

Pittsburgh Linden PreK-5
“Students are our ‘MANE’ focus”



Student Handbook 2024-2025

Pittsburgh Linden PreK-5
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www.pghschools.org/linden



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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Linden Families,



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

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

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

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

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

Sincerely,

Dr. Wayne N. Walters
Superintendent



PRINCIPAL'S WELCOME

Greetings Pittsburgh Linden Community:

Welcome to the 2024-2025 school year! Pittsburgh Linden PreK-5 is a special place where our students are the “mane” focus thanks to the hard work and dedication of our community of learners... students, families, staff, and community partners.

At Pittsburgh Linden, we are committed to promoting a community of learners! Our staff is committed to providing every child with the opportunity to gain experience academically and emotionally through enriched activities and programs geared to promote thinking and learning.

Our priority is the education and well-being of our children. We strive to form strong partnerships with students, parents, and community stakeholders to ensure that all our Linden students receive an outstanding education. I look forward to getting to know each one of you and collaborating with you this school year. Together we can make sure our students reach their fullest potential.

The purpose of this handbook is to share important information about our school and our expectations for our students. We ask that you review and discuss the handbook with your child. If you have any questions, please feel free to contact me at 412-529-3996. We are looking forward to an exciting school year and the opportunity to work with you as partners in education.

Sincerely,

Quinci Wasserman
Principal, Pittsburgh Linden PreK - 5

SCHOOL VISION AND MISSION

Linden Vision

At Pittsburgh Linden, we believe that all students can learn at high levels. We believe all students are unique individuals who should be provided with a variety of learning experiences to maximize their personal and academic potential. We believe a variety of instructional approaches should be utilized to enable students to demonstrate understanding and mastery of basic skills and grade level benchmarks. We believe student progress should be monitored on a regular and continuous basis so that adjustments can be made when appropriate. We believe a safe and orderly environment is necessary for student growth, development, and learning. We believe all stakeholders; administrators, teachers, parents, and community members share the responsibility in ensuring Pittsburgh Linden PreK-5 is living its mission.

Linden Mission

The mission of Pittsburgh Linden PreK-5 is to ensure all students receive high quality, engaging instruction. We aim for our children to grow and learn in a positive, nurturing, collaborative, and culturally diverse environment where all staff members share a belief that all children can develop and learn at high levels. We work hard to develop critical thinkers, driven by inquiry and agency that possess the habits of lifelong learners. We strive for every student to become internationally minded, be positioned to make positive contributions to the world around them and be prepared to succeed in all aspects of life

SCHOOL CONTACT INFORMATION

Main Office Phone: 412-529-3996

Fax: 412-665-2035

Name	Title	Email	Phone
Quinci Wasserman	Principal	qwasserman1@pghschoolsorg	412-529-3996
Jade Wolff-Butch	Secretary	jwolffbutch1@pghschools.org	412-529-3996
Nicholas Kennis	SDSS	nkennis1@pghschools.org	412-529-3997
Tamika Sharif	Social Worker	tsharif1@pghschools.org	412-529-4003
Kelsey Yuhas	Nurse	kyuhas1@pghschools.org	412-529-4004

COMMUNICATION PROCEDURES

Talking Points is Linden's primary means of communication with families. Additionally, we communicate utilizing BlackBoard for emergencies only. We also utilize email, Linden's Facebook page, U.S. Postal Mail, and communicate weekly through our weekly newsletter. Linden's newsletter is sent via email, Talking Points, and posted on our Facebook page every Friday.

Talking Points (Directions to Access)

Linden uses Talking Points to communicate with families, so that important announcements and information can be given quickly and efficiently. Talking Points is a great way to always be informed, and to communicate with the school.

If you choose, you can download the Talking Points App for Parents and Families. Make sure that you **do not** download the Talking Points App for Teachers, or the app will not receive messages from the school.

Below are some important facts about Talking Points

- If you **are not** interested in using the app, the messages from the school will come to your phone in a text message format.
- If you choose to receive Talking Points messages via text, texts **will not** allow you to access attachments such as PDFs or flyers, that may be included in Talking Points messages sent from Linden. To view attachments, you must use the Talking Points app.
- If you are not receiving text messages on your cell phone, that means that Linden will need to change your phone number in our student information system to the number that you wish to receive messages, as Talking Points is connected to the school's student information system. **If we discover that you are not receiving messages, we can easily fix this. To fix this issue, please contact Nick Kennis, Linden's SDSS, at 412-529-3997.**

To help everyone get started, we will send a letter home, during the first week of the new school year in both English and Spanish, with directions on how to download the Talking Points App for Parents and Families. Additionally, I have included a Link below that explains how to use Talking Points.

<https://talkingpts.org/families/>

STAFF ROSTER

Name	Title	Email	Phone
Laryce Anderson	Educational Assistant Iiia	landerson4@pghschools.org	N/A
Kate Blank	Literacy Academic Coach	kblank1@pghschools.org	N/A
Kaitlyn Donovan	Learning Support (Grades K-3)	kbrown3@pghschools.org	412-529-8574
Ranada McCoy	Chinese Mandarin Teacher	rmccoy1@pghschools.org	N/A
Edward Cygnarowicz	4 th & 5 th Grade Math/Science	ecygnarowicz1@pghschools.org	412-529-7075
Suzannah Cleaver	Kindergarten Teacher	scleaver1@pghschools.org	412-529-7950
Montique Davis	1 st Grade Teacher	Mdavis2@pghschools.org	412-529-7409
Derek Fuchs	3 rd Grade Teacher	dfuchs1@pghschools.org	412-529-8154
Nicholas Kennis	Student Data Systems Specialist (SDSS)	nkennis1@pghschools.org	412-529-3997
Corbin Clemins	Art Teacher		N/A
Dana Mack	Speech Therapist	dmack1@pghschools.org	N/A
Laura Ogurchak	Librarian	logurchak1@pghschools.org	412-529-4031
Amanda Olack	Early Childhood Teacher	aolack1@pghschools.org	412-529-2922
Jennifer Piesik	2 nd Grade Teacher	jpiesik1@pghschools.org	412-529-6323
Hayley Plauger	Music Teacher	hplauger1@pghschools.org	N/A
Tamika Sharif	School Social Worker	tsharif1@pghschools.org	412-529-4003
Donald Smith	Physical Education & Health Teacher	dsmith1@pghschools.org	412-529-4032
Jaimie Smith	Learning Support (Grades 4-5)	jsmith6@pghschools.org	412-529-6956
Tamika Thomas	4 th & 5 th Grade Reading Teacher	tthomas3@pghschools.org	412-529-8895
Quinci Wasserman	Principal	qwasserman1@pghschools.org	412-529-3996
Angelica Wilson	Early Childhood Teacher	awilson1@pghschools.org	412-529-2896
Jade Wolff-Butch	School Secretary	jwolffbutch1@pghschools.org	412-529-3996
Kelsey Yuhás	School Nurse	kyuhás1@pghschools.org	412-529-4004

BELL SCHEDULES

REGULAR BELL SCHEDULE

Period	Start Time	End Time
Teacher Arrival/ESEP *Wednesday 8:05 arrival *Friday 8:55 arrival	8:30 AM	8:55 AM
Teachers Transition to Cafeteria	8:55 AM	9:00 AM
Student Arrival/Breakfast in Cafeteria	8:50 AM	9:10 AM
Homeroom	9:10 AM	9:15 AM
Intervention	9:15 AM	9:45 AM
Period 1	9:45 AM	10:30 AM
Period 2	10:30 AM	11:15 AM
Period 3	11:15 AM	12:00 PM
Period 4 PK-1 Lunch	12:00 PM	12:45 PM
Period 5 2-5 Lunch	12:45 PM	1:30 PM
Period 6	1:30 PM	2:15 PM
Period 7	2:15 PM	3:00 PM
Period 8	3:00 PM	3:45 PM
Dismissal	3:45 PM	3:55 PM
Teacher Dismissal	3:55 PM	4:00 P.M.

HALF-DAY BELL SCHEDULE

*Linden will have school on early dismissal days for students from 8:50 A.M. – 12:25 P.M.

*Half-day schedules will rotate between schedules A, B, C, and D.

*Teacher professional learning begins at 1:00 P.M. on half-days.

Schedule				Time	Duration
A	B	C	D	BREAKFAST 8:50 – 9:10 AM <u>Teacher Arrival - 8:55 AM</u> ----- HOMEROOM 9:10 – 9:15 AM <i>*NO RTII on Half Days*</i>	20 min
Sep 20	Oct 25	Nov 15	Dec 13		-----
Feb 7	Feb 21	Mar 7	Mar 21		-----
Periods					
1	3	7	1	9:15 – 9:55 AM	40 min
2	6	8	2	9:55 – 10:35 AM	40 min
4	4	4	4	FIRST LUNCH 10:35 – 11:20 AM (transition 10:57 AM)	45 min
5	5	5	5	SECOND LUNCH 11:20 AM – 12:05 PM (transition 11:42 AM)	45 min
				HOMEROOM 12:05 - 12:10 PM	5 min
				DISMISSAL 12:10 - 12:25 PM	15 min
				Professional Development 1:00 – 4:00 PM	3 hours

Two-Hour Delay Bell Schedule

*Breakfast **is not** served on two-hour delay days. Students should arrive at 11:10 A.M. and will go directly to their homeroom upon arrival.

Schedule A	Schedule B	Schedule C
<u>Homeroom</u> 11:10-11:15 A.M. *No RTII on 2-Hour Delays*	<u>Homeroom</u> 11:10-11:15 A.M. *No RTII on 2-Hour Delays*	<u>Homeroom</u> 11:10-11:15 A.M. *No RTII on 2-Hour Delays*
1st Period (11:15 A.M.)	2nd Period (11:15 A.M.)	3rd Period (11:15 A.M.)
4th Period (12:00 P.M.)	4th Period (12:00 P.M.)	4th Period (12:00 P.M.)
5th Period (12:45 P.M.)	5th Period (12:45 P.M.)	5th Period (12:45 P.M.)
6th Period (1:30 P.M.)	6th Period (1:30 P.M.)	6th Period (1:30 P.M.)
7th Period (2:15 P.M.)	7th Period (2:15 P.M.)	7th Period (2:15 P.M.)
8th Period (3:00 P.M.)	8th Period (3:00 P.M.)	8th Period (3:00 P.M.)
<u>Dismissal</u> (3:45-3:55 P.M.)	<u>Dismissal</u> (3:45-3:55 P.M.)	<u>Dismissal</u> (3:45-3:55 P.M.)

SCHOOL AND PPS CALENDARS

Please click on the link below to view the Pittsburgh Public School calendar for the 2024-2025 school year.

[PPS 2024-2025 Calendar](#)

School Calendar

A monthly school calendar is sent home to families, posted on Linden’s Facebook page, included in our weekly newsletter, and sent via Talking Points. The calendar lists special activities, parent meetings, and other essential information. The school calendar is also posted on the school webpage.

2024-2025 Pittsburgh Linden PSCC/PTA Meeting Schedule

Listed below are the dates for all PSCC and PTA meetings that will be held for the 2024-2025 school year.

Location: TBD

Time: PSCC: 6-7 P.M. & PTA: 7-8 P.M.

Month & Meeting Title	Meeting Date & Time
September Annual Title 1 Meeting	Tuesday, September 24, 2024, 6:00-7:00 P.M.
September PSCC & PTA	Tuesday, September 24, 2024, 6:00-8:00 P.M.
October PSCC & PTA	Tuesday, October 22, 2024, 6:00-8:00 P.M.
November PSCC & PTA	Tuesday, November 19, 2024, 6:00-8:00 P.M.
December PSCC & PTA	Tuesday, December 17, 2024, 6:00-8:00 P.M.
January PSCC & PTA	Tuesday, January 21, 2025, 6:00-8:00 P.M.
February PSCC & PTA	Tuesday, February 18, 2025, 6:00-8:00 P.M.
March PSCC & PTA	Tuesday, March 18, 2025, 6:00-8:00 P.M.
April PSCC & PTA	Tuesday, April 22, 2025, 6:00-8:00 P.M.
May PSCC & PTA	Tuesday, May 13, 2025, 6:00-8:00 P.M.

ATTENDANCE PROCEDURES

Please click on the link below to learn more about our district's Attendance policy.

[PPS Policy 204](#)

Attendance Requirements

It is impossible to get a high-quality education unless families make every effort for their child to attend school on a regular basis. As there is new material being taught in school every day, it is most important to establish a regular pattern of attendance. **Valid reasons for missing school are extreme illness, death in the family, or other legal reasons. When returning to school, all students should bring in a written note, signed by a parent, explaining the reason and dates of absence. No absence can be considered an excused absence without this note.**

Regular attendance at school is a Pennsylvania state requirement and is mandatory. Each student is permitted **three unexcused absences per year**. Students may turn in a note to their homeroom teacher up to 3 days after returning to school from absence. Notes will not be accepted after 3 days. Students are permitted to receive **ten parent notes per school year**. After 10 parent notes, only medical, court, or death notices will be accepted. If there are any additional unexcused absences, a Student Attendance Improvement Conference (SAIC) invitation will be sent to the parent/guardian. Failure to respond to the SAIC initiation may result in further action, including citation from the magistrate.

Parents should do the following when their child is absent.

- Send a written excuse for the absence within three days of returning to school, regardless of whether or not you have emailed or contacted the main office or teacher via phone.
- Communicate with your child's teacher and arrange to make-up any missed assignments.

Tardiness

Punctuality is an important habit to develop. Students may enter the building beginning at 8:50 A.M. Breakfast will be served between 8:50 and 9:10 A.M, and homeroom begins at 9:10 A.M. **Students are expected to be in class and prepared to learn by 9:10 A.M.** Students are considered tardy if they enter the building after 9:15 A.M.

ACADEMICS

Course Offerings

Pittsburgh Linden Prek-5 students who are eligible for special education services are supported through the Program for Students with Exceptionalities.

- Speech and Language services are available for eligible students in grades K-5.
- Students in grades K-3 attend self-contained classes.
- Students in grades 4 and 5 attend departmentalized classes in reading, math, and science.
- Chinese, Art, Music, Gym, and Library are available for all students.
- All students will receive a laptop (grades 1-5)/iPad (kindergarten).
- Instrumental music is integrated into the curriculum for grade 3.
- Students can sign up for instrumental in grades 4 and 5.

International Baccalaureate Primary Years Programme (PYP)

Pittsburgh Linden is proud that we received full authorization during the 2021-2022 school year and are now recognized as a IB Primary Years Program! Guided by six transdisciplinary themes of global significance, students broaden their learning by developing their conceptual understandings, strengthening their knowledge and skills across, between and beyond subject areas. The PYP focuses on the development of the whole child as an inquirer, both in school and in the world beyond. The PYP offers a transformative experience for students, teachers and whole school communities and delivers excellent outcomes by providing an education that is engaging, relevant, challenging, and significant. The IB PYP program identifies ten attributes we strive to foster in every student. IB educators help students to develop these attributes over the course of their IB education, and to demonstrate them in increasingly robust and sophisticated ways as they mature. The development of these attributes is the foundation of developing internationally minded students who can help to build a better world. The ten attributes are: Inquirers, knowledgeable, thinkers, communicators, principled, open minded, caring, risk takers, balanced and reflective Through the development of these learner profile attributes, an IB education seeks to empower young people for a lifetime of learning, both independently and in collaboration with others.

Curriculum

Linden utilizes Open Court Reading for English Language Arts classes. Additionally, the Illustrative Mathematic curriculum will be utilized this year in all math classes. Linden also has integrated the six transdisciplinary themes for our IB PYP Programme that enhances all subjects through integration of contents areas.

Student Schedules

Students will receive a copy of their homeroom schedule in Linden's summer mailing to families. Pittsburgh Linden follows a six (6) day schedule. The school calendar always indicates the rotation day number on the calendar.

ACADEMIC INTEGRITY

Please click on the link below to learn more about our district's academic integrity policy
[PPS POLICY 226](#)

Academic dishonesty includes, but is not limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as their own, and the unauthorized use of aids during examinations, projects, and assignments.

Promoting Academic Integrity

To promote academic integrity, Pittsburgh Linden will take the steps listed below.

- Teachers and staff will develop a shared definition of academic integrity.
- Teachers and staff will communicate the shared definition of academic integrity to students at the onset of the school year.
- Teachers and staff will communicate school-wide expectations for academic integrity.
- Teachers and staff will model academic integrity by explaining their own ideas and thinking and respecting the ideas of peers and colleagues.
- Teachers and staff will explain the value of academic integrity as it relates to the ability to learn content and develop critical thinking skills.

DRESS CODE

Please click on the link below to learn more about our district's dress code policy.
[PPS POLICY 221](#)

Students are not required to wear uniforms at Linden. We follow the Pittsburgh Public Schools Dress Code Policy. Please click on the link above to read and review the Pittsburgh Public Schools Dress Code Policy.

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 always wear appropriate clothing 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.

ELECTRONIC DEVICES

Please click on the link below to learn more about our district's Electronic Device Policy.
[PPS POLICY 216](#)

Cell Phones

An electronic device restriction policy will be instituted for the 2024-2025 school year at Linden. Cell phones will be collected by the homeroom teacher and stored in a locked and safe location. At dismissal, cell phones will be given back to students.

The rationale for this decision is to ensure that students are focused on teaching and learning, and that electronic devices in their possession do not distract, therefore, inhibiting students from learning the concepts and skills that are necessary to continue to grow as they progress in their K-12 education.

During Linden's May 2024 PSCC meeting families were asked to give feedback on Linden's electronic device policy. Additionally, a survey was sent to all Linden families in May 2024 via Talking Points to receive feedback regarding Linden's Electronic Device Policy.

EXTRA CURRICULAR OFFERINGS

Please click on the link below to learn more about our district's Extra Curricular Offerings Policy.
[PPS Policy 119](#)

At Pittsburgh Linden there are opportunities for students to participate in after-school programs. Pittsburgh Linden currently offers the following programs:

- **Intramurals-** Students in grades 4-5 can participate in intramurals after school. We currently offer flag football in the fall, basketball in the winter, and track in the spring.
- **Strong Women, Strong Girls -** Local University students offer a mentoring program for girls in grades 3, 4 and 5. This program is offered during the first semester, and again occurs during the second semester of the school year.

Information will be sent home at the beginning of the school year for all extracurricular activities offered at Linden. We encourage all interested students to participate.

GRADING

Please click on the link below to learn more about our district's Grading Policy.

[PPS Policy 209](#)

Report Cards (Quarterly)

Report cards are distributed quarterly, or four times per school year, at the end of every nine weeks. Quarter one, quarter two, and quarter three report cards are sent home with students. Quarter four report cards, the final report card of the year, are sent via the U.S. Postal Mail.

Interim Report Card (Quarterly)

Interim Report Cards are a mid-way checkpoint, half-way through each grading period so that we ensure that parents and guardians understand how their child is progressing at the midway point of the grading period. These checkpoints are not the student's final grade. If you receive an interim report card grade that is of concern, please reach out to your child's teacher so that they can provide clarity and form a partnership to support your child at home. Interim report cards are sent home four times per year and are always distributed to students at school.

High Honor Roll & Honor Roll

To receive high honor roll students must earn a GPA of 3.5., and for students to receive honor roll they must earn a GPA of 3.0.

Home Access Center (HAC)

The purpose of the PPS Home Access Center is to give families online access to students' academic grades and attendance in real time.

PPS Elementary Level Promotion & Retention Guidelines

- Promotion from first to second grade requires students to pass both reading and math.
- Promotion from second to third grade requires students to pass both reading and math.
- Promotion from third to fourth grade requires students to pass both reading and math.
- Promotion from fourth to fifth grade requires students to pass both reading and math, and **two of the following subjects** English, Spelling, Science, Social Studies.

HOMEWORK PROCEDURES

Please click on the link below to learn more about our district's Homework Policy.

[PPS Policy 115](#)

At Pittsburgh Linden, homework will be given Mondays through Thursdays, and will reinforce the concepts and skills that your child is learning in the classroom, to positively contribute to your child's academic growth in the core academic subjects and related arts classes. Teachers will communicate homework assignments through the use of Talking Points or email and will notify families of their preferred mode of communication at the beginning of the school year. Please contact your child's teacher for more information regarding homework.

HEALTH SERVICES

Please click on the link below to learn more about our district's Health Services Policy.

[PPS Policy 206](#)

Please review the health services information and guidelines below. Please contact Linden's nurse, Kelsey Yuhas, at 412-529-4004 or kyuhas1@pghschools.org for clarification or further information. Nurse Yuhas will be sending information regarding the items listed below at the beginning of the school year, and contacting individual families as needed.

Immunization Guidelines

Several immunizations are required for students to attend school in grades Kindergarten through twelve. Please click on the link below that takes you the Pittsburgh Public Schools Health Services page outlining immunization guidelines.

New Immunization Guidelines

Medication

For medication to be administered in the school, by the school nurse, parents and a physician must sign and complete the form below. Please click on the link below to access the form and return all completed forms to Nurse Yuhas.

[consent for medication and administration form](#)

Allergies & Asthma

Students with food or other allergies must provide the school with the resources necessary to treat the condition. Again, a signed form by a physician must be completed. Please click on the

link below to access the form. Please return the completed forms and Epi Pens and inhalers to Nurse Yuhas.

[Allergy Action Plan Form](#)

[Asthma Action Plan](#)

Emergency Care Form 224-2025 School Year

The PPS Emergency Care Form offers the opportunity for all parents to authorize the school nurse practitioner to administer certain over-the-counter medicines to their children as needed through the current school year. The school nurse is not permitted to administer over-the-counter medication without a parent or guardian's written consent. It is the school nurse practitioner's responsibility to determine that all medicines administered to our students conform to parents' and physicians' authorization. Please click on the link below to view the PPS Emergency Care Form.

[**Emergency Care Form**](#)

If you have questions, or need clarification, please do not hesitate to reach out to Nurse Yuhas or click on the link below to view the Pittsburgh Public Schools Health Services web page.

[PPS Health Services Home Page](#)

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

Please click on the link below to learn more about our district's Information Technology/Acceptable Use Policy.

[Pittsburgh Public Schools Office of Information Technology Acceptable Use Form](#)

PPS Acceptable Use Policy

For students to take home a district issued device, families must sign the Acceptable Use Policy. A hard copy of the policy will be sent home with all students during the first week of the new school year, and should be signed by the parent or guardian, and returned to your child's homeroom teacher.

Procedures for Student Device Distribution

Student devices will be distributed to all homeroom teachers during the first week of the new school year. Students will also be given a hard copy of the PPS Acceptable Use Policy to take home. The PPS Acceptable Use Policy should be signed by the parent or guardian and be sent back to the homeroom teacher. Only after the policy is signed by a parent or guardian, the student will be permitted to take home their device.

Damaged & Lost Device Procedure

When a student device is damaged, the district will cover parts and repairs up to two (2) times per school year. After a device is damaged a third time, a \$100 service fee will be charged for replacement. The school year is defined as August 1 – to July 31. If a student loses a device, the cost for replacement is \$200. A stolen device with a copy of a police report will be fully covered by the District.

Lost Device Chargers

If a student loses a charger, the cost of the replacement charger is not covered by the district. If an additional charger is purchased through the district, lost chargers cost \$47 for Dell laptops, \$28 for iPads and \$79 for MacBook laptops. If your child loses a charger, and you wish to have us order you a replacement charger through the district, please contact Amanda Olack, Linden's Technology Liaison at aolack1@pghschools.org.

Procedures for Remote Instruction

Students should bring their district issued device to and from school every day. This procedure ensures that if we have a remote instruction day due to inclement weather or other emergency situations that all Pittsburgh Linden students are able to access remote teaching and learning.

Microsoft Teams & Schoology

Teachers will prepare students for remote instruction days during the beginning of the school year. To prepare students, teachers will create a Microsoft Teams link for students to access live synchronous instruction should it be necessary, and the link will be placed on the teacher's Schoology page for easy access. Students will be taught how to access the Microsoft Teams classroom. Students will also learn how to navigate the Schoology platform to access assignments and online learning tools.

Remote Learning Schedule

Students will follow their regular 6-day cycle schedule during synchronous remote learning days. For example, if a remote learning day falls on day one of the 6-day cycle, students will follow their regular day one schedule remotely. Students will receive instruction all day in their homeroom teacher's Microsoft Team meeting, and related arts teachers will provide instruction, in their content area, in the homeroom teacher's Microsoft Team's classroom.

Communication During Remote Learning

If a remote learning day is necessary, the district will communicate this to families as soon as possible. After the district communicates, Ms. Wasserman will follow up, utilizing Talking Points, with reminders regarding Linden's remote learning systems and procedures.

STUDENT SUPPORT SERVICES

Multi-Tiered System of Supports (MTSS)

The mission of MTSS is to identify the learning needs of all students and provide them with the type of academic, behavioral, and/or social support needed to succeed in school. After needs have been identified, strategies are developed and implemented by the team to assist the student. The team is a collaborative effort and may consist of the parent(s)/ guardian(s), principal, literacy coach, guidance counselor, teachers, and support staff. If you have questions regarding the MTSS process, please contact our social worker, Ms. Sharif, at tsharif1@pghschools.org.

Student Assistance Program (SAP)

The Student Assistance Program is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

SAP is a systematic process using techniques to mobilize school resources to remove barriers to learning. The SAP team is comprised of school staff and liaisons from community mental health agencies. SAP team members will identify problems, determine whether or not the presenting problem lies within the responsibility of the school and make recommendations to assist the student and the parent. The student assistance team members do not diagnose, treat, or refer to treatment; but the team may refer for a screening or an assessment for treatment.

Parents can reach out to the school staff to complete an SAP referral form.

Speech and Language Services

Speech and language services are available to students who qualify following an individual screening. Therapy sessions are provided individually or in small groups.

Learning Support (K-5)

Students in need of learning support services can receive them at Linden. Individually designed programs are implemented based upon each student's specific individual education plan. Support services are assigned after interventions are implemented, academic evidence has been collected, and testing and team recommendations have occurred.

Positive Behavior Interventions & Supports (PBIS)

Pittsburgh Linden utilizes Positive Behavior Interventions and Supports (PBIS) to recognize positive student behavior, and to provide supports and interventions for students, ensuring that all students at Pittsburgh Linden are provided with clear expectations to promote a positive school-wide culture. The goal of our PBIS Program is to create a learning environment where students can learn, grow, and feel safe. The PBIS behavior matrix is uploaded on the school website.

Additionally, every month students learn about an IB Attribute and Learner Profile to support our PBIS program. Students are recognized monthly for demonstrating positive student behaviors.

PBIS School-Wide and Universal Expectations

The administration and staff of Pittsburgh Linden has developed four universal expectations for all students in Grades K-5. These universal expectations are taught, reinforced, and expected to occur in all areas of Pittsburgh Linden. These areas include the hallway, classroom, bathroom, cafeteria, playground, and bus.

- Be Responsible
- Be Open to Learning
- Be Always Safe
- Be Respectful

Restorative Practice

The goal of Restorative Practices at Linden is meaningful accountability. It is designed to help students understand the impact of their behavior and find ways to “restore” their place in the school community.

Although it is not a disciplinary tool, Restorative Practices is accompanied by appropriate consequences. Think of it as one prong in our Multi-Tiered System of Supports (MTSS). In the event that a student needs additional support to correct behavior, Restorative Practices follows a specific protocol that might include impromptu one-on-one conferences between the student and principal, teacher, or guidance counselor and/or a more formal conference that includes a parent or guardian.

During Restorative Practices conferences, there is always a focus on bringing the students back into the school community.

School-Based Mental Health Services (SBMH)

School-Based Mental Health Services is a collaborative between Pittsburgh Linden and Family Behavioral Resources, providing mental health support in a school setting.

Mental Health Prevention Provider

Pittsburgh Linden has a partnership with East End Cooperative Ministries. East End Cooperative Ministries provides opportunities for students to work on social emotional learning skills in a small group setting, and also facilitates classroom presentations. Further information will be communicated at the beginning of each school year.

Pittsburgh Public Schools Student Services Department

The Office of Student Support Services is the hub that connects schools, students, families, and community with the necessary resources and supports to assure the academic, social, behavioral, and emotional well-being and success of all students.

Please click on the link below for resources.

[**PPS Student Support Services**](#)

Student Expectations/Procedures

Please click on the link below to learn more about our district's Student Code of Conduct Policy.

[Policy 212](#)
[PPS Code of Conduct](#)

Arrival Procedures

All children walking to school or being dropped off must enter through only one set of doors every morning at Pittsburgh Linden Pre-K-5. All other doors are locked. This is designed to increase the safety of our students. Parents/ Guardians will drop off students on Linden Avenue. **A staff member will be waiting on Linden Avenue at the main entrance doorway, beginning at 8:50 A.M. to escort the students into the building.**

No students are permitted to enter the school **before 8:50 A.M.**

Dismissal Procedures

The goal at dismissal time is to return all Linden students safely to their homes by bus, walking, or pick-up in private vehicles. The dismissal procedures are designed with the safety of our students foremost in importance.

Linden's school day officially ends at 3:55 p.m. **Grades K-1 parents** will wait for their children to be brought outside along the **side parking lot doorsteps on Linden Avenue. A staff member will be waiting with the students that are being picked up at the end of the day.** **Grades 2-5 parents** will wait for their children to be brought outside along the main entrance on Linden Avenue. **A staff member will be waiting with the students that are being picked up at the end of the day.**

Early Dismissals

For safety purposes, the main office is not permitted to accept a verbal request via the phone. **All requests must be in writing.**

During school hours and only up until **3:25 p.m.**, parents must call the office to sign students out. If your child is having an early dismissal, please write a note with the day's date for your child to bring to school and give to his/her homeroom teacher. For example: "John Smith will be having an early dismissal today at 1:25 p.m." **Students that have an early dismissal will be brought outside by a staff member at the designated time. For all early dismissals, please meet at the main door on Linden Avenue. No entry will be permitted.**

Please note: **ALL early dismissals end at 3:25 p.m.** After that time, please wait for your child outside on Linden Avenue. This is necessary to be able to keep track of all students at dismissal time. **After 3:25 p.m., it is imperative that all students follow the school- wide dismissal**

procedures. These procedures have been designed with the safety of children being the primary consideration. **Thank you for understanding.**

Notes for changes in dismissal

For safety purposes, the main office is not permitted to accept a verbal request for a change in dismissal via the phone. All requests must be in writing.

If your child's dismissal routine is changing for one day, a note must be sent to school. Write a note with the **dismissal change and the day's date** and have your child give the note to the office. For example: "Ann Jones will not take the bus today. I will be picking her up." If, however, your child will be having a **permanent dismissal change**, it will only be necessary to write one note and that will suffice for the remainder of the year, or until another change is needed. For example: "Tanya Owens will be a walker every Thursday, instead of taking the bus."

Transportation

Students that live at least 1.5 miles from Pittsburgh Linden 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 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.

For more information on bus safety, please click on the "PPS Bus Safety," link below. This link will take you directly to the Pittsburgh Public Schools website regarding bus safety at PPS.

Please click on the link below to learn more about our district's bus safety policies and procedures.

[PPS Bus Safety](#)

You will be receiving information from the Transportation Department regarding your child's bus stop and pick up/drop off time. Please bring your child to the bus stop **TEN MINUTES** before the scheduled time. Riding the school bus is a privilege and cooperative behavior **is always expected** for the safety of all students.

Bus students are permitted only to ride their assigned school bus. Please do not request that your child (ren) ride another bus to go home with a friend, go to grandma's house, etc. Such temporary requests cannot be honored.

For all information and forms related to the Pittsburgh Public Schools Transportation Department, please click on the link below titled, "PPS Transportation."

[PPS Transportation Homepage](#)

Walker Safety Rules

- Keep hands, feet, objects, and unkind words to yourself.
- Cross the street with the crossing guard. Do not dart between cars and buses.
- Always stay on the sidewalk. Do not walk on the street or on the curbs.
- Show respect for our neighbors. Stay off private property including lawns and gardens.
- Do not throw rocks, snowballs, or anything else. Throwing things can hurt people.

Breakfast

Breakfast is served daily from 8:50 A.M. until 9:10 A.M in the cafeteria.

Lunch

Linden has two lunch periods. Students in grades K-1 eat and participate in recess fourth period from 12:00-12:45 P.M. and students in grades 2-5 eat and have recess fifth period from 12:45 – 1:30 P.M. All students can eat both breakfast and lunch for free. Students that do not want to eat the lunch provided by the school can pack their lunch. School menus are sent home monthly.

Recess


Students will have 22 minutes of recess daily. Students will go outside for recess (weather dependent). When students are unable to go outside for recess, they will have indoor recess.

PBIS School-Wide and Universal Expectations

The administration and staff of Pittsburgh Linden has developed four universal expectations for all students in Grades K-5. These universal expectations are taught, reinforced, and expected to occur in all areas of Pittsburgh Linden. These areas include the hallway, classroom, bathroom, cafeteria, playground, and bus.

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- Be Open to Learning
- Be Always Safe
- Be Respectful

Pittsburgh Linden's PBIS ROAR Matrix

<p style="text-align: center;">Pittsburgh Linden PreK-5</p> <p style="text-align: center;">A Lion with Pride will ROAR!</p> <p style="text-align: center;">I will be: RESPONSIBLE I will be: OPEN TO LEARNING I will be: ALWAYS SAFE I will be: RESPECTFUL</p>						
	Hallway	Classroom	Bathroom	Cafeteria	Playground	Bus
Responsible	<ul style="list-style-type: none"> • Line up in ABC order. • Have a pass if you are not with an adult. 	<ul style="list-style-type: none"> • Be on time everyday. • Work cooperatively. • Take care of class materials. • Return materials to the proper location. 	<ul style="list-style-type: none"> • Flush the toilet/urinal when finished. • Throw garbage into the garbage can. 	<ul style="list-style-type: none"> • Eat YOUR food. • Throw your trash in the trash can when finished. 	<ul style="list-style-type: none"> • Listen for when the whistle blows. • Line up in ABC order. 	<ul style="list-style-type: none"> • Follow the teacher to get on the bus. • Be on time. • Have all of your belongings.
Open to Learning	<ul style="list-style-type: none"> • Observe student work on the walls. • Follow adult directions. 	<ul style="list-style-type: none"> • Pay attention. • Follow directions, classroom expectations, and routines. • Complete your work. 		<ul style="list-style-type: none"> • Observe student work on the walls. • Follow directions and cafeteria expectations and routines. 	<ul style="list-style-type: none"> • Take turns with playground equipment. • Follow directions and playground expectations and routines. 	<ul style="list-style-type: none"> • Follow directions and bus expectations and routines.
Always Safe	<ul style="list-style-type: none"> • Walk • Keep your eyes facing forward. • Wear Mask when required 	<ul style="list-style-type: none"> • Wear your mask when required. • Use your hands, feet, and words for support. 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Wear your mask when required. • Keep the floor clean and dry. • Wash your hands when finished. 	<ul style="list-style-type: none"> • Wear your mask when required. • Keep your hands and feet to yourself. • Sanitize your hands before eating. • Wear your mask when required. 	<ul style="list-style-type: none"> • Follow playground safety rules. • Notify an adult of any unsafe choices. 	<ul style="list-style-type: none"> • Stay in your assigned seat. • Wear your mask when required. • Tell an adult if you see an unsafe choice.
Respectful	<ul style="list-style-type: none"> • Voice level 0. • Quietly move through the hall. • Use only your eyes to observe student work. 	<ul style="list-style-type: none"> • Voice level 0 • Use appropriate language, tone, and gestures. • Stay in your own personal space. • Raise your hand if you need help. 	<ul style="list-style-type: none"> • Voice level 0 • Use appropriate language, tone, and gestures. • Stay in your own personal space. 	<ul style="list-style-type: none"> • Voice level 0 • Stay in your seat. • Raise your hand if you need an adult's help. • Use appropriate language, tone, and gestures. 	<ul style="list-style-type: none"> • Use and take care of playground equipment. • Use appropriate language, tone, and gestures. • Keep hands and feet to yourself. • Stay in your assigned area. 	<ul style="list-style-type: none"> • Voice level 0 • Use appropriate language, tone, and gestures. • Keep your hands and feet to yourself.

Linden Pledge

During Linden's daily morning whole-school meeting, students recite the Linden Pledge talk about Linden's Monthly IB Attribute, and discuss the quote of the week, which is related to our monthly IB attribute. Please read the Linden Pledge below.

*I am a Linden Lion and I have pride;
Pride in my school, so I always show others respect,
Pride in myself, so I always do my best work, and
Pride in my family, so I always make them proud.*

IB Learner Profile & Attributes

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

There are ten IB Attributes. Please see the definition of each below, and make sure to talk with your child about them on a regular basis as we will be embedding these important attributes into our daily life at Linden.

As IB Learners we strive to be:

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves contently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open Minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from experience.

Caring: We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-Takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

VISITOR POLICY

Please click on the link below to learn more about our district's Visitor Policy.

[PPS Policy 1104](#)

When desiring to visit Pittsburgh Linden, please make every effort to make prior arrangements with the office staff or principal, at least twenty-four hours in advance of the requested school visit. If the request to visit Linden is made without the parent/guardian having an opportunity to make prior arrangements, we will attempt to accommodate. However, depending upon the circumstances, it may not be possible.

Parental Involvement Opportunities

Pittsburgh Linden 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 (PTA)** - Pittsburgh Linden PreK-5 has a strong, active, and diverse PTA which encompasses many families. The PTA 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 look 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 must be met prior to volunteering at the school.

ADDITIONAL PPS DISTRICT POLICIES

- Please click on the link below to learn more about our District’s Code of Conduct
- [Code of Conduct](#)
- Please click on the link below to learn more about our District’s Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)

- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students:[PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)