciting year of learning in the Primary. Early learning experiences are so important, and these teachers will provide the best for our students.

Parents of intermediate students will be pleased to know that Ms. Joanne Ridge, Ms. Jackie Metcalf, Ms. Lindsay O'Sullivan and Ms. Phyllis Scherrer will be joined by Ms. Autumn Dillaman who will be filling the vacancy created by Ms. Steiner's leaving. Ms. Wertz will continue to have a teaching role with the intermediate and the students will experience the same fine quality education that is the trademark of the past. Ms. Ashley Hellmann will be providing Spanish language instruction for both primary and intermediate students.

We are also happy to be able to report that Ms. Eileen Coughlin, Ms. Ellen Cass, Ms. Niki Gorecka, Mr. David Kramer, Mr. David Ross, and Mr. Greg Wittig will be returning to the middle school. Ms. Lacey Davis will be joining the Middle School Team as Spanish language instructor. Ms. Donna Priore will again serve as an Instructional Resource Assistant to the Middle School Team. We are sure that all our middle school students will be provided many challenging opportunities during the course of the year.

Humanities will continue to be an integral part of every child's day, and your children will participate in our very special subjects classes. Dr. Pam Armstrong is again preparing for art classes, Dr. Lee Ann Conover and Ms. Daryl Godfrey will continue to teach the music classes, Ms. Linda Herward will return as the library teacher and will be working with Ms. Laurie Williams who has assumed the second library position, Ms. Barb Bianco will provide technology instruction, Ms. Laura Hunt and Mr. Brent Lopick will provide physical education instruction for all Falk School students. Ms. Lonna Wilkinson will be working with all student levels with the Alexander Technique and Yoga and Ms. Maccarelli will be returning as the school counsellor, also working with all student levels.

The Intermediate Unit specialists, Ms. Debbie Carleton (reading) and Ms. Mary Maceikis (speech) will again be a part our instructional staff.

Ms. Tina Mattis, Ms. Kelly DeGroot and Ms. Cindy Mazzotti will continue to provide the same fine support to faculty and parents that they have in the past. They will be joined in the office by Ms. Edie Smith who is moving from the Dean's Office to assume her duties at Falk. Ms. Roberta Poziviak is our cafeteria manager. She will be assisted again by Ms. Anita Stoner. They will be joined by Ms. Kerry Macugoski. Ms. Susan Sholtis will return as our school nurse. Mr. Dave Kiehl and Mr. Bill Thomas will continue as our custodians. Mr. Doyle will return as Director of the After School Program and he will be assisted by Ms. Danielle Fox. The After School Program is discussed in a separate program flyer.

We anticipate another exciting, productive year at Falk School and expect that your children's many needs will be met by our faculty and staff.

MASTER OF ARTS IN TEACHING (M.A.T.) PROGRAM AT FALK SCHOOL

The Master of Arts in Teaching program is for graduate interns who have been interviewed by the Falk School faculty. They are scheduled to have a full year practicum at Falk. These interns, from several educational institutions, have decided to pursue graduate study while gaining practical experience working with children prior to entering the job market. Many direct benefits to our children result from bringing this additional instructional delivery into our learning environment. Having added educational resources in the building contributes to our instructional flexibility and increases the amount of direct instructional time that is received by each student. Those who successfully complete the program are granted the Master of Arts in Teaching Degree, and upon application, a State of Pennsylvania Teaching Certificate.

Each intern is assigned to an instructional team for the entire school year. Most interns are assigned to one master teacher but a few may rotate among different master teachers on a scheduled basis. The interns teach groups of children and supervise many other activities. Every intern is under the direct supervision of a Falk School teacher. The Falk teacher is responsible for all of the instruction that is delivered in the classroom. Although appropriate initiatives by interns are encouraged, it is the teacher who orchestrates of the classroom activities. Just as Falk School provides highly individualized instruction for its children, we also employ an individualized teacher education model. Some interns may be ready to begin working with small groups immediately and others may not begin working directly with children until they have been in the school for a period of time. The Falk School faculty believes the MAT program is a significant benefit to the education of Falk School children.

The intern teacher assignments for the coming year are as follows:

Level	Teacher	Intern
Primary	Ms. Dimitrovski	Ms. Weiss
	Ms. O'Brien	Ms. Kaminsky
	Mr. Nardini	Ms. Shaw (student teacher)
	Ms. Rahman	None
	Ms. Sarada	Ms. Wolfe
	Dr. Vollmer	None
	Ms. Wright	Mr. Brown
	Ms. Hellman	Ms. Nedley
Intermediate	Ms. Dillaman	None
	Ms. Metcalf	Mr. Marchetti
	Ms. O'Sullivan	Ms. Sukenick
	Ms. Ridge	Ms. Paterson
	Ms. Scherrer	Ms. Showman
Middle	Ms. Cass	None
	Ms. Coughlin	Mr. Hengelbrok
	Ms. Davis	Ms. Gallagher
	Mr. Kramer	Ms. Hamilton
	Mr. Ross	Mr. Yalch
	Mr. Wittig	Mr. Cristello

Additional student teachers will be joining us during second semester.

ACHIEVEMENT TESTING

For our achievement testing we use the TerraNova. This test is first given as a practice examination to acquaint students with the testing process in grades three and four. The test is given and assessed against national norms in grades five and seven. The results of the grade seven examinations are used by our feeder high schools to assist them in student placement. Results of these tests are shared with parents and used to assess program development and individual student progress.

TRANSPORTATION

The Pittsburgh Board of Education will continue to transport the children of city residents who live more than one and one half miles from school, to and from school, throughout the 2009-2010 school year. This is also true for suburban school districts that bus children and are located within a ten mile radius of Falk School. The obligation to provide transportation is stipulated in Pennsylvania state law. This means that the Falk School office does not plan the bus routes nor schedule the pickup points for the children. This planning is done by the transportation offices of the respective school districts. Parents of city students are notified by the Board of Education of their route at least 2 weeks prior to the start of school. If you do not receive notification, contact Ms. Kelly DeGroot (412-624-8024). Parents of students who reside in the suburbs should be notified by the school district at least 2 weeks prior to the start of school. If you do not receive notification, contact Ms. Tina Mattis (412-624-8021).

AHERA MANAGEMENT PLAN

Falk School and the Teacher's Center (Library) buildings must meet specific health and safety requirements with regards to asbestos materials at the school. To meet these requirements, the buildings are inspected twice a year and the management plan is updated every three years by the Environmental Health and Safety Department of the University of Pittsburgh. An updated copy of the management plan is kept in the Falk School office and is available for inspection by employees, students, or parents upon request as required by the Environmental Protection Agency (EPA) under the requirements of the Asbestos Hazard Emergency Response Act (AHERA), enacted in 1986.

PARENTAL CERTIFICATE REQUESTS

Act 195 and Act 90 require every participating school to maintain, on file, certificates of requests from parents for all textbooks and instructional materials loaned to their children under these Acts.

CHILD SAFETY

The safety of the children who attend Falk School is the primary obligation of the Falk School faculty and staff. Although it is accepted as a tacit agreement between the parent and the school, every generation of new parent(s) is properly concerned about the security of its children. The purpose of this section is to reassure every Falk School parent that the safety of his/her children will never be compromised.

Building Security

Falk School has historically been a place where parents and visitors are welcome. Because our school population is small, parents, university students, and even occasional visitors are easily recognized. A visitation procedure requires **all visitors** to sign in at the office upon arrival. Visitor badges will be assigned to ensure proper identification during the visit. Badges should be returned to the office, and visitors must log out before leaving. Over the past few years we have established the pattern of locking the front door to the building soon after 9:00AM.

Children's movements to special subject areas (including music) and all playground activities are always supervised by an adult. After-school program activities are supervised by Falk School staff and responsible university work study students. These professionals follow the same prescribed safety practices every day.

During this time of ongoing construction, workers will be kept separate from students at all times. However, in spite of this separation, all workers present at our site must have passed the same background checks required of all of our faculty and staff. The procedures utilized at the beginning of the school year will be modified in March when the renovation of the current building is completed. Parents will be notified of those security changes at that time. Finally, although we have seldom had an occasion to require the services of the university police for an emergency situation, in those rare instances their response time has been between 3 and 5 minutes.

Fire

In spite of the fact that the Falk School building is of stone construction and essentially fire-proof, our alarm system is connected to a nearby fire station and fire drills are routinely conducted. Our experience has been that the building is evacuated in less than 2 minutes.

Drivers and Traffic

Because the safety of children is a responsibility that must be shared by all of the adults associated with the school, there are guidelines for adults who drop off or pick up children at Falk. Allequippa Street is presently a throughway as well as the only access to the VA Pittsburgh Health Care System. There are stop signs which help to control the speed of vehicles as they approach and pass the school, and there is **NO PARKING** on Allequippa at any time. Also be aware that pick-up and drop-off options have changed with the creation of our Bus Lane and the new Governor's Drive.

The school day will begin at 8:45 A.M. and the dismissal time will be 3:15. Classrooms will be open after 8:15 A.M. If students arrive earlier, they should report to an open homeroom.

At drop-off, busses arrive at staggered times and utilize the Bus Lane. Buses will always offload at the Bus Lane and people who drop off children in the morning should utilize the new Governor's Drive in front of the building. This area is reserved for carpool. Traffic should enter from the south and exit at the north. If you are walking your son or daughter into the building, please pull as close to the curb on the school side as possible. This will allow other traffic to drop off children in the left lane and exit the Drive. There is still a right turn only at the exit end of the Drive. No child should ever be let out of an automobile so that he/she has to cross Allequippa Street. Moreover, no one should ever leave a younger child in a parked car while escorting older children into the school.

If you are visiting the school during the day there are 36 spaces along Lower University Drive that are designated as Falk School Parking (UDA). You can also park in the Bus Lane between the hours of 9:00AM and 2:00PM. You may park in the right lane of the Governor's Drive during the day as well. Please keep the left lane open for through traffic.

At dismissal, because we are the first stop for most of the bus lines serving Falk School, busses will begin filling the bus lane by about 2:30 PM. Busses arriving after the bus lane is full will wait in the staging area along Lower University Drive. Children will be walked to the bus pull-off lane and loaded at that point. As busses pull away from the school, the busses parked along Lower University Drive will move up and take their place.

At dismissal time, parents should not arrive prior to 3:00PM. All bus students are dismissed first, and not until the final bus had departed do we begin staging carpool students. Parents should approach the carpool lane from the south, forming a single line next to the school side curb. The lane is wide enough to have two cars parked side-by-side; however, for safety reasons we will only load students from the right hand lane. It will take time to get everyone used to the new system and we thank you in advance for your patience.

Rules

The Falk School day is governed by explicit rules of safety. We establish room-level rules, team-level rules, and school-wide rules. An example of a school-wide rule is that no student is permitted to cross Allequippa Street without an adult. It's a non-negotiable rule set by the Director. The faculty and staff have also established strategies to be employed in crisis situations. For the protection of your children, these procedures remain confidential.

Nurse

Falk School employs a full time nurse to conduct vision, hearing and scoliosis screenings, track growth and development, maintain students' medical records, administer prescribed medication and care for minor injuries and illnesses which arise in our school.

VACATION

Many of the faculty and staff will be on vacation during the month of August. However, the school office will be kept open all summer. If you need to communicate with the school, you can call into the office by dialling: 412-624-8020.

Sincerely,

Wendell R. McConnaha, PhD
Director



2009-2010 SCHOOL YEAR
 UNIVERSITY OF PITTSBURGH
 FALK SCHOOL
 4060 ALLEQUIPPA STREET
 PITTSBURGH, PA 15261
 412-624-8020



HOURS OF OPERATION: 8:30-3:15

REVISED 8/1/09

January 15 (Friday).....**No School All Grades – Primary K Applicant’s Visitation Day**
 January 18 (Monday).....**No School – Martin Luther King Holiday**
 January 21 (Thursday).....PTA Meeting 7:00PM
 January 21 (Thursday).....1:30 Dismissal for Accreditation Meetings
 January 23 (Saturday).....Rollerblading Party 2:00-4:00PM
February 2 (Tuesday).....End 2nd Quarter – Primary & Intermediate Levels
 February 10 (Wednesday).....Talent Show
 February 11 (Thursday).....**No School – Kindergarten Conferences & Clerical Day**
 February 20 (Saturday).....Book Bingo 4:00-6:00PM
 February 25 (Thursday).....PTA Executive Committee Meeting 7:00-9:00PM
March 5 (Friday).....End 2nd Trimester – Middle School
 March 8-12 (Monday-Friday).....**No School – University Spring Break**
 March 18 (Thursday).....PTA Meeting 7:00PM
 March 21 (Sunday).....Bowling Party 1:00-3:00PM
 March 25 (Thursday).....PTA Executive Committee Meeting 7:00-9:00PM
 April 1-5 (Thursday-Monday).....**No School – Passover/Easter Holiday Break**
April 15 (Thursday).....End 3rd Quarter – Primary & Intermediate Levels
April 16 (Friday).....No School – Eric Jensen In-service Day
 April 18 (Sunday).....Earth Day Activity 2:00-4:00PM
 April 19-23 (Monday-Friday)Primary/Intermediate Parent Conferences 1:30 Dismissal for All
 After School begins at 1:30PM
 April 20-23(Tuesday-Friday).....Book Fair
 April 28 (Wednesday).....Author Visit - Kimberly Willis Holt
 April 29 (Thursday).....PTA Executive Committee Meeting 7:00-9:00PM
 May 6 (Thursday).....1:30 Dismissal for Accreditation Meetings
 May 13 (Thursday).....PTA Meeting 7:00PM
 May 21 (Friday).....1:30 Dismissal – School Carnival 4:30-8:30PM
 May 24-27 (Monday-Thursday).....Middle School Musical (AM & PM Performances)
 May 31 (Monday).....**No School – Memorial Day Holiday**
 June 3 (Thursday).....PTA Executive Committee Meeting 7:00-9:00PM
 June 9-10 (Wednesday-Thursday)8th Grade at Cedar Point
 June 11 (Friday).....Graduation Dinner 6:30 PM – Dance 7:30 – 10:00 PM
 June 16 (Wednesday)**Falk School Graduation – 8:00 PM**
June 17 (Thursday).....End 4th Quarter – Primary & Intermediate Levels
June 17 (Thursday).....End 3rd Trimester – Middle School
 June 17 (Thursday).....Last Day of School – 11:00 Dismissal – Kennywood Day (**No After School**)

August, 2009

Dear New Falk Family,

I would like to extend a warm welcome to you from the Falk PTA! With a child(ren) at Falk School, you are now part of a unique and very special community. As the new school year approaches, you may have questions and concerns in anticipation of entering a new school. To help ease this transition into Falk, the PTA has put together the enclosed document that includes important information about the school's philosophy, operational concerns, and daily procedures, as well as some other information regarding the PTA, its functions and events.

In conjunction with the Special Subjects Curriculum Meeting, we have planned a New Parents' Coffee for Wednesday evening, September 30th from 6:00 to 8:30 pm in the Falk School Cafeteria. This is an opportunity to hear from the Humanities/Special Subjects faculty about their work with our children as well as to meet other new Falk families and school and PTA representatives. Please, join us for this informative and fun evening.

There are also a number of other meetings early in the year that provide valuable information, including the following:

Tuesday, September 15th – Middle School (Grades 6,7,8) Curriculum Meeting 6-8:30 pm
Tuesday, September 22th – Primary (Grades K,1,2) Curriculum Meeting 5-6 pm
Thursday, September 24th – Intermediate (Grades 3,4,5) Curriculum Meeting 5-6 pm
Wednesday, September 30th – New Parents Coffee and Special Subjects Curriculum Meeting 6:00-8:30
Thursday, October 29th – First General PTA Meeting 7:30 pm (Childcare available)

The Falk School PTA is a very active organization made up of committed parents and teachers who welcome all and work to encourage new members to participate in established activities as well as contribute new ideas. There are many ways to become involved. In addition to attending the General PTA meetings throughout the year, you may want to consider a position on the PTA Executive Committee, which meets monthly and votes on important issues. You may choose to become a room parent, or library volunteer for your child's classroom, or to help with one or more of the PTA-sponsored events that occur during the school year.

Falk Talk, the PTA newsletter, is produced bi-monthly and is an important way to keep informed of school and PTA events. Additionally, the Falk School Handbook and the Directory, which is published early in the school year, will contain valuable detailed information and contacts.

If you have any questions, Martina Wells, New Family Representative for the 2009-2010 school year, is available to ensure a smooth transition to our school. Please, feel free to contact Martina at (412) 681-4603 or martinawells@verizon.net, or me at josaboma@msn.com.

I look forward to meeting you at the New Parents' Coffee, and offer best wishes for the upcoming year!

Sincerely,

Kim Lincoln
President 2009-2010
Falk School PTA

What is Falk?

Under a charter agreement between the University of Pittsburgh and Leon Falk Jr. and Marjorie Falk Levy, Falk School has operated as the laboratory school of the University of Pittsburgh since 1931. The school was established in honor of the Falk's mother, Fanny Edel Falk.

Falk School's purposes are stipulated in its charter. The Falk's were interested in the promotion of progressive methods of teaching and affording students of the University of Pittsburgh who expected to follow teaching as a vocation the opportunity to observe new and different methods of instruction. The University wanted to establish and maintain a progressive, experimental and demonstration elementary school as part of its activity as an educational institution. It was agreed that the school would be an integral part of the University, that the administration and operation of the school would be through the University administrative channels and that all teachers at Falk would be accorded faculty recognition by the School of Education. A school board of 11 members was formed and given the power of approval over the general purposes and activities of the school, subject to the final decision of the Board of Trustees of the University of Pittsburgh.

Philosophy

Education is of optimal value when it results in enriched personal living, understanding and appreciation of a heritage, and development of the knowledge, skills and attitudes that help to preserve the best from the past while making contributions to the future. The family is the fundamental unit of society and the purpose of the school is to reinforce (not to replace) the teaching of the home and to provide additional learning that cannot typically be attained in a home environment. Because children enter school with unequal academic aptitudes, different personal needs, and varying rates of maturation, it is not possible for every child of a given age to be capable of identical achievement. The most viable approach to securing a desirable education for all is to foster the personal growth of each individual child according to his or her unique capabilities. It is the responsibility of the Falk School faculty to keep informed about the latest information in psychology and education, and to employ practices which hold the best promise for effective learning for every child.

It is the policy of Falk School to provide a multi-ethnic, multi-racial, non-sexist educational environment. Because teacher attitudes and expectations have profound effects on children's perceptions and beliefs, Falk School teachers do not communicate personal biases to students. However, non-discrimination goes beyond the concerns of racism and sexism. Among human beings there is no rationale for discrimination based upon political persuasion, religion, age, societal role, marital status, physical or mental disability, socio-economic status, ethnic origin, sexuality or any other non-bona fide criterion.

Organization

The Falk School organization includes features that are not yet common in all American schools including the use of multi-age classrooms and modified team teaching, whereby each class includes a Master Teacher and a Master of Arts in Teaching student. Each homeroom consists of approximately 22-24 children. Classroom assignments are made to provide heterogeneity and balance with respect to general academic ability. Children typically remain in the same classroom for two or more years, consequently, the teacher gets to know each child very well. Teams of teachers who are responsible for the same age clusters of children plan their work together. By using each child's educational background and daily work pattern, the teachers are able to assign students to the instructional groups to which they are best suited.

Heartwood Program

The Heartwood Program was adopted as part of the Falk language arts curriculum. The Heartwood Program is a literature-based ethics curriculum for children.

The program uses illustrated books, many of which are by award-winning authors, chosen for their representation of cultures from around the world. The books, which are read aloud in class and then discussed, are primarily legends and folk and hero tales. Sometimes they create a starting point for related projects, writing assignments in class and discussions at home. The books help children understand seven attributes: courage, loyalty, justice, respect, hope, honesty and love. The program has been adapted for all grades at Falk using three basic kits with two books for each attribute in each kit. Each month a different attribute is assigned and included in the curriculum. The list of books for the current and upcoming attributes is published in FALKTalk each month and it is hoped that parents become involved by both being aware of the books being used and in making an effort to read the books at home. Teachers believe that the more times the children hear the stories, the more likely it is that the messages will be internalized.

In discussing the goal of the program Ms. Laurie Williams, who chairs the Language Arts Committee, explained that in-service training was provided to all teachers when the program was adopted. There were discussions of the history of teaching values, how children learn right from wrong, and the three levels of ethical understanding: to understand cognitively, to behave in a way that demonstrates the understanding, and to internalize the understanding. Ms. Williams expresses the goal of the program this way: "By making a conscious and deliberate effort to deal overtly or explicitly with [the issues], we're hoping that over time an implicit change and understanding will take place and will grow in the kids." When questioned about the difficulty of teaching what the attributes mean given that they could mean different things to different people at different time, Ms. Williams said this is "an inherent part of the program" and one that she does not view as a problem. She also commented that "we like to think that so much of what we teach is concrete and black and white and narrowly defined, but it's not...sometimes the important thing is just the exploration."

A typical day/week

The following schedule represents what a "typical" day might be for the primary student:

Language Arts - reading, writing, listening, speaking: 90- 120 minutes each day

Math: about 45 minutes each day

Science and Social Studies: 3 or 4 times per week for 30-45 minutes

Art: once a week for 1 hour

Library: once a week for 1/2 hour

Computer: once a week for 1/2 hour

Music: 3 times a week for 1/2 hour (including 1 period of Theater Arts)

Spanish: 15 minutes a day

Gym/Physical Education: 3 times a week for 1/2 hour

Recess: usually twice each day, at noon and in either the morning or afternoon, depending on whether the room has lunch early (11:20) or late (12:30)

The exact configuration varies from room to room, and each teacher has special activities that make his/her schedule unique (like our students!).

School cafeteria

Falk has a school cafeteria, managed by Ms. Roberta (Bertie) Poziviak, serves luncheon items on both a "full meal" and an "à la carte" basis. Items from the daily menu are available to those children who opt to bring a "bag lunch" on an à la carte basis. Lunch menus are sent home once a month. This year the lunch program is being coordinated by Horizon. A separate mailing was sent by the school explaining how the new program will work.

Carpool and Buses

Buses will always offload at the Bus Lane and people who drop off children in the morning should utilize the new Governor's Drive in front of the building. This area is reserved for carpool. Traffic should enter from the south and exit at the north. If you are walking your son or daughter into the building, please pull as close to the curb on the school side as possible. This will allow other traffic to drop off children in the left lane and exit the Drive. There is still a right turn only at the exit end of the Drive. No child should ever be let out of an automobile so that he/she has to cross Allequippa Street.

At dismissal, because we are the first stop for most of the bus lines serving Falk School, busses will begin filling the bus lane by about 2:30 PM. Busses arriving after the bus lane is full will wait in the staging area along Lower University Drive. Children will be walked to the bus pull-off lane and loaded at that point.

At dismissal time, parents should not arrive prior to 3:00 PM. All bus students are dismissed first, and not until the final bus had departed are the carpool students dismissed. Parents should approach the carpool lane from the south, forming a single line next to the school side curb. The lane is wide enough to have two cars parked side-by-side; however, for safety reasons we will only load students from the right hand lane.

Buses

CITY OF PITTSBURGH RESIDENTS will have bus transportation arrangements made by Ms. Kelly DeGroot. It is assumed that all city residents will use the bus service unless you inform Ms. DeGroot to the contrary. The Pittsburgh Board of Public Education will transport Falk students living at least 1.5 miles from Falk School. Those students who live closer than 1.5 miles are considered "walkers" by the Board of Education. You will receive notification from them relative to your child's bus route number and the time and location of pick-up around the middle of August. If you have not received this information at least one week prior to the start of school, please contact Ms. DeGroot at 412-624-8024.

Bus transportation is available to SUBURBAN RESIDENTS through their local school districts. Ms. Tina Mattis notifies the school district that your child will be attending Falk School. You will receive notification of your child's bus number and time and location of pick-up from either Falk or your school district (each district does things a bit differently!) but if you have not received word from either of them at least one week prior to the start of school, please contact Ms. Mattis at 412-624-8021. You may also contact the transportation department in your school district if you have specific questions on bus stop and time.

Bus SAFETY is always a concern, so please be sure that your child is aware that good bus etiquette is required and that, among other things, they stay seated while the bus is in motion and that noise be kept to a minimum.

An additional note about buses: If your child is planning to visit another child directly after school, you must provide the transportation. FOR INSURANCE PURPOSES, CHILDREN ARE NOT PERMITTED TO RIDE ON BUSES OTHER THAN THE ONES TO WHICH THEY HAVE BEEN ASSIGNED.

Instructions explaining any change in normal transportation arrangements (e.g. your child normally takes a bus, but you plan to pick up your child on a given day) should be sent in writing to the homeroom teacher. Otherwise, the teacher will assume that dismissal arrangements are the normal ones.

Visiting School

If you are visiting the school during the day there are 36 spaces along Lower University Drive that are designated as Falk School Parking (UDA). You can also park in the Bus Lane between the hours of 9:00AM and 2:00PM. You may park in the right lane of the Governor's Drive during the day as well. Please keep the left lane open for through traffic. There is no parking at any time on Allequippa Street.

Extracurricular

We have several Girl Scout Troops based at Falk. Weekly meetings are held during the after school program. Announcements for troop sign-ups will come home in September. Other extracurricular activities include Middle School boys' and girls' sports teams.

Other events include field trips, picnics and attendance at cultural events. Some of the events are planned around the curriculum while others are just for fun. Falk family social events have included ice skating parties, bingo nights, dinners and other level-specific gatherings.

Middle School students can participate in an array of interscholastic sports programs. These include cross country, soccer, basketball and tennis.

Forms

Trip permission forms

No child is allowed to go on a field trip without a signed parental permission form. Make certain that you have signed and returned the form with any payment necessary. Otherwise, your child may be left at school waiting to be transported home or to the field trip site by you. Making this clear to your child will encourage your child to bring such forms home! And you might want to check with your child on a daily basis.

Physical and dental exam forms

Physical examination forms are required by the state and the Pittsburgh Board of Public Education for children in kindergarten and sixth grades. Please have your child's

pediatrician examine your child, fill out the appropriate form, and return it to the school nurse.

Dental examination forms are required for each child entering kindergarten, third and seventh grades. These may be handled in the same manner as the physical examination forms. Please be sure to get these forms back to the school office in a timely fashion. This is a state requirement.

Medication form

This form should be used when your child must take medication at school. It is to be sent to the nurse via the school office. In this way your child's medicine may be kept secure and administered as prescribed. Also, the school personnel can watch for signs of side effects or the onset of more acute illness.

If your child may take Tylenol administered by the school nurse without your time-by-time permission, sign the medication or physical exam form giving this directive.

Falk Family Information Form

This form is used to collect information on your child(ren)'s doctor, dentist, preferred parent contact and emergency contact information. It is very important that this information be updated as changes occur.



Falk School teachers and administrators are very accessible. Parents are encouraged to contact teachers when they have questions or concerns about any aspect of their children's experience at Falk School. Falk teachers take pride in their professionalism. Conversations with parents are held in confidence. Children are never negatively affected by communication between parents and teachers. Teachers need to be informed in a timely fashion about parents' concerns so that, as a team, they may address issues in a prompt and concerted way.

Suggested methods to initiate communication:

1. Send a note with the child to the teacher.
2. Put a note into the teacher's mail slot in the school's main office.
3. Call or email the teacher (phone numbers & email address are listed in the directory) and request a return call or reply from the teacher.

Parents meet with teachers twice a year for regularly scheduled conferences, but are welcome to schedule additional appointments with teachers whenever necessary. Questions or concerns should always be directed to the teacher first. After thorough discussion, if parents feel the need for further consideration, they should contact the school's director, Dr. McConnaha.

Two other sources of help with information are available to parents:

1. The room parents, two in each class.
2. The chairperson of the PTA Interpretations Committee, identified in the PTA Executive Board list in the front of the Falk directory. The Interpretations Committee provides a confidential liaison between parents and the school when other routes of communication fail or are felt to be inappropriate.

Information

Each Fall, the PTA publishes a directory of Falk students by homeroom. The directory lists each student's name, and parents' names, addresses, phone numbers and e-mail addresses. The front of the directory includes a calendar of all important dates for the school year, names, addresses and phone numbers for Falk faculty and staff, names and phone numbers of all PTA officers and committee chairpersons, and other general Falk School information.

The Falk School Handbook, which outlines the organizations and documents that guide the operation of the Falk School, has been distributed to all new parents. There will also be a summer mailing from the office with pertinent information regarding the start of school.

What to do if your child...

...becomes ill at school

If a child is sick at school, he/she will be sent to the nurse's office. The parent will be called and asked to pick up the child. If no parent is available, the emergency contact person listed on the child's information form will be contacted. If that person is unavailable, the child will be cared for in the nurse's office, Room 119, until a parent is able to come.

...must take medication

Medicine must be administered by the nurse. There is a form contained in the acceptance packet that must be filled out and brought in by the child along with the medicine. Medication cannot be dispensed unless it is accompanied by this completed form. The medication must be in its original package, so consider asking the pharmacist to split the prescription into two marked containers (one for home and one for school).

...is absent from school

When a child is absent due to any reason, a phone call or a message to the teacher is expected and very much appreciated. You can leave a message with Ms. Cindy Mazzotti at 412-383-7026. If you know in advance that your child will be absent, notifying the teacher can help in planning for make-up work or work that might be taken with you. A note or a phone call about your child's illness can aid the teacher and the school nurse in detecting lingering symptoms and watching for similar illnesses in others. This is particularly important in cases of communicable diseases. Schools are unfortunately ideal breeding places for germs of all kinds and we are continually concerned about the health and safety issues of our children. If a teacher notes that your child is not in attendance, and there is no note, you will receive a phone call asking for a reason.

When your child needs to leave school early, please send a note to the teacher explaining what time the child will be picked up.

After School program

The After School program is an opportunity for Falk students to socialize and play in a well-supervised environment with a minimum of constriction. The program is open from 3:15 pm until 6 pm. Hourly rates are charged. Bills are sent monthly, and are payable upon receipt. The After School Program is explained in detail in a separate letter within this packet.

PTA

The Parent-Teacher Association at Falk (PTA) is a very active group. All parents and teachers are encouraged to become members of the PTA. Dues are \$25 a year per family. All activities sponsored by the PTA are open for the whole school to enjoy.

The general membership of the PTA has three meetings a year. Usually the topics for the meetings revolve around current issues in the school. Recent topics have included: Competition and Our Children; Nutrition; and Computer Technology.

PTA functions are organized by an executive committee comprised of the president, vice president, secretary, treasurer and various committee chair people. The officers are elected at the Spring general membership meeting. They convene monthly to conduct the business of the PTA. All monthly board meetings are open to all Falk parents, faculty and staff.

Each year the out-going PTA President rotates onto the Falk School Board which is the policy-making body for the school. Term of office is three years.

The following is a sampling of activities organized by the PTA committees: holiday gift sale for the children, talent show, Spring Carnival, gift wrap sale, bingo, multicultural picnic, TELE FALK, School Directory, and the Halloween program for the children.

In addition, the PTA provides such support services as Room Parents, the monthly FalkTalk newsletter, and auxiliary library help. Participation on all committees is always welcome. This is a great way for parents to get acquainted with each other and learn the inner workings of Falk.

Money raised by the PTA supports the Excellence in Teaching Scholarship Fund, the Falk School Fund, holiday gifts for the staff, the majority of field trips for all grades, an end of the year faculty lunch, and other special activities or equipment for the school that cannot be covered in the normal operating budget.

Keeping informed

The PTA publishes a newsletter, FALKTalk, usually on a bi-monthly basis throughout the school year, which is designed to be a direct method of communication between the parents, teachers and administration of the school. The newsletter contains all current information, announcements and special items that can be useful to all parents, in addition to a calendar of coming events at the school.

Thanks to the help of the Falk office staff and parent volunteers, the newsletter is mailed to your home. Consider this a vital connection to your life at Falk.

In support of excellence

PTA-supported funds

Two funds are supported by PTA fundraisers and also by individual contributions.

The Falk School Fund was created to facilitate the purchase of items and support of faculty initiatives not normally provided for in the school budget. The fund is administered by a three-member board of trustees.

The Excellence in Teaching Scholarship Fund is intended to increase the diversity of the student population by providing tuition support for minority students, to provide emergency assistance to Falk students whose families unexpectedly are unable to meet tuition deadlines, and to honor Falk teachers who have excelled or been exceptionally dedicated by placing their names on the Excellence in Teaching plaque.

Other support

The Gertrude and Elias Sunstein Scholarship Award was created to honor a Falk student who demonstrates exceptional ability and achievement and to provide additional support of the school library.

2009-2010 Falk PTA Executive Committee

PRESIDENT	Kim Lincoln	412-422-8234
VICE PRESIDENT	Sheila (Sam) Frizzell.....text only	412-983-5991
SECRETARY	Patty Mareda.....	412-321-0981
TREASURER	David Sanders.....	412-421-2539
TEACHER REPRESENTATIVES	IBD (PRIMARY) TBD (INTERMEDEIATE) TBD (MIDDLE SCHOOL) IBD (SPECIALS)	
NEWSLETTER TEAM	Rob Kass	412-521-5096
	Sylvia Gil-Stearns	412-243-5666
ROOM PARENT CO-CHAIRS	Molly Denver Thayer	412-241-2921
	Mindy Frohlich.....	412-421-2526
HANDBOOK/DIRECTORY	Tina Levick.....	412-243-1122
	Tina Mattis.....	412-624-8020
FALK FUND TRUSTEES	Marc Brown.....	412-521-9324
	Marion Fisher	412-421-7787
	Michael Marks	412-421-2129
Tina, we are deleting the EIT section		
ADVANCEMENT/FUNDRAISING		
Library	Maureen McClelland-Mayer	412-371-3894
	Kim Cuddy Crawford	412-884-4487
General Fundraising-Box Tops/Cartridges	Sheila (Sam) Frizzell.....text only	412-983-5991
Holiday Gift Shop	Jina Kaufman.....	412-422-5920
Alternative Gift Shop	Kim Lincoln	412-422-8234
Carnival	Kim Lincoln	412-422-8234
SCHOOL BOARD REPRESENTATIVES	Betsy Levine Brown	412-521-9324
	Martina Wells	412-681-4603
	Karen Goldman	412-421-7919
MULTICULTURAL PICNIC	Suzanne Platt	412-247-1888
BOOK BINGO	Kim Lincoln	412-422-8234
KENNYWOOD DAY	Laura Lawson	412-661-4856
NEW PARENT REPRESENTATIVE	Martina Wells	412-681-4603
ALUMNI RELATONS	Sharon Semenza	412-661-4804
SCHOOL DIRECTOR	Dr. Wendell McConnaha.....	412-624-8022

FALK LABORATORY SCHOOL

Dr. Wendell McConnaha, Director

Office: 412-624-8022

2009-2010 FALK PTA OFFICERS

Kim Lincoln, President	412-422-8034	josaboma@msn.com
Sheila (Sam) Frizzell, Vice President	412-983-5991 text only	samfrizzell@verizon.net
Patty Mareda, Secretary	412-321-0981	jen8@comcast.net
David Sanders, Treasurer	412-421-2539	david.sanders.84@alum.dartmouth.org

**SAVE THE DATE
FOR OUR FIRST
GENERAL PTA MEETING**

Thursday, October 29, 2009

at 7:30 p.m.

at the Falk School Cafeteria

Hope to see you there!

**Childcare available for Falk
students**

Falk PTA Committee Descriptions

Alumni Relations: Facilitating communications and relations with Falk alumni.

Carnival: Manage and oversee all aspects of the annual Falk Spring Carnival. This is optimally a 2 to 3 year commitment. Subcommittee volunteers are always needed as well to set up and manage the games, organize the raffle, oversee the bake sale, provide/prepare refreshments, etc.

Falk Fund Trustees (3): Manage the Falk Fund and determine its utilization (trustees should optimally have banking, investment or legal backgrounds).

FalkTalk Newsletter: Editors collect submitted articles, provide editing expertise and produce and coordinate distribution of the bi-monthly newsletter that serves as one of the PTA's main communication tools.

Fundraising: Oversee/assist established PTA fundraising activities (other than Sally Foster and Carnival) including Giant Eagle, Box Tops, ink cartridge recycling, Target, etc., identify and coordinate new efforts in consultation with Executive Committee.

Gift Wrap: Manage and coordinate annual Sally Foster Gift wrap fundraiser.

Handbook/Directory: In partnership with Falk administrative staff, assure timely completion and distribution of the annual Falk Directory.

Holiday Gift Shop: Manage and oversee the annual Falk Gift Shop. Purchase inventory, recruit volunteers to staff the shop, setup and clean up; account for all financial transactions.

Interpretations: Serves as another resource to parents who have questions/concerns, after they have contacted homeroom teachers (if a classroom issue) and before contacting the school director.

Library Co-Chairs (2): Assist Falk School Librarian as needed including recruitment of library volunteers for primary classroom book circulation days; sending quarterly gift book mailing and acknowledgements, etc.

Multicultural Picnic: Plan and manage annual multiethnic picnic, including location arrangements, publicity, activities/entertainment etc.

New Parent Representative: Plan and organize New Parent Coffee, serve as contact person for new families with questions or suggestion, send Spring Carnival invitation/tickets to next year's prospective families, etc.

Room Parent Co-Chairs (2): Ensure that there are two room parents for each homeroom by mid-September, serve as first branch of telephone tree for school closures, serve as contact point for Spring Carnival parent assignments and other duties as individual teachers may request.

Special Activities (2): Planning and execution of PTA sponsored school events, such as Bingo, Kennywood Day and ice Skating Party.

This is not meant to be an exhaustive list of all PTA activities – there are always opportunities for volunteering, and the PTA will inform you of them throughout the year. If you have any ideas for new activities and events, please bring them to the attention of one of the PTA Officers! We thrive on new ideas and energy!!

Falk Laboratory School
2009-2010 Parent Involvement Interest Survey

The Falk School PTA is a dedicated group of parents and faculty with diverse interest, talents and backgrounds. In order to have a better idea of what our parent population has to offer, and to determine your interest in becoming involved in the Falk Community through the PTA or as a resource for our children's teachers, we ask that you please fill out this survey form and return it to the Falk School office by the first week of school. If you have any questions or concerns, please contact 2009-2010 PTA President Kim Lincoln, 412-422-8034 josaboma@msn.com

We will use this information to assist the faculty as well as the PTA as needed throughout the year.

Thank you for your willingness to contribute your time and talents to our school!

PROFESSION AND CONTACT INFORMATION

Parent Name: _____

Profession: _____

Phone/E-mail-preferred method of contact?: _____

Parent Name: _____

Profession: _____

Phone/E-mail-preferred method of contact?: _____

SPECIAL TALENTS/ABILITIES/HOBBIES

Parent:

Parent:

Do you think you might like to be involved, now or in the future, on a PTA Committee, as a Committee chair, or as an Officer in the PTA? (Officers and Committee chairs comprise the PTA Executive Committee, which meets monthly to discuss and vote on many important issues). Circle one:

Yes

No

Maybe

If yes, or maybe, do you have a particular interest? See attached description of PTA Committee/function for more information.

STUDENT ASSISTANCE PROGRAM

FALK SCHOOL
University of Pittsburgh

Student Assistance Programs have been established in schools throughout Pennsylvania, as required by the State Department of Education for all school districts. These programs provide schools with the means to identify and refer students who have school-related problems because of alcohol or drug use or who are at risk of suicide or other mental health problems.

At Falk School, the Student Assistance Program is comprised of a group of concerned members of the professional staff who have received training in recognizing behaviors which inhibit educational growth. The purpose of the Student Assistance Program is to assist students in dealing with a wide variety of behaviors which interfere in their academic performance. The primary function of the Student Assistance Program is to identify the child whose behavior causes reason for concern and begin a positive plan for intervention. It is also a method for intervening and referring these students to appropriate community services. It is an intervention, not a treatment program.

The heart of the program is the Core Team, made up of the following individuals.

Ms. Eileen Coughlin, Middle School teacher	412-624-8016
Ms. Laura Hunt, Physical Education teacher	412-624-8017
Ms. Carmie Maccarelli, Counselor	412-648-2556
Dr. Wendell McConnaha, Director	412-624-8022
Ms. Jackie Metcalf, Intermediate teacher	412-383-9608
Ms. Jill Sarada, Primary teacher	412-383-9610
Ms. Susan Sholtis, School Nurse	412-624-8023
Ms. Debbie Carleton, I.U. Reading Specialist	412-624-3867
Mr. Brent Lopick, TSS Support	412-624-8017

A student may be referred to the Core Team by his/her family, friends, school staff, or by the student him/herself. We welcome you to come to us whenever your child is in need of our assistance.

We look forward to answering any of your questions regarding this program. Please do not hesitate to contact us at any time.

As team members, we believe this is a very beneficial program for our students. With your support and assistance, we can make this program successful.

To: All Falk Parents
Date: August 17, 2009
Re: TRANSPORTATION RULES FOR BUS SAFETY AND WALKING

Students are assigned to a specific bus, with a specific designated stop, at the beginning of the year. Children are not permitted to ride a bus to which they have not been assigned. Please do not send notes asking permission for your child to ride another bus. This rule is part of the bus company's regulations and we are not in a position to over-rule this decision. This rule is in place because of safety and insurance concerns. Your child is insured while riding on his/her assigned bus only. Permission is granted (with a note from the parent) to get off at a different stop, but not to change busses.

If there are changes to dismissal plans, please try to notify the school early in the day. If we are not informed until the end of the day, and we are not in a position to accommodate the arrangement, there may not be enough time to call you and let you know that the plans will not work. This creates a dilemma. Our only option is to have the child remain at After School (an additional expense) until you can make arrangements to pick him/her up.

BUS SAFETY AND COURTESY

RIDE SAFE! WALK SAFE! RIDE SAFE! WALK SAFE!

1. Wait for your bus in a safe place—away from the road.
2. Stay two feet away from the curb until the bus comes to a complete stop.
3. Wait your turn to get on the bus.
4. While on the bus:
 - Remain seated at all times while the bus is moving
 - Keep aisles clear; stow school bags under the seat
 - Do not save seats for others boarding later
 - There are no reserved seats except when assigned by the driver or school personnel
 - Talk in a normal voice. **DO NOT SHOUT**
 - Keep the bus clean. **DO NOT EAT OR DRINK ON BUS**
 - Do not put or throw** anything out of the bus windows
 - Only assigned students may ride the bus (see previous page for more detail)
 - Listen to your driver
 - Wait until the bus stops completely—then you may get out of your seat to exit.
5. Once off the bus—Avoid the DANGER ZONE. (See next page for picture). Walk 10 giant steps beyond the bus so the driver can see you clearly.
6. Never retrieve anything that falls under the bus.
7. Wait for the bus driver's signal before crossing in front of the bus.
8. Be sure to look **LEFT-RIGHT-LEFT** to see that all cars have stopped.
9. If there is no sidewalk, walk on the left so you are facing the on coming traffic.

August, 2009

Dear New and Returning Falk Families,

I hope everyone is having a wonderful summer! As you know, the new school year is fast approaching and this means it is time to introduce and remind you of the important details pertaining to the After School Program at Falk.

For those of you who are new to Falk let me briefly describe the After School Program. The After School Program is staffed by University of Pittsburgh students, under the supervision of licensed Falk teachers, Mr. Tim Doyle and Ms. Danielle Fox. All Falk students are welcome to attend each day and, with the exception of special events, no pre-registration is required. If you desire to have your child attend After School, simply let him/her know that he/she should register when entering the classroom that morning. Then, at the end of the school day, all students participating will be held in the classroom until dismissed by an After School employee. During a child's stay in After School he/she will be able to participate in activities such as free play in the gym or outside, arts and crafts, board games, computer time, or organized games and activities. There is also an option for older students to work on homework assignments. Primary aged students will receive a snack around 4:00 p.m. followed by intermediate and middle school snack served at 4:20.

When a parent or guardian arrives at the school to pick up a child, they should use the Governor's Drive. An After School employee will be stationed near the door and will require that each child is signed out. This check out process is extremely important to assure that each child has

The After School Program runs from 3:15 p.m. to 6:00 PM and children must be picked up before 6:00 PM. There is a charge of \$2.90 for each half hour attended. Billing begins at 3:30 p.m. and continues on the half-hour until 6:00 PM. After 6:00 PM there will be a late fee of \$1.00 per minute added onto the monthly bill. Billing will be available electronically or by regular mail and will be posted during the first week of each month. This bill is due upon receipt. If this account is not paid within one month of receipt, it will result in the student not being allowed to participate in the After School Program until the account is settled.

If there is anything more you would like to know about the After School Program, please contact me directly. Any suggestions or new ideas for activities would be welcome as well. It is our goal to meet the needs of the students and to provide a safe environment in which they can grow and mature. Enjoy the rest of your summer. I look forward to seeing all of your familiar faces and meeting the new families in September.

Tim Doyle
Falk After School
falkafterschool@gmail.com
412-624-8274

August 24, 2009

Dear Falk School Families:

One of the major changes brought about through the expansion and renovation of the school has been changes to our cafeteria options. These will include more options, healthier choices, a greener environment and more locally grown produce. These changes, and more, are all explained in the first edition of the Falk Cafe Newsletter which is included in this mailing.

An additional change is in the way money will now be collected for your son's or daughter's lunch and snack. There is no longer a need to declare for the meal plan at the beginning of the year. Also, your cafeteria fees will no longer be collected by ECSI. Instead, the University of Pittsburgh has contracted with Mealpay Plus. Anytime after August 31, you can go to the website listed and establish an account for your child. This account is managed by you. You can determine how much money to maintain and when you want to be contacted as the account balance drops. You can also place restrictions on specific foods (e.g., allergies). On days your child eats the full lunch, that amount will be deducted. On days that the offering does not appeal, you have the option of ala carte or bringing lunch from home. This will eliminate your paying for food that your son or daughter doesn't eat.

This system is designed to work with a bioscan system. During the first week of school, a barcode utilizing each child's index fingerprint will be created. This information is only used to identify your child within the cafeteria and to assure that you are paying only for something he/she has selected. However, if you prefer that this method not be used, we can also issue a four digit number to be used in place of the bioscan reader. In either case, as you child enters the lunch line, he/she will place a finger on the reader or enter the code. The reader will recognize the student and when he/she approaches the checkout, his/her face and name will appear. As the cafeteria worker enters the food items selected, if a product that you have restricted should appear, the "failsafe" will not allow that item to be recorded.

We are excited about these changes and at each of the initial parent meetings, representatives of Sodexo will be present to answer questions and discuss these new offerings.

Sincerely,

Wendell R. McConnaha, Ph.D.
Director



Welcome to the all new Falk Cafe

The Falk Cafe features many options for our students

Salad Bar

Fresh greens, tomatoes, cucumbers, eggs, cheese, chick peas, peppers, croutons, the list goes on and on. Students make their own salads as a side or as their entrée. Locally grown produce featured when available.

Deli Express

Our daily feature menu serving specialty sandwiches is sure to please. Choose from classics such as Italian Subs, Grilled Chicken Wraps, or Turkey and Cheese Sandwiches.



Vegetarian deli features include Mediterranean Pitas, Veggie Subs, and Hummus and Grilled Veggie Wraps. Of course, we still have the classic Peanut Butter and Jelly.

Entrée of the Day

Two hot entrees featured daily. We have all of the favorites. Stir fry, Pasta, Wings, Tacos, Texas Grilled Cheese, Pizza, and more. Served with a hot side dish.

Simply to Go

Great choices featured daily. Chicken Caesar Salads, Yogurt Parfaits, Roasted Turkey Subs, Veggie Cups, Hummus Plates, Granola Bars and Fresh Fruit.



Soups on!

Hot soup served daily at the Cafe. Favorites such as Italian Wedding Soup, Chicken Noodle, Cream of Broccoli, Turkey Chili, and Harvest Vegetable. We feature vegetarian soups twice per week.

Of course, fresh organic fruit is always available.



All Meal Combos only \$4.25

♦ Hot Entrée Meal Combo

Your choice of entrée with 2 sides, fruit and a drink

♦ Deli Meal combo

Deli Sandwich, side, fruit and a drink

♦ Salad Bar Combo

Large salad, side, and a drink

♦ Grab and Go Combo #1

Chicken Caesar Salad and a drink

♦ Grab and Go Combo #2

Yogurt Parfait, side, and a drink

♦ Grab and Go Combo #3

Sandwich or wrap, side and a drink

What's in a meal?

Combos are created for every station so the students always get a complete meal. If they packed that day and just want to purchase a soup, side, snack or beverage, they can do that too. Please see our first months menu for a list of combos and prices.

Of course, from time to time we will be featuring great themed menus sure to tickle your taste buds!

Parent and Teacher Coffee at the Cafe

Looking for a great place to meet in the morning? Enjoy a fresh brewed cup of joe compliments of Dr McConnaha. The Falk Cafe will feature complimentary coffee every morning for both parents and teachers. For a great cup of coffee and a good conversation, the Café is the place to be!



We Look
Forward to a
Delicious and
Nutritious
Year!

Look for our featured veggies that come from farms close to us. Mason Farms, Cool Springs Farms, Dawson's Orchard, Harvest Valley Farms and Wexford Farms just to name a few.

This year our menu will also feature healthy new items such as Whole Wheat Pizza Crusts,

Introducing the new register system

No need to worry about having a meal plan or carrying cash any longer!

Convenient and easy, the new Meal Pay Plus system allows you to enter funds on to a student account online. This is then used like a debit card for your student to purchase their meals and snacks.

After choosing from a wide variety of choices, they simply scan their finger to check out. The student profile will

show. This card not only works as their payment method but also allows us to identify any allergies or dietary restrictions.

In order to expedite our lines at lunch, we are asking that all students use this account system instead of carrying cash.

Please see the enclosed flyer for more information. We will be sending home details on how and when you should sign up.

Morning Snack Program

Your Primary student will receive a snack and beverage every morning. For Intermediate students, the program is optional. Snacks will now be debited from your child's Meal Pay Plus account.

On the first Friday of every month, your account will be debited for **\$18.95**.

Our new snack program features choices such as dried fruit, trail mix, whole wheat crackers, and special treats.



Green at the Cafe

Wheat Pasta, and Brown Rice.



The renovation also features new Energy Star appliances to compliment the green features of the entire building.

Don't forget to use the recycle bins whenever possible.

We can all help make the cafe a little greener.

Did you know that we buy from local farmers as much as possible during the local growing seasons

2009 G-20 UPDATE

The holding of the G-20 Summit in Pittsburgh on September 24 and 25 has the potential to cause disruption to transportation throughout the city. Although primarily a “downtown” event, at least two meetings are currently scheduled for the Oakland area. As a result, organizations are already making decisions regarding operations.

As of today’s date, Pittsburgh Public Schools has announced an early dismissal for September 23 and cancellation of classes on September 24 and 25. The Diocesan Schools have also announced all Catholic Schools will be closed on September 24 and 25. Only one of our Independent School counterparts has made a decision at this time. Those decisions are “pending;” however, the Campus School at Carlow has already announced that it will be closed on September 24 and 25. These decisions were made “to help control traffic in impacted areas;” and “to preserve the safety of our children.”

We are still waiting for clarification regarding the University of Pittsburgh’s plan of action and similar clarification from the various bus companies that serve our school. I will notify families of my decision as soon as these pieces of information are received, or at the latest, during the first week of school. At this time, I would recommend that you begin looking at child care options for the impacted days.

2009 H1-N1 FLU VIRUS UPDATE

All indications point to an acceleration of the H1-N1 flu virus as we move from summer, to fall and into winter. The recommended school response has been updated by the CDC. It has changed from closing school when the virus is detected, to isolating the ill child or adult away from the school population. I also received suggested responses from the University of Pittsburgh as well as information provided by the Pittsburgh Public Schools. The following is a combination summary from these various sources that will guide us at Falk School.

- The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with novel H1N1 flu virus also have reported diarrhea and vomiting. People of any age with chronic medical conditions (e.g., asthma, diabetes), and people who are immunosuppressed (e.g., taking immuno-suppressive drugs) are at increased risk.
- If a teacher or child is experiencing these symptoms, he or she should remain at home and away from others as much as possible for at least 24 hours after the fever is gone (without the use of fever-reducing medicine). With seasonal flu, people may be contagious from one day before they develop symptoms to up to seven days after they get sick. Children, especially younger children, might potentially be contagious for longer periods. People infected with the novel H1N1 are likely to have similar patterns of infectiousness as with seasonal flu.
- We will err on the side of caution. If your son or daughter is experiencing any of the listed symptoms, the school nurse will contact you and ask you to take your child home. Complying as quickly as possible is critical because it is extremely difficult to isolate a sick student in a school environment. You should also consult a physician as soon as possible. We would ask you to keep your son or daughter at home until the fever test listed above has been met.
- We will continue normal operation of school unless the numbers of teachers and/or students reaches a number that would make effective operation of our programs impossible.

WEATHER ALERT INFORMATION

Here is some general information regarding how Falk School will notify parents regarding school closings or delays:

1. Our decision to close, delay or maintain normal hours of operation is independent of the University of Pittsburgh's operational policy. It is also somewhat independent of decisions made by Pittsburgh Public Schools. We may elect to close or have a delayed start even when the Public Schools are under normal operational hours. However, because of bussing, if the Pittsburgh Public Schools are closed or delayed, Falk School will be closed or delayed also.
2. We will use these radio stations KQV (1410), KDKA (1020) and WTAE (1250) for all of our announcements. We will also use television stations WPXI (Channel 11), KDKA (Channel 2) and WTAE (Channel 4) to announce closings or delays.
3. Those students using busses or vans provided by school districts other than Pittsburgh Public Schools need to rely on information provided to radio and television stations for those districts. For example, if Penn Hills is closed or delayed and a Falk Student rides a bus provided by that district, that bus service may be impacted even if Falk is on normal operating hours.
4. Finally, there are calling trees in place for Primary and Intermediate Grades, and an automated message system connected to the attendance line (412-383-7026). When the decision is made to close or delay school, calling trees will be put into effect. Homeroom parents are contacted and they in turn contact families of students in their homerooms. Information for the phone program will be initiated at the time the decision is made. However, the postings on television and radio will generally happen ahead of either of these events and will usually be your first notification.

NOTE: If an early dismissal is called due to weather or a building emergency. The office will send out a mass email and homeroom teachers and interns will start contacting parents for their child(s) dismissal preference.

**UNIVERSITY OF PITTSBURGH
FALK LABORATORY SCHOOL**

TO: All Faculty, Staff and MAT Interns

FROM: Wendell McConnaha, Director

DATE: August 15, 2009

SUBJECT: School Opening Packet

Enclosed in this packet are a school calendar and a copy of the letter that we are sending to parents this year. The letter to parents contains information about the people who will be working with us in the fall and several documents containing information about the school.

The days between August 24 and August 28 have been set aside for room preparation. Tuesday, September 8 will be the first day students are present.

On Monday, August 31 and Tuesday, September 1, 2009 all faculty and interns should be at school for orientation meetings. The agenda for the meetings is included.

I would like to see as much teacher participation as possible in our September meetings. Please clear your calendars for your respective curriculum nights, the New Parent's Coffee and Humanities Curriculum Meeting.

A few reminders: Four faculty members have the role of Team Leader: Megan O'Brien, Primary; Lindsay O'Sullivan, Intermediate; Eileen Coughlin, Middle School; and Lee Ann Conover, Humanities.

Five faculty members will continue additional administrative duties: Joanne Ridge, Dave Ross, Marian Vollmer, Laurie Williams and Lori Wertz.

Edie Smith will be joining us in a staff supervisory position. Kelly DeGroot, Tina Mattis and Cindy Mazzotti will continue to provide central office support. Susan Sholtis returns as school nurse; Dave Kiehl day custodian and Bill Thomas night custodian; Roberta Poziviak cafeteria manager, Anita Stoner and Kerry Macugoski will serve as cafeteria assistants; Tim Doyle, Director of the After School.

Faculty Meetings will be alternate Mondays at 3:45 PM. Team Leaders Meetings are yet to be arranged. Other Team and Committee Meetings will be scheduled as needed.

**PLANNING MEETING
MONDAY, AUGUST 31, 2009**

- 8:30—9:00 Breakfast (All food provided by University Catering)
- 9:00—9:30 Sodexo introduces the new cafeteria system
- 9:30—10:30 Introductions of New Hires, New Positions, Student Teachers and Interns
Facility Update
Goals 2009-2010
- 10:30—11:00 Break
- 11:00—12:00 Discussion of September 12
Building Tour
- 12:15 Luncheon in the cafeteria
Special Guests

Following lunch, the time is yours to work in your rooms.

TUESDAY, SEPTEMBER 1, 2009

- 8:30—9:00 Breakfast
- 9:00—10:30 Wake-Up with Yoga and Lonna
Calendar Issues for first Month (Wendell)
General “Need to Know” Items (Tina, Kelly & Cindy)
Library (Linda)
Cafeteria (Bertie)
Student Safety Issues with Job Site (Wendell, Lee Ann, Mary)
Physical Education (Laura)
After School (Tim and Danielle)
Coverage (David)
Website (Autumn, Cindy and Lori)
- 10:30—11:00 Break
- 11:00—12:00 PAIS and Middle States Accreditation and CEAC Tie-In (Lori and Pam)
- 12:00 Luncheon in the cafeteria
Special Guests

Following lunch, the time is yours to work in your rooms.