

Pittsburgh Whittier K-5
“Students First, Always in All Ways”



Student Handbook 2024-2025

Pittsburgh Whittier K-5
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Pittsburgh, PA 15211
Phone: 412-529-8260
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www.pghschools.org/whittier



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PRINCIPAL'S WELCOME



Dear Whittier Families:

We welcome all students and parents to Pittsburgh Whittier K-5. At Pittsburgh Whittier, we stress academic achievement, appropriate behavior, and being NICE to others. Strong emphasis is placed on ensuring all students have a welcoming and safe school environment where they can achieve their goals.

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

We hope this handbook will provide you with the necessary information that you are looking for about the school.

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

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

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

Sincerely,
Holly Ballard, Principal Whittier K-5

Dear Pittsburgh Whittier Families,



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

An electronic copy of the school handbook is also available on Whittier'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

SCHOOL VISION AND MISSION

Whittier Vision

All students will embrace learning, maximize their potential and be socially responsible.

Whittier Mission

The mission of Pittsburgh Whittier K-5 is to ensure all students receive high quality instruction. Staff will collaborate in order to ensure students are provided with a variety of instructional methods in order to best meet the needs of all of our students. We strive for our children to grow and learn in a positive, nurturing, collaborative, and culturally diverse environment. All members of the school community will work together to enhance the unique learning experience for all of our students. All of our children will benefit from a safe and orderly learning environment in which all staff members share a belief that all children can develop and learn at high levels.

Whittier Beliefs

- We believe all students can learn at high levels.
- We believe all students are unique individuals who should be provided with a variety of learning experiences in order to maximize their personal and academic potentials.
- 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 Whittier K-5 is living its mission.

SCHOOL CONTACT INFORMATION

Main Office Phone: 412-529-8260

Fax: 412-

Name	Title	Email	Phone
Holly Ballard	Principal	hballard1@pghschoolsorg	412-529-8268
Talona Snow	Secretary	tsnow11@pghschools.org	412-529-8260
Lateesha Thomas	SDSS	lthomas4@pghschools.org	412-529-8260
Nichole Bryant	Social Worker	nbryant2@pghschools.org	412-529-8269
Relda Willey	Nurse	rwilley1@pghschools.org	412-529-8266

COMMUNICATION PROCEDURES

Email is Whittier’s main source of communication. Talking Points is Whittier’s secondary means of communication with families. Additionally, we communicate utilizing BlackBoard for emergencies only. We also utilize email, Whittier’s Facebook page, U.S. Postal Mail, and communicate weekly through our weekly newsletter. Whittier’s newsletter is sent via email and posted on our Facebook page every Wednesday.

Talking Points (Directions to Access)

Whittier teachers use 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 Whittier. To view attachments, you must use the Talking Points app.
- If you are not receiving text messages on your cell phone, that means that Whittier 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 Lateesha Thomas, Whittier's SDSS, at 412-529-8260.**

To help everyone get started, we will send a letter home, during the first week of the new school year 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	Subject	Email	Room #
Bonnie Davis	Kindergarten Teacher	bdavis4@pghschools.org	103
Stacy Seezox	1 st Grade Teacher	sseezox1@pghschools.org	115
Pam Kennedy	2 nd Grade Teacher	rfiore1@pghschools.org	106
Brittany Bertonaschi	2 nd Grade Teacher	bbertonaschi1@pghschools.org	102
Diane Klingensmith	3 rd Grade Teacher	dklingensmith1@pghschools.org	208
Bryanna Brown	4 th Grade Teacher	bbrown2@pghschools.org	210
Michael Weaver	5 th Grade Teacher	mweaver1@pghschools.org	204
Kelsey Thompson	K-2 Autistic Teacher	kthompson2@pghschools.org	116
Dynestee Fuller	K-2 Autistic Classroom Assistant	dfuller1@pghschools.org	116
TBA	K-2 Autistic Classroom Assistant		116
Jenny Gadd	Learning Support Teacher Grade 3-5	jgadd1@pghschools.org	101/203
Jennifer Mansfield	Learning Support Teacher K-3	jmansfield1@pghschools.org	105
Megan Sommers	ESL Teacher	msommers1@pghschools.org	203

TBA	Sp. Ed. Paraprofessional	@pghschools.org	203
Jasmine Strothers	Sp. Ed. Paraprofessional	jstrothers1@pghschools.org	105
Michelle Wolfe	EAI	mwolfe1@pghschools.org	206
Brian Volchko	Science/Art Teacher	bvolchko1@pghschools.org	207/205
Mark Kwoleck Louis Strobel	Music Instrumental Music	mkwolek1@pghschools.org	302
Maggie Fertal	Library	mfertal1@pghschools.org	202
Michael Gardner	Gym	mgardner1@pghschools.org	Gym
Jackie Trevisan	Literacy Coach	jtrevisan1@pghschools.org	207
Holly Ballard	Principal	hballard1@pghschools.org	Main Office
Nichole Bryant	Counselor	nbryant1@pghschools.org	112
Lateesha Thomas	SDSS/Information Processor	lthomas4@pghschools.org	Main Office
Talona Snow	Secretary	tsnow1@pghschools.org	Main Office
Renee Valenti	Speech	rvalenti1@pghschools.org	104
Relda Willey	Nurse	rwilley1@pghschools.org	113

BELL SCHEDULE

WHITTIER BELL SCHEDULE

Bell Schedule	Starts	Ends
Homeroom	8:20	8:30
Intervention	8:30	9:00
First Period	9:00	9:45
Second Period	9:45	10:30
Third Period	10:30	11:15
Fourth Period	11:15	12:00
Fifth Period	12:00	12:45
Sixth Period	12:45	1:30
Seventh Period	1:30	2:15
Eighth Period	2:15	3:00
Homeroom PM	3:00	3:05

Bus/Walker Dismissal	3:00	3:05
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BREAKFAST/LUNCH	START	ROTATE	ENDS
BREAKFAST	8:00		8:20
LUNCH	12:00	12:23	12:45

E.S.E.P 7:41-8:20

Secretary-7:45-3:45

SDSS-8:00-4:00

Teachers-7:41-3:05

Paraprofessional-8:00-3:15

HALF-DAY BELL SCHEDULE

8:00 Students enter for Breakfast

8:25-Pick up students in Cafeteria

8:30-9:00-Intervention

9:00-9:45 Period 1

9:45-10:30 Period 2

10:30-11:15 Period 3

10:30-10:53 Lunch for Grades K-2 Teachers should come to lunch with students NO RECESS

10:53-11:15 3-lunch for Grades 3-5 Teachers should come to lunch with students NO RECESS

11:15-11:30 Period 4

11:30-Dismissal

Two-Hour Delay Bell Schedule

*Breakfast **is not** served on two-hour delay days. Students should arrive at 10:25 A.M. and will go directly to their homeroom upon arrival.

Homeroom 10:25-10:30

Period 3 10:30-11:15

Period 4 11:15-12:00

Period 5 12:00-12:45 Lunch

Period 6 12:45-1:30

Period 7 1:30-2:15

Period 8 2:15-3:00

Homeroom 3:00-3:05

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 with students as well as sent via email. The calendar lists special activities, parent meetings, and other essential information. The school calendar is also posted on the school webpage.

2024-2025 Pittsburgh Whittier PSCC/PTO Meeting Schedule

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

Time: PSCC: 5:30-6:15P.M. & PTO: 6:15-7:15

Month	Date
September	9/11/24
October	10/9/24
November	11/13/24
December	12/11/24

January	1/8/25
February	2/12/25
March	3/12/25
April	4/9/25
May	5/14/25
June	6/11/25

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.

Tardines

Punctuality is an important habit to develop. Students may enter the building beginning at 8:00 A.M. Breakfast will be served between 8:00 and 8:25 A.M, and homeroom begins at 8:25 A.M. **Students are expected to be in class and prepared to learn by 8:30 A.M.** Students are considered tardy if they enter the building after 8:25 A.M.

ACADEMICS

Course Offerings

Pittsburgh Whittier K-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-5 attend self-contained classes.
- Science, Art, Music, Gym, and Library are available for all students.
- All students will receive a laptop (grades 1-5)/iPad (kindergarten).
- Students can sign up for instrumental in grades 3-5.

Curriculum

Whittier utilizes Open Court Reading for English Language Arts classes. Additionally, the Illustrative Mathematic curriculum will be utilized this year in all math classes.

Student Schedules

Students will receive a copy of their homeroom schedule in Whittier's summer mailing to families. Pittsburgh Whittier 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 Whittier 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 Whittier. 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 Whittier. Cell phones will be collected by Principal in the Cafeteria at Breakfast and placed in a locked box. 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 Whittier's April 2024 PSCC meeting families were asked to give feedback on Whittier's electronic device policy. Additionally, a survey was given to all Whittier families during Art Night to receive feedback regarding Whittier'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 Whittier there are opportunities for students to participate in after-school programs. Pittsburgh Whittier currently offers the following program:

- **Intramurals-** Students in grades 4-5 can participate in intramurals after school.

Information will be sent home at the beginning of the school year for all extracurricular activities offered at Whittier. 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 Whittier, 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 Whittier's Homework Folder 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 Whittier's nurse, Relda Willey, at 412-529-8266 or rwilley1@pghschools.org for clarification or further information. Nurse Willey 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 Willey.

[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 Willey.

[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](#)

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 Brian Volchko, Whittier's Technology Liaison at bvolchkol@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 Whittier 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, Mrs. Davis will follow up, utilizing an email, with reminders regarding Whittier'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 Counselor, Ms. Bryant, at 412 529-8269 or nbryant1@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 Whittier. 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 Whittier 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 Whittier 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.

PBIS School-Wide and Universal Expectations

The administration and staff of Pittsburgh Whittier 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 Whittier. These areas include the hallway, classroom, bathroom, cafeteria, playground, and bus.

- Be Safe
- Be Respectful
- Be Responsible
- Just Be Nice

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 Whittier and Family Behavioral Resources, providing mental health support in a school setting.

Mental Health Prevention Provider

Pittsburgh Whittier has a partnership with Mercy. Mercy provides opportunities for students to work on social emotional learning skills in a small group setting. 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

Walkers and bus students enter the school through the main entrance.
Cell phones will be collected in cafeteria.
Students will enter school, get breakfast, and report to their Homeroom.

No students are permitted to enter the school **before 8:00 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.

Teachers will escort walkers and pick up students through the back doors by the parking lot. Students will be escorted to the buses by an assigned staff member.
If your child will not be taking the bus home or will be picked up by an adult not on their emergency care form, you must send a letter to school with your child or call the Main Office.

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 unless it is an emergency.**

During school hours parents must come to 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. **Students that have an early dismissal will be called to the office once they are signed out.**

Notes for changes in dismissal

For safety purposes, please write a note or call the office for a change in dismissal. All requests must be in writing unless it is an emergency.

Transportation

Students that live at least 1.5 miles from Pittsburgh Whittier 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.

[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.
- 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 8:00 A.M. until 8:25 A.M in the cafeteria.

Lunch

Whittier has one lunch period. Students in grades K-2 eat from 12:00-12:23 and then have recess from 12:23-12:45. Students in grades 3-5 have recess from 12:00-12:23 and then eat lunch from 12:23 to 12:45. 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 Whittier 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 Whittier. These areas include the hallway, classroom, bathroom, cafeteria, playground, and bus.

- Be Safe
- Be Respectful
- Be Responsible
- Just Be Nice

Pittsburgh Whittier's PBIS Matrix

PBIS MATRIX - WHITTIER ELEMENTARY
Be Respectful, Be Responsible, Be Safe...Just Be Nice

EXPECTATION	CAFETERIA	HALLWAY	BATHROOM	RECESS	BUS	CLASSROOM
Be Respectful	Say "please", "thank you", and "excuse me". Keep hands and feet to ourselves. Be kind to others. Take your turn and wait patiently.	Keep hands and feet to ourselves. Be kind to others. Follow adult directions. Be mindful of hallway displays.	Quietly wait our turn in line. Respect privacy of others.	Speak in a kind voice. Keep hands and feet to ourselves. Take our turn and wait patiently. Show good sportsmanship.	Say "please", "thank you", and "excuse me". Keep hands and feet to ourselves. Be kind to others.	Say "please", "thank you", and "excuse me". Keep hands and feet to ourselves. Be kind to others. Listen when others are speaking.
Be Responsible	Follow adult directions. Keep the tables and floors clean. Place our trash in the cans.	Go directly to our destination. Report any problems to an adult. Model appropriate behavior.	Get in and out as quickly as possible. Flush, wash, and be on our way. Clean up after ourselves. Report any problems to an adult.	Follow adult directions. Line up immediately following the signal. Return materials to the appropriate place.	Follow adult directions. Remain in our assigned seats. Clean up after ourselves.	Work on the assigned task while giving our best effort. Ask questions when we don't understand. Use the directed voice level. Follow adult directions. Come prepared to learn every day.
Be Safe	Walk. Stay in seat.	Walk quietly in a straight line facing forward. Walk at an appropriate pace. Walk in ABC order. Stay to the right.	Walk. Respect bathroom fixtures.	Remain in the designated recess area. Use equipment correctly.	Remain seated while the bus is moving. Speak in quiet voices. Keep our hands, feet and objects inside the bus at all times. Enter/Exit in an orderly fashion.	Walk. Respect other people's space and materials. Stay in assigned area.

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 Whittier, please press buzzer and state your name and business. You will be buzzed into the school and asked to come directly to the Main Office to sign in and get a visitors pass.

Parental Involvement Opportunities

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

- **Parent Teacher Organization (PTO)** - Pittsburgh Whittier K-5 has a strong, active, and diverse PTO which encompasses many families. The PTO conducts numerous fundraising activities, family events and field trips for the students.
- **Parent School Community Council (PSCC)** – We provide numerous opportunities for the parents to participate in parent 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 \(pghschools.org\)](http://pghschools.org/PSE%20(Special%20Education)%20-%20Child%20Find%20Annual%20Notice)