

# Pittsburgh Linden K-5

725 S. Linden Avenue | Pittsburgh, PA 15208 | Phone: 412.665.3996 | Fax: 412.665.2035  
Parent Hotline: 412.622.7920 | [www.pps.k12.pa.us](http://www.pps.k12.pa.us)

## Welcome!

Dear Students and Parents,

Welcome to the Pittsburgh Linden K-5 Community! Pittsburgh Linden K-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.

The purpose of this handbook is to share important information with you about our school and our expectations for our students. Our priority is the education and well-being of our children. With parents and staff working together as partners in education, each child will succeed and meet the goal of *Excellence for All*.

We ask that you review and discuss the handbook with your child. If you have any questions, please feel free to contact me at 412.665.3996.

We are looking forward to an exciting school year and the opportunity to work with you as partners in education.

Sincerely,

**Victoria Burgess**  
Principal

**SCHOOL COLORS:** Red and White

**SCHOOL MASCOT:** The Linden Lion

**SCHOOL MOTTO**

Be Respectful  
Be Responsible  
Be Safe

## OUR INSTRUCTIONAL FOCUS

Reading Comprehension

When I read,  
I think  
I talk,  
I write,  
in order to understand.

Wenn ich lese,  
denke ich,  
spreche ich,  
schreibe ich,  
um zu verstehen

## SCHOOL PROCEDURES

### Bell Schedule

Please visit our website at [www.pps.k12.pa.us](http://www.pps.k12.pa.us) or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child’s school.

### ARRIVAL PROCEDURES

Arrival procedures differ depending on whether good weather permits an “outside” day, or if the weather is inclement, resulting in an “inside” day. Arrival procedures also depend on whether a student arrives by bus, walks, is dropped off by private vehicle, or attends the before school Children’s School Program.

### Good Weather “Outside Day”

The goal is to have all students (except Kindergarten 101; see below\*) lined up behind their homeroom number outside on the playground behind the school no later than 9:05 a.m., at which time teachers escort them into the building to begin the day. No students are permitted to enter the school through the main center doors unless they are accompanied by an adult.

\* Kindergarten 101 students gather in the Kindergarten courtyard on the parking lot side of the building and enter through those doors to begin the day at 9:05 a.m.

Arrival by Bus: All buses drop students off in the front of the building. All students who wish to eat breakfast enter the school building through the side front “breakfast doors” and proceed down the steps to the cafeteria. After eating breakfast, students go outside through the back cafeteria doors and down the steps to line up by homeroom number on the playground, walking along the front sidewalk, continuing along the sidewalk next to the parking lot, and down the double set of stairs to line up by homeroom.

Walkers, Drop Offs: Students either eat breakfast or line up on the playground by homeroom according to the procedures above for bus students. Please note: During drop-off and pick-ups, drivers must not make a U-turn on Linden Avenue. Instead, walk your child across the street safely to and from the school. Under no circumstance should a child cross Linden Avenue unaccompanied by an adult.

Students in Before School Program: Students must enter the school either through the side front doors “breakfast doors: and down to the cafeteria or through the cafeteria doors in the rear of the building.

**Inclement Weather “Inside Day”**

The goal is to have all students report first to their lockers and then line up outside their RTII classrooms. Students remain in the halls until 9:05 a.m. when they are invited into their classrooms.

Arrival by Bus, Walkers, Drop Offs: Any student wishing to eat breakfast still enter through the side front “breakfast doors” on inclement weather days. All other students enter through the following inclement weather entrances:

Entrance	Homerooms
Parking Lot Doors	Kindergarten - 101, 201, 203, 204
Kindergarten Courtyard Doors	9, 10, 11, 12, 1A
Side Front “Breakfast Doors	All 2nd & 3rd grade students and 206, 207, 208
Center Main Doors	Only students accompanied by an adult

**Important Notes on Parking/Safety**

- The parking lot is reserved for school personnel. Please do not drive into the parking lot, as it is a safety hazard. There are yellow plastic statues with flags which are placed in the lot entrance to help remind parents/guardians to not enter
- Parents may drop off and pick up students on either side of Linden Avenue, however it is imperative that every driver obeys the law. When

driving towards Penn Avenue, you may pull up on the school side. When coming from Penn Avenue towards Beechwood, park on the right side of the street, and walk your child across the street safely to and from the school Under no circumstance should a child cross Linden Avenue unaccompanied by an adult.

- No driver is permitted to make a U-turn in the middle of Linden as this may cause a collision.
- Please do not park on the school playground during or after school. If attending an after-school event, please park on Linden Avenue.
- Please remember to be courteous to our local neighbors by not blocking their driveways.
- Drivers who do not adhere to these parking/safety rules not only endanger the safety of Linden students, but also risk being ticketed and/or towed.
- Refrain from smoking on school grounds. Schools are drug-free zones.
- Refrain from bringing pets to school.

**DISMISSAL PROCEDURES**

The goal at dismissal time is to return all Linden students to their homes by bus, walking, pick-up in private vehicles or dismissal to the after-school program in an efficient and safe manner. The dismissal procedures are designed with the safety of our students foremost in importance.

**Dismissal Times**

The Linden school day officially ends at 3:51 p.m. Listed below are the staggered dismissal times for different groups of students, designed to keep congestion at a minimum.

- Safety Patrols to their posts and all students to their dismissal areas - 3:40 p.m.
- Bus Students - 3:45 p.m.  
Busses 1-4, 6, 12, and 13 will be located on Linden Avenue  
Busses 5 and 7-11 will be located behind the school on Wilkins Avenue
- Afterschool Program - 3:50
- Pick-Up and Walkers - 3:50

Grades K-1 walkers are dismissed to the library from their homeroom, where a staff member takes them to exit the building by the kindergarten courtyard door.

Grades 2-5 walkers are dismissed to the cafeteria from their homeroom, where staff members take them to exit the building either to Wilkins Avenue through the back cafeteria doors or to Linden Avenue through the main doors.

## 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 3:30 p.m., parents must come in 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, to give to his/her homeroom teacher. For example: *"John Smith will be having an early dismissal today at 1:25 p.m."*

Please note: ALL early dismissals end at 3:30 p.m. After that time, please wait for your child outside. This is necessary in order to be able to keep track of all students at dismissal time. After 3:30 p.m., it is imperative that all students follow the school-wide dismissal procedures. If an unexpected situation should arise in which a parent/guardian wishes to pick up a child who normally would take a bus and no note was sent to the school, the staff member with responsibility for your child needs to be informed that you are taking him/her from the bus dismissal line. 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 via the phone. All requests must be in writing.

If your child's dismissal is changing for one day, please write a note with the day's date for your child to give to his/her homeroom teacher stating what the change will be. For example: *"Ann Jones will not take the bus today. I will be picking her up."* If, however, your child's dismissal is changing for the remainder of the year, please write just one note (which will suffice for the rest of the year.) For example: *"Tanya Owens will be a walker every Wednesday, instead of taking the bus."*

## Walker Safety Rules

- Keep hands, feet, objects, and unkind words to yourself.
- Listen to the Pittsburgh Linden Safety Patrols and the crossing guard.
- Cross the street with the crossing guard. Do not dart between cars and buses.
- Stay on the sidewalk at all times. 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. Students who throw things will be suspended.

## Bus Safety Rules

- Get on the bus.
- Sit down and stay seated.
- Keep your hands, feet, and unkind words to yourself.
- No eating on the bus.
- Please use your inside voice.
- Do not yell to people or throw things outside the bus. Throwing things can hurt people. Students who throw things will be suspended.

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. If you must request a yearly change in transportation for a p.m. drop off due to daycare, extended day programs, etc., please stop in at the main office and fill out the Pittsburgh Public Schools p.m. Drop-Off Application. The Pittsburgh Public Schools Transportation Department must approve all applications.

## School Dress Code

We have a traditional dress code that urges students to wear safe and comfortable clothing and shoes that do not interfere with their education. All student coats, jackets, book bags, etc. should be labeled with the student's first and last name.

The following are not permitted:

- Shorts or skirts shorter than fingertip length when the student stands with arms extended by the side.
- Tennis shoes with roller skates on the bottom, sandals, rubber thongs, bedroom slippers, open toed shoes, shoes without a back strap (flip-flops, clogs, etc.), or extremely high-soled shoes that are unsafe on stairs and the playground. Think safety first.
- Hats, coats, scarves, or bandanas to be worn inside during the school day. They must be stored in lockers.
- Midriff tops, net shirts, halters, underwear T-shirts, oversized revealing tank tops (no skin showing – unless a sleeved shirt is underneath) or other types of revealing shirts.
- Oversized pants and pants that sag below the waist.
- No exposed underwear.
- Use of makeup, nail polish, perfume/cologne, aerosol sprays during school time is prohibited.

- No pictures, words, or graphics on clothing that conflicts with the Board's dress code below. This includes clothing with offensive language or pictures.

On June 26, 1991, the Board passed a resolution that enacted the following exclusionary dress code that would apply to every student in the Pittsburgh Public Schools:

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. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

When the School Dress Code is not followed, the parent/guardian will be contacted. The parent/guardian will have the option to bring appropriate clothes to school or the student will be sent home.

### **Field Trips**

Field trips are a part of the learning experience at Pittsburgh Linden. However, field trips are a privilege not a right. All students must demonstrate appropriate citizenship to be eligible to attend a field trip. Therefore, a student with multiple disciplinary infractions including lunch detentions, timeouts, discipline referrals to the office, bus referrals, and suspensions can lose this privilege.

Permission forms for field trips for the present school year are signed and kept on file at the school. All parents/guardians will be notified prior to each trip about the arrangements made and times for arrival and departure. The teachers planning the trip will contact the volunteers required to serve as chaperones.

## **STUDENT SERVICES AND ACTIVITIES**

### **Rtl (Response to Intervention)**

The mission of the Rtl is to identify the learning needs of the students who are having trouble 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, assistant principal, guidance counselor, teachers, and support staff. If you have questions regarding the Rtl process, please contact our counselor at 412.665.4962.

## **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) or Autistic Support (3-5)**

Students in need of learning support or autistic 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, academic evidence, testing, and team recommendations have occurred.

## **Gifted Education**

Students in need of enrichment and acceleration may be evaluated for Gifted Support services. The student must meet the criteria set by Pennsylvania regulations for Gifted Education, Chapter 16.

## **Prevention, Counseling and Support Services**

Prevention, counseling, and support services are provided to Pittsburgh Linden students by Family Links. Students take part in this program only with parental permission. Please contact our counselor at 412.665.4962 if you are interested in services for your child.

## **Student Activities**

Additional student activities at Pittsburgh Linden K-5 include but are not limited to chorus, Orff Ensemble, intramural sports, team sports including swimming, basketball, track and field, safety patrol, energy patrol, chess club, instrumental music, etc. Information regarding student activities will be sent home via the sponsoring teacher. Student participation in student activities is based upon criteria that encompass academic, citizenship, and homework success.

## **Partnerships**

Pittsburgh Linden K-5 Partnerships in Learning:

- Pittsburgh Linden K-5 PTA
- Children's Program
- Center for the Arts
- Orff Ensemble
- Dance Alloy
- Family Links
- Pittsburgh Chess

## **PARENTAL INVOLVEMENT**

### **Opportunities for Parent Involvement**

#### Join the:

- PSCC – Parent School Community Council
- Excellence for All Parent Steering Committee  
Pittsburgh Linden K-5 Parent Representatives
- Volunteers Parent/Community Core (Classroom Assistant, Tutor, Field Trip Chaperone)
- PTA – Parent Teacher Association

#### Attend the:

- Parent/Family Curriculum Nights
- Kindergarten Teas
- Family Nights – Skate Nights, Family Bingo, Movie Night, etc.
- Special Events – Conference Day, Oktoberfest, Bring Your Father to School Day, Concerts, Fun Fair, Passport to Reading Night, etc.

### **Volunteering**

If you are thinking of volunteering, please notify our main office so that our school volunteer coordinator can contact you and the volunteer screening process can begin. All volunteers working with our children at the school or chaperoning field trips are required to have an Act 151, Child Abuse History Check and an Act 34, Criminal History Check. The Pittsburgh Linden PTA will pay for both clearances. Once you have obtained your clearances and your application has been approved, your name will be added to our school volunteer list. Our school volunteer coordinator and teachers contact our volunteers when help is needed at the school. Volunteers are required to sign in and out in the main office and wear a school volunteer badge.

### **School-Wide Positive Behavior Plan and Code of Student Conduct**

Discipline is one of the most important components of a student's education. While it does not appear as a subject, discipline underlies the whole educational structure. It is the training that develops self-control, character, orderliness, safety, and efficiency. It is the key to good conduct and proper consideration for other people. It must be based on mutual respect between students and school staff.

Pittsburgh Linden K-5 follows our School-Wide Positive Behavior Plan and the School District of Pittsburgh Code of Student Conduct. Our School-Wide Positive Behavior Plan is based upon our school motto:

Be Respectful  
Be Responsible  
Be Safe

Our students demonstrate the school rules on a daily basis. Our school rules are as follows:

#### Overall School-Wide Rules

- Talk quietly and respectfully to everyone in the school. Do not yell or use offensive language.
- Walk, do not run in hallways and on the stairs. Jumping, sliding, and pushing can cause accidents.
- Keep your hands, feet, objects, and unkind words to yourself. Hitting, kicking punching, and pushing are not acceptable. Do not take off clothing such as belts and sweaters and swing them at anyone.
- Fighting will not be tolerated. Students involved in a fight will be suspended.
- Students are not permitted to bring chewing gum, iPods, CD players, electronic games, toys (including but not limited to toy weapons – guns, plastic knives, etc.), extra money, trading cards, make-up, nail polish, perfume/cologne/body spray or lotion, sports equipment (basketballs, footballs, soccer balls), etc. to school. In addition, we request that cell phones remain at home. If a parent/guardian requests that their child bring a cell phone to school for emergency purposes, the cell phone must be unseen and off at all times throughout the school day (PPS District Policy). Any deviation regarding such items will result in the item being confiscated and retrieved only by the student's parent or guardian.
- Do not bring candy and junk food into the classrooms.
- Respect the property of others. Do not break, steal, or vandalize things that belong to the school or other students.
- Do not bring weapons or anything that could be used as a weapon to school. Do not bring anything that looks like a weapon including toy guns, plastic knives, etc. Students involved will be suspended.
- Remember, if you would not do something in front of your parents/guardians, do not do it at school.





