

*Pittsburgh Minadeo Pre-K-5*



**Student Handbook 2024-2025**

**Pittsburgh Minadeo Pre-K-5**  
6502 Lilac Street  
Pittsburgh, PA 15217  
Phone: (412) 529-4015  
Fax: (412) 422-4889  
[www.pghschools.org/minadeo](http://www.pghschools.org/minadeo)



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Dear Pittsburgh Minadeo Pre-K-5 Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Minadeo'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 Minadeo'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 Minadeo.

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

Greetings Pittsburgh Minadeo Community:



Welcome to the 2024-2025 school year! As we embark on this new journey together, I am filled with excitement and anticipation for the incredible opportunities that lie ahead.

At Pittsburgh Minadeo Elementary, we are committed to building upon the strong foundation already in place. Our goal is clear: to ensure every child is given the tools, support, and encouragement they need to reach their full potential. We are dedicated to fostering a culture where high expectations go hand in hand with unwavering support for every student, because we believe in the power of every child to shine brightly.

This year, we will continue to embrace the Open Court curriculum for English Language Arts, a cornerstone of our academic program, while also introducing Illustrative Mathematics. These tools are designed to meet our students where they are and help them grow, ensuring that each of them is prepared to excel and succeed.

We also understand that nurturing the whole child is essential to their success. That's why we're continuing to build on our social-emotional learning curriculum, Wayfinder, with a whole-school approach. This initiative will extend beyond the classroom, helping our students develop not only academically but also emotionally and socially.

Engagement from families and the community is a key part of our success. I invite you to join us in this journey through partnerships, volunteering, and participating in our PSCC and PTO meetings. Your involvement makes a tremendous difference and enriches our school environment.

As we start this new school year, I encourage you to stay actively involved in your child's education and to build on the strong partnership we've established. Thank you for your dedication and support. Please remember to enjoy this journey of learning with your child and take care of yourselves as well.

Together, we will make this year exceptional. Here's to a wonderful school year filled with growth, learning, and achievement.

With warmest regards,

Mrs. Asia Mason, Principal

## **SCHOOL VISION AND MISSION**

The vision at Pittsburgh Minadeo is to provide a safe and orderly learning space in partnership with stakeholders to ensure a culturally rich and supportive environment.

Supporting students, families and working together to create valuable learning experiences to prepare students academically, socially, and emotionally. After analyzing the data, we will continue to address remedial and accelerated learning to meet the needs of every child in an academic environment through standard-based learning. This ensures a variety of effective learning strategies to meet students where they are academically to address all learners in the 2024-2025 school year.

At Pittsburgh Minadeo Elementary, our mission is to foster a nurturing and dynamic educational environment where every student is empowered to thrive. We are committed to collaborating with students, families, and community partners to create engaging and inclusive learning experiences that address the diverse needs of all learners. Through a focus on personalized, standards-based instruction, we aim to provide targeted support for both remedial and accelerated learners. Our goal is to ensure that each child's academic, social, and emotional needs are met, preparing them for future success and helping them become confident, well-rounded individuals.



Pittsburgh Minadeo Pre-K-5  
6502 Lilac Street  
Pittsburgh, PA 15217

Phone: (412) 529-4015  
Fax: (412) 422-4889  
Parent Hotline: (412) 529-4357  
[www.pghschools.org/Minadeo](http://www.pghschools.org/Minadeo)

Mrs. Asia Mason, Principal  
Ms. Maura DeLuca, Social Worker

# **PARENT COMMUNICATION**

**Our primary means of communication is via Talking Points and/or Robo Calls.**

Talking Points can be received via email or by downloading the app which allow you to receive text message straight to your cellular device.

## **Updated Contact Information**

It is important that the school can reach a parent/guardian in cases of emergency as well as safely releasing a child to an adult (other than their parent/guardian). Parents/guardians must keep the school informed of any changes to their contact information. This includes changes to all names listed in the student information as an approved adult for pick-up. It is the parent's responsibility to inform any persons listed as an emergency contact of the pick-up procedures (including proof of ID), for a student to be released to them.

Please keep a record of your child's school username and password to access class instructional materials on Schoology.

You can access additional information regarding Minadeo at these links: [www.pghschools.org/minadeo](http://www.pghschools.org/minadeo) and on our Pittsburgh Minadeo Facebook Page (Pittsburgh Minadeo PreK-5).

## **Phone Messages**

Except in cases of dire emergency, messages from parent/guardian to student will be relayed during the change of classes or lunch time, not during instruction.

## **Cancellations/Delays**

During inclement weather, please check the local news media for information regarding any District school delays or cancellations.

If there is a two-hour delay, all schools and buses will operate exactly two hours later than usual. Classes for full day kindergarten will be conducted on a delayed schedule. All field trips are cancelled on delays.

If classes are cancelled for the day, all after-school and evening activities are automatically cancelled for that day. They are not canceled when schools are on a delayed schedule.

Breakfast is not served on delayed snow days.

## **Communicating with Teachers**

Teachers have a daily responsibility to the children in their classrooms.

Parents/guardians desiring to speak to a teacher are asked to leave a message with the main office at **412.529.4015**, **send message via Talking Points**, or **email the teacher directly**. Please do not ask to be connected directly to any classroom during instructional time.

All Pittsburgh Minadeo PreK-5 employees have email accounts. All accounts are formatted as follows: First letter of first name followed by the complete last name followed by the number 1 followed by @pghschools.org. For example: John Doe would be [jdoe1@pghschools.org](mailto:jdoe1@pghschools.org).



### Minadeo Pre-K-5 Staff Directory 24-25

Staff	Role	Phone	Email
Mason, Asia	Principal	4015	<a href="mailto:amason1@pghschools.org">amason1@pghschools.org</a>
DeLuca, Maura	Social Worker	TBD	<a href="mailto:mdeluca1@pghschools.org">mdeluca1@pghschools.org</a>
Givens, Danyell	SDSS	4015	<a href="mailto:dgivens1@pghschools.org">dgivens1@pghschools.org</a>
TBD	Secretary	4015	
TBD	School Security	TBD	
Botley, Karen	Nurse	4025	<a href="mailto:kbotley1@pghschools.org">kbotley1@pghschools.org</a>
Mszyco, Karrie	Cafeteria Manager	4022	<a href="mailto:kmszyco1@pghschools.org">kmszyco1@pghschools.org</a>
Lewis, Justin	Head Custodian	4019	<a href="mailto:jlewis2@pghschools.org">jlewis2@pghschools.org</a>
Mahaffey, Barbara	Custodian	4019	<a href="mailto:bmahaffey1@pghschools.org">bmahaffey1@pghschools.org</a>
May, Josh	Custodian	4019	<a href="mailto:jmay2@pghschools.org">jmay2@pghschools.org</a>
Rossi, Karen	Pre-K Teacher	4029	<a href="mailto:krossi1@pghschools.org">krossi1@pghschools.org</a>
TBD	Pre-K Classroom Assistant	4029	
Westerman, Julia	Pre-K Teacher	4014	<a href="mailto:jwesterman1@pghschools.org">jwesterman1@pghschools.org</a>
Eberhardt, Serrina	Pre-K Classroom Assistant	4014	<a href="mailto:seberhardt1@pghschools.org">seberhardt1@pghschools.org</a>
Kuglmaier, Marci	Pre-K Teacher	4013	<a href="mailto:mkuglmaier1@pghschools.org">mkuglmaier1@pghschools.org</a>
Pluff, Cynthia	Pre-K Classroom Assistant	4013	<a href="mailto:cpluff1@pghschools.org">cpluff1@pghschools.org</a>
Dolter, Anna	Pre-K Teacher	4011	<a href="mailto:adolter1@pghschools.org">adolter1@pghschools.org</a>
Zwigart, Michelle	Pre-K Classroom Assistant	4011	<a href="mailto:mzwigart1@pghschools.org">mzwigart1@pghschools.org</a>
Seymore, Hope	Kindergarten Teacher	8747	<a href="mailto:hseymore1@pghschools.org">hseymore1@pghschools.org</a>
Wenzel, Brandi	Kindergarten Teacher	8745	<a href="mailto:bwenzel1@pghschools.org">bwenzel1@pghschools.org</a>
Ferrari, Christian	First Grade Teacher	5338	<a href="mailto:cferrari1@pghschools.org">cferrari1@pghschools.org</a>
Spencer, Michelle	First Grade Teacher	5342	<a href="mailto:mspencer1@pghschools.org">mspencer1@pghschools.org</a>
Handler, Denise	Second Grade Teacher	5351	<a href="mailto:dhandler1@pghschools.org">dhandler1@pghschools.org</a>
Stana, Amy	Second Grade Teacher	5341	<a href="mailto:astana1@pghschools.org">astana1@pghschools.org</a>
Eastman, Jeanne	Third Grade Teacher	4026	<a href="mailto:jeastman1@pghschools.org">jeastman1@pghschools.org</a>
Hearn, Drew	Third Grade Teacher	4038	<a href="mailto:dhearn1@pghschools.org">dhearn1@pghschools.org</a>
Sacca, Shari	Fourth Grade Teacher	8756	<a href="mailto:ssacca1@pghschools.org">ssacca1@pghschools.org</a>
Steiner, John	Fourth Grade Teacher	8757	<a href="mailto:jsteiner1@pghschools.org">jsteiner1@pghschools.org</a>
Skelton, Michael	Fifth Grade Teacher	8755	<a href="mailto:mskelton1@pghschools.org">mskelton1@pghschools.org</a>
TBD	Fifth Grade Teacher	8697	
Conroy, Dana	Life Skills Teacher	8741	<a href="mailto:dconroy1@pghschools.org">dconroy1@pghschools.org</a>
O'Toole, Erin	Life Skills Classroom Assistant	8741	<a href="mailto:eotoole@pghschools.org">eotoole@pghschools.org</a>
Mangan, Marlene	Life Skills Teacher	8750	<a href="mailto:mmangan1@pghschools.org">mmangan1@pghschools.org</a>
TBD	Life Skills Classroom Assistant	8750	
Scott-Blum, Michelle	Autistic Support Teacher	8743	<a href="mailto:msscottblum1@pghschools.org">msscottblum1@pghschools.org</a>
Flot, Kate	Autistic Support Classroom Assistant	8743	<a href="mailto:kflot1@pghschools.org">kflot1@pghschools.org</a>
Nesbitt, Matthew	Autistic Support Classroom Assistant	8743	<a href="mailto:mnesbitt1@pghschools.org">mnesbitt1@pghschools.org</a>
Ringold, Seth	Autistic Support Teacher	4039	<a href="mailto:sringgold1@pghschools.org">sringgold1@pghschools.org</a>
Mason, Rhonda	Autistic Support Classroom Assistant	4039	<a href="mailto:rmason1@pghschools.org">rmason1@pghschools.org</a>
Woodson, Dionne	Autistic Support Classroom Assistant	4039	<a href="mailto:dwoodson1@pghschools.org">dwoodson1@pghschools.org</a>
TBD	Emotional Support Teacher	4010	
Womack, Calvin	Emotional Support Classroom Assistant	4010	<a href="mailto:cwomack1@pghschools.org">cwomack1@pghschools.org</a>
Krency, Charlotte	Speech Therapist	4392	<a href="mailto:ckrency1@pghschools.org">ckrency1@pghschools.org</a>
Delorenze, Antionette	Learning Support Teacher	8754	<a href="mailto:adelorenze1@pghschools.org">adelorenze1@pghschools.org</a>
Love, Julie	Learning Support Teacher	8758	<a href="mailto:jlove1@pghschools.org">jlove1@pghschools.org</a>
Reid, Katie	Learning Support Teacher	8748	<a href="mailto:kreid4@pghschools.org">kreid4@pghschools.org</a>
Butler, Conrad	Learning Support Classroom Assistant	8748	<a href="mailto:cbutler1@pghschools.org">cbutler1@pghschools.org</a>
Snyder, Malcolm	Learning Support Classroom Assistant	8748	<a href="mailto:msnyder1@pghschools.org">msnyder1@pghschools.org</a>
TBD	Music Teacher	5467	
Angelo, Sam	Gym Teacher	4020	<a href="mailto:sangelo1@pghschools.org">sangelo1@pghschools.org</a>
Callen-Diehl, Adrien	Art Teacher	8753	<a href="mailto:acallen1@pghschools.org">acallen1@pghschools.org</a>
Katz, Adam	Instrumental Music Teacher	5467	<a href="mailto:akatz1@pghschools.org">akatz1@pghschools.org</a>
Ogurchak, Laura	Librarian	4021	<a href="mailto:logurchak1@pghschools.org">logurchak1@pghschools.org</a>

**PITTSBURGH MINADEO PREK-5  
BELL SCHEDULE  
2024-2025**

<b>Time</b>	<b>Period</b>
8:55 - 9:10 am	Arrival/Breakfast
9:10 - 9:25 am	Opening Exercises
9:25 - 9:50 am	School-wide Differentiated Instruction
9:50 - 10:35 am	1st Period
10:35 - 11:20 am	2nd Period
11:20 am - 12:05 pm	3rd Period/ K-1 Lunch
12:05 - 12:50 pm	4th Period/ 2-3 Lunch
12:50 - 1:35 pm	5th Period/ 4-5 Lunch
1:35 - 2:20 pm	6th Period
2:20 - 3:05 pm	7th period
3:05 - 3:50 pm	8th period
3:50 - 3:55 pm	Student Dismissal

# ATTENDANCE PROCEDURES

## PPS Policy 204

Students are expected to be in attendance daily except due to illness or family emergency. Please keep sick children at home.

In the event a student is absent:

**Non-Medical Absences** – a written note must be received from parent/guardian within **3 days** of the student's return. Without a note, the absence will remain unexcused.

- After **3 unexcused absences** a Student Attendance Conference will be scheduled with the Social Worker/Counselor.
- After **5 unexcused absences** a citation for truancy will be issued.

**Medical Absences** – a medical excuse must be received from a doctor providing reason for absence, within **3 days** of the student's return. Without a medical excuse the absence will then be categorized as a non-medical absence. In this case, steps for non-medical excuses must be followed.

### **Tardies**

Tardiness affects a student's attendance, as well as interrupting instructional time. All students who arrive at school late must receive a tardy pass from the main office. Students who arrive to school late due to their school bus/van arriving late or coming with a medical excuse from a doctor/dental appointment, will be marked as an excused tardy.

### **Early Dismissal Requests**

Request should be sent in with your student or submitted to the main office. **Parents are discouraged from making any last-minute early dismissal requests (after 3:15pm) as we cannot ensure teachers can read the final pm dismissal email.**

### **Withdrawing a student**

In the event of students moving and being enrolled in another school, a records request must be received by Minadeo from the new school. This request serves as confirmation that the student has been enrolled elsewhere, permitting the student to be removed from Minadeo's roster. Until such a request is received, the student will continue to accumulate unexcused absences. Also, if you are moving to a new district, student computers/iPad's must be turned in to the school before any records can be released to the enrolling school.



## **Curriculum**

Pittsburgh Minadeo utilizes the district curriculum Open Court all ELA classes, Math curriculum (aligned with PA core standards) through Illustrative Mathematics, and Wayfinder for our Social Emotional Learning (SEL) instruction. Elementary students receive a *minimum* of 20 SEL lessons throughout the school year.

## **English Language Learner (ELL)**

It is the policy of Pittsburgh Public Schools to provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain academic standards and achieve academic success. The ELL program provides total English immersion for students, who receive one to three ELL classes daily, depending on their English proficiency level. ELL students are provided with the support needed to effectively adjust to American culture through an individualized, student-centered learning environment. ELL students can participate fully in general education classes as quickly as possible and in extracurricular activities.

## **Course Offerings**

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

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

## **Technology**

Each student has access to individually assigned computers/iPads which are the property of PPS and are to be used for the completing of school assignments only. All devices are inspected if a teacher or administrator suspects misuse of the device. Parents are responsible for the replacement fee of \$200.00 for any device damaged or lost while in the care of their child. There is a \$25.00 fee for all Dell chargers and \$35.00 for iPad chargers that are lost. Students are responsible for bringing their charged devices to school daily with the charger.

## **Library & Textbooks**

Parents/guardians will be responsible for covering the cost of any library or textbook that is lost or damaged while in their possession. In the event a lost book is found, a refund will be issued. (*Cash or money orders only*).

## **ACADEMIC INTEGRITY**

[PPS POLICY 226](#)

At Pittsburgh Minadeo Pre-K-5, we believe in the importance of academic integrity as a fundamental part of our learning community. Our administration and staff have

developed three universal expectations for all students in Grades K-5, emphasizing the core values that guide our daily interactions and learning experiences.

1. **Be Safe:** Ensure that your actions contribute to a safe and supportive environment where everyone can learn and grow.
2. **Be Respectful:** Show respect to your classmates, teachers, and yourself. This includes valuing others' work and ideas and behaving kindly towards everyone.
3. **Be Responsible:** Take ownership of your actions and your learning. This means doing your best, completing your work honestly, and admitting when you need help or have made a mistake.
4. **BE THE NICE KID!:** Always strive to be kind and helpful. Being the nice kid means treating everyone with compassion and fairness.

In our classrooms, teachers may also implement additional procedures to support these expectations, ensuring that every student understands and practices academic integrity. By adhering to these principles, we create a community where everyone can succeed and feel valued. Let's all commit to being safe, respectful, responsible, and above all, nice!

## **DRESS CODE**

[PPS POLICY 221](#)

Students are expected to follow our school dress code policy. These expectations shall be in effect during regular school hours and at any school sponsored event whether on or off school premises. Parents will be contacted to bring a change of clothing for any student who does not meet the dress code.

Please refer to the dress code policy as follows:

- Undergarments should not be exposed at any time.
- Shirts bearing midriff are not permitted. Tops must reach the top of your pants, shorts, or skirts.
- Any clothing that promotes sexual activity, violence, use of alcohol/drugs, demeans or degrades another because of race, sex, or religious persuasion and/or national origin, handicap or disability is prohibited.
- Hats, headbands, scarves are not permitted unless worn for religious purposes, specified school spirit days, or due to circumstances approved by principal.

## **ELECTRONIC DEVICES**

### *PPS POLICY 216*

Cell phones are permitted but should not be visible during the school day. Smart watches are permitted and are expected to be used appropriately. Students may not be permitted to wear smart watches if they are texting, making calls, or causing a classroom/school disruption.

Cellphones found during the day will be confiscated and turned into the main office for parent pick-up.

Repeated violations will result in further disciplinary action and students may not be permitted to carry their electronic device during the school day.



## **EXTRA CURRICULAR OFFERINGS**

### *PPS Policy 119*

There are several technology programs, a computer lab, computers, and iPads that provide additional media for student learning. All students in grades K-5 are scheduled for physical education, art, and music. Students are also scheduled with the librarian weekly for book circulation. The choral and instrumental music students prepare annual winter and spring concerts. In grade 3, each student is exposed to 9 new instruments. This is a great opportunity to decide if they would like to join the instrumental program in 4th or 5th grade.

Many programs at Minadeo support academic achievement, as well as development of the whole child.

Our students can also participate an annual talent show, play intramural basketball, and train for the Pittsburgh Kids Marathon. Minadeo has partnerships with community

organizations such as Center of Life, The Pittsburgh Chess Club, Squirrel Hill Urban Coalition, Oasis Tutors, and many local universities to provide additional opportunities for meeting the needs of a diverse student population. We partner with MEDP to provide families with before- school care and after- school care until 6:00 P.M.

### **Field Trips**

Field trips provide cultural, social, and educational enrichment for students; however, they can involve risks that are different from a regular school day. For this reason, we sometimes request parental attendance and/or students may be required to meet safety, behavioral, and academic criteria.

## **GRADING**

### **[PPS Policy 209](#)**

At Pittsburgh Minadeo Elementary, we believe that a clear and fair grading system is essential for helping our students achieve their personal educational goals. Our grading policy is designed to provide valuable insights into your child's progress, allowing teachers, students, and parents to work together effectively.

We know that a strong partnership between home and school is vital for your child's growth and success. That's why we are committed to keeping you informed about your child's well-being and academic performance. Our grading system follows state and federal guidelines to ensure accurate and consistent record-keeping.

By staying connected and working together, we can make sure that every child at Pittsburgh Minadeo receives the support and encouragement they need to thrive.

## **HOMEWORK PROCEDURES**

### *PPS Policy 115*

At Pittsburgh Minadeo, home learning is an essential foundation for a solid education. Regular homework is important since it gives students the opportunity to practice skills and apply the information learned in class. It also helps students to become competent and independent in their learning which will support good study habits throughout the lifetime and develop their independent cognitive skills. Homework will be carefully planned by teachers and have direct meaning to the students.

Homework will be assigned Monday through Thursday each week. Please refer to the specific grade- level time targets below and teacher communication regarding homework expectations.

**Kindergarten - Grade 2:** up to 20 minutes of homework per night

**Grade 3 - Grade 5:** up to 35 minutes of homework per night

## **HEALTH SERVICES**

[PPS Policy 206](#)

We are pleased to inform you that Minadeo Elementary School is equipped with a full-time nurse, Nurse Botley, who is dedicated to the health and well-being of our students. Our health protocols and procedures are established by the district to ensure a safe and healthy environment for everyone. Please note that there may be instances where a nurse may not be available for the full school day. On those occasions, we utilize our First Aid Kits as appropriate and contact parents/guardians regarding this.

We strongly encourage parents to keep their child's immunization and health records up to date. All health-related communication should be directed to Nurse Botley to ensure that we have the most accurate and current information for your child.

Please note that students and staff are not permitted to carry or self-administer medication. If your child requires medication during school hours, it must be coordinated through our nurse.

Thank you for your cooperation in helping us maintain a healthy school environment!

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

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

At Minadeo Elementary School, we are committed to integrating technology into our curriculum to enhance learning and prepare students for the digital world. We follow the district's acceptable use policy to ensure that all technology is used responsibly and safely.

Students are encouraged to use technology as a tool for learning, creativity, and collaboration. They are expected to adhere to guidelines that promote respectful, ethical, and safe use of digital resources. This includes not sharing personal information, respecting the privacy of others, and using devices and internet access only for educational purposes. When assigned to a virtual learning day, students will be expected to log on DAILY to engage in learning from 9:10 AM – 3:55 PM. Attendance is taken by subject and/or period during Virtual Learning Days.

Each student has access to individually assigned computers/iPads which are the property of PPS and are to be used for the completing of school assignments only. All devices are inspected if a teacher or administrator suspects misuse of the device. Parents are responsible for the replacement fee of \$200.00 for any device damaged or lost while in the care of their child. There is a \$25.00 fee for all Dell chargers and \$35.00 for iPad chargers that are lost. Students are responsible for bringing their charged devices to school daily with the charger.

Parents, please review the district's acceptable use policy with your child and reinforce the importance of responsible technology use. If you have any questions or need further information, feel free to contact our school office. Together, we can ensure a positive and productive digital learning environment for all our students.

## **STUDENT SUPPORT SERVICES**

At Minadeo Elementary School, we are dedicated to serving the whole child by providing comprehensive support services. We have a full-time social worker on staff who is committed to addressing the social and emotional needs of our students.

Our approach includes universal supports for all students, informed by data to identify specific needs. We have robust systems in place for tiered support, such as the Multi-Tiered Systems of Support (MTSS) and the Student Assistance Program (SAP). These frameworks ensure that every student receives the appropriate level of intervention and support to thrive academically, socially, and emotionally.

The next page contains a list of additional resources that families can explore. Together, we can support the growth and success of every student at Minadeo.

## COMMUNITY RESOURCE GUIDE

### Family Resources

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

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

[www.classcommunity.org/how-we-help/alliance-community-respite-care](http://www.classcommunity.org/how-we-help/alliance-community-respite-care)

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

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

[www.alleghenyfamilynetwork.cfsites.org](http://www.alleghenyfamilynetwork.cfsites.org)

**Carnegie Library of Pittsburgh** - (412) 622-3114

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

[www.clpgh.org](http://www.clpgh.org)

**Child Care Information Services - CCIS of Allegheny County** – (412) 261-2273 or 1(800) 392-3131 CCIS serves as a primary resource to assist families with child care referrals, emergency childcare, subsidized care for qualifying families, and promotes quality child care by offering training in subjects such as early literacy.

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

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

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

[www.chipcoverspakids.com](http://www.chipcoverspakids.com)

**Family Resources** - (412) 363-1702

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

[www.familyresourcesofpa.org](http://www.familyresourcesofpa.org)

**The Mentoring Partnership of Southwestern Pennsylvania** - (412) 281-2535  
Helps mentoring programs by providing training, recruiting, quality assistance, and support to increase the number of mentors in the community.

[www.mentoringpittsburgh.org](http://www.mentoringpittsburgh.org)

**Parent Education & Advocacy Leadership (PEAL) Center** - (412) 281-4404  
The PEAL Center is an organization of parents of children with disabilities reaching out to assist other parents and professionals.

[www.pealcenter.org](http://www.pealcenter.org)

**Pittsburgh Public Schools** - (412) 529-4357 (Parent Hotline)  
The Pittsburgh Public Schools believes in regular, two-way, meaningful communication connecting student academic learning and other school activities; to this end the Parent Hotline is one of a number of resources to assist parents and families in engagement.

[www.pps.k12.pa.us](http://www.pps.k12.pa.us)

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

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

2323 Brighton Rd.

Pittsburgh, Pa. 15212

ltf2pgh@gmail.com

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

**United Way of Allegheny County** - 211 (HelpLine), (412) 261-6010  
United Way of Allegheny County provides information to families through their online resource Help Connections; agency funding, planning, and community problem solving for health and human services agencies operating with in Allegheny County.

[www.unitedwaypittsburgh.org](http://www.unitedwaypittsburgh.org)

### **Children's Services**

**Achieva** - (412) 995-5000

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

[www.achieva.info](http://www.achieva.info)

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

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



[www.afit.org](http://www.afit.org)

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

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

[www.bbbspittsburgh.org](http://www.bbbspittsburgh.org)

**Boys and Girls Clubs** - (412) 782-5710

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

[www.bgcwpa.org](http://www.bgcwpa.org)

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

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

[www.ccpgh.org](http://www.ccpgh.org)

**Children's Institute** - (412) 420-2400

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

[www.amazingkids.org](http://www.amazingkids.org)

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

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

[www.gswpa.org](http://www.gswpa.org)

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

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

[www.gpc-bsa.org](http://www.gpc-bsa.org)

**Junior Achievement of Southwest PA Inc.** – (412) 208-4747

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

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

**Parks and Recreation** - (412) 255-2539

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

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

**Pittsburgh Toy Lending Library** - (412) 682-4430

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

[www.pghtoys.org](http://www.pghtoys.org)

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

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

[www.ulpgh.org](http://www.ulpgh.org)

**YMCA**- (412) 227-3800

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

[www.ymcaofpittsburgh.org](http://www.ymcaofpittsburgh.org)

**Youth Places** - (412) 434-0851

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

[www.youthplaces.org](http://www.youthplaces.org)

**Youth Works Inc.** - (412) 281-6629

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

[www.youthworksinc.org](http://www.youthworksinc.org)

**YWCA Greater Pittsburgh** - (412) 391-5100

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

[www.ywcapgh.org](http://www.ywcapgh.org)

## **STUDENT EXPECTATIONS/PROCEDURES**

[Policy 212](#)

[PPS Code of Conduct](#)

At Minadeo Elementary School, we are committed to fostering a culture of high support and high expectations for our students both on and off school grounds, including district-provided transportation. Bus safety is a top priority for us, and we emphasize the importance of responsible behavior while traveling to and from school.

Our approach to student behavior and discipline is guided by the district code of conduct, which informs how behavior is labeled and addressed. We manage discipline directly at the school level, employing a progressive discipline approach when appropriate. This ensures that students are held accountable for their actions, with consequences issued as necessary. Depending on the nature and frequency of referrals, bus suspensions may be issued to maintain the safety and well-being of all students.

Our goal is to create a supportive and structured environment where every student can succeed. Thank you for partnering with us to uphold these standards and maintain a safe and respectful community at Minadeo.

### **Valuables/Toys**

Students are to leave all valuables, large sums of money and toys at home. In the event these items are found on students upon arrival at school, they will be taken and returned only to a parent/guardian. Items that are not retrieved from the lost and found will be discarded at the year's end. Students are responsible for the private property that they bring to school. Although we will assist in locating any reported lost or stolen item, Pittsburgh Minadeo will not be responsible for replacing any lost or stolen items.

### **Positive Behavior Incentive System**

Pittsburgh Minadeo utilizes a Positive Behavioral Intervention System (PBIS) to recognize positive student behavior. The goal of our PBIS Program is to create a learning environment where students can learn and grow. The PBIS behavior matrix is uploaded on the school website. Classroom-based and school-wide monthly incentives are planned to celebrate our students achieving positive behavior goals. We manage our rewards program through PBIS Rewards.

Every month students learn about a character trait to support our PBIS. Students are recognized monthly for demonstrating positive student behavior through the Minadeo Student of the Month Program. Students will also be recognized for other areas of holistic achievement during these programs. Parents will receive notification and are welcome to attend these ceremonies

### **Restorative Practices**

All students engage in formal and informal processes of Restorative Practices.

### **Outside Expectations**

To ensure the safety of all, students are expected to practice respectable behaviors walking to/from school, and during recess. During weather conditions that include rain

or snow, students are asked to refrain from horseplay such as hitting students with umbrellas, picking up snow for ANY reason, etc.

## **VISITOR POLICY**

[PPS Policy 1104](#)

To ensure a safe and productive learning environment for all students, we ask that all visitors adhere to our school policy. Visitors to the building must follow building and district safety guidelines. All visitors must report to the front of the building and ring the bell to the left of the stairs. Once your appointment or purpose for visit is confirmed by our clerical staff, our school security guard will check you into the building. All visitors

must proceed through the metal detectors, keep their visitor's badge visible, and wait in the main foyer to be escorted to their meeting location.

In the event of a full lockdown, all exterior doors and windows will be locked, keeping all staff, students, and any visitors inside the building until cleared by School Police. No entry or exit will be permitted, except approved by emergency/administrative crisis teams. Any visitors inside of the building during a Full Lockdown must follow the direction of our School Safety Team, failure to do so puts everyone's safety at risk and may result in loss of any/all visiting privileges to our building.

We encourage parents to volunteer within the school and classroom. Opportunities will be communicated and links for sign-ups will be provided. To ensure the safety and well-being of our students, all volunteers must have up-to-date clearances on file with the main office before participating in any school activities. For detailed information on our volunteer policy and clearance requirements, please visit our district website."

## **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 \(pghschools.org\)](http://pghschools.org)

## **ADDITIONAL SCHOOL INFORMATION**

**Our school day begins at 9:10 am and ends at 3:55 pm.**

### **Arrival Procedures**

Walkers and bus students enter the school through the main entrance. Doors open for breakfast at 8:55 AM and students proceed to the cafeteria to eat and then transition to the auditorium. Homeroom teachers will meet their students in the auditorium.

To encourage a sense of early independence and a building of self-esteem, we ask parents to permit their children to enter the building on their own. To maintain a safe

school environment, parents are not permitted to walk students beyond the entrance unless a meeting has been scheduled.

If a student demonstrates the need for additional support walking to class, a staff member will be assigned to escort them to their classroom.

Students must report by 9:15 AM. If they arrive after the report time, they will be marked tardy for the day.

### **Dismissal Procedures**

Walkers and bus students will be dismissed by teachers at the main doorway. Car riders will be picked up near the auditorium doors in the playground area.

All parents who are picking up students should wait at the designated area to decrease congestion, allow visibility, and ensure a safe orderly dismissal of our students. We ask that once you receive your child that you transition out to allow others to connect with their children who have not been dismissed.

Any changes to your child's dismissal plan should be communicated via early dismissal link, main office staff, your child's teacher, and any other caretaker who normally receives your child after school.

### **Transportation**

Walker and Bus assignments are determined by our district's Transportation department. A letter with individual student transportation information is mailed directly from that department. All requests for changes in transportation must be submitted directly to our Transportation Department for approval. Changes cannot be made at the school level. Additional information can be found at [www.pghschools.org/transportation](http://www.pghschools.org/transportation).

Students will only be picked up and dropped off at bus stops approved by the B.O.E. and must only ride the bus to which they are assigned. In order to continue to receive transportation privileges, students are expected to display communicated appropriate behavior at all times, including remaining in seats assigned to them.

Change to PM Drop-Off Location-Requests for an alternative PM bus transportation must be approved via the district's office of transportation