

  
**Expect great things.**

**Pittsburgh Liberty K-5**



**A Spanish Emphasis School**

**Parent, Guardian, and Student Handbook**  
**2022-2023 School Year**

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# Liberty Beliefs

## **Vision**

All Pittsburgh Liberty students will demonstrate academic excellence and self-efficacy to impact their school, community, and world.

## **Mission**

All students attending Pittsburgh Liberty will have a strong academic foundation of learning built on collaboration, communication, critical thinking, creativity, and strength of character in a safe, supportive environment. We will support students to become active, compassionate, global thinkers through the study of Spanish language and culture.

## **Instructional Focus**

A school-wide effort to have all Pittsburgh Liberty students show measurable growth in written expression as measured by PSSAs, content-specific writing prompts, PPS Comprehension Performance Assessments and Mathematics Exemplars.

## **School-Wide Internal Goal**

85% of our students will demonstrate proficiency in written expression in all components of identified scoring guidelines with 15% showing growth.

## **Our Collective Commitments**

*We will...*

- Engage in Professional Learning Communities to strengthen our practice.
- Partner with families for the success of students.
- Promote success for all by utilizing a variety of research-based strategies and school data.
- Cultivate a growth mindset while maintaining high expectations.
- Identify individual strengths and learning styles to promote growth.
- Foster a school community of active, compassionate, life-long learners who understand and positively impact the world around them.
- Focus on practice to include various perspectives in today's emergent, technological society.

# Pittsburgh Liberty K-5: Title I School

Title I funds are used by schools and districts for a variety of programs and activities designed to increase children's academic achievement in math, reading, and science. Districts receive Title I funds from the federal government (through the PA Department of Education) and distribute these funds to schools based on the number of students eligible for free/reduced price lunch. Also, at least one percent of the Title I funds received by each Pittsburgh Public School must be set aside specifically for parent involvement, and Title I parents must have a say in how this money is spent.

Pittsburgh Liberty K-5 students are in a Title I school- wide program. This means that, instead of targeting services only to students most at risk, our Title I money can be used to upgrade the educational program in ways that may impact every student in the school.

## History and Background

**School Colors:** Navy and White

**School Mascot:** The Soaring Eagle

### The Liberty School Pledge

I promise I will **respect** myself and others, act in a **responsible** way at all times, and promote a positive **reputation** for myself and my school.

### La Promesa de Libertad

Juro respetarme y **respetar** a los demás, actuar **responsablemente** todo el tiempo y promover una **reputación** positiva para mi escuela.

### Pittsburgh Liberty School Song

Liberty School is a fine, fun place!  
Best in the world and in outer space!  
We learn and discover many things.  
Our blue eagle has lofty wings.

At Liberty our motto is let your mind soar!  
Educated students walk through our doors.  
Liberty School is a fine, fun place!

Best in the world and in outer space!  
We learn and discover many things.  
To Liberty, Liberty we now sing

## **History**

In 1872, Liberty Elementary School was built. At this time, the area called Liberty was annexed by the city of Pittsburgh. An 1872 map of Pittsburgh's East End identifies the school as "20th Ward Public School."

The original building sat at a slight angle on the block created by Ellsworth Avenue, Elmer Street, Ivy Street and Filbert Avenue. It was a large building with a tall, ornate bell tower. It was accessed from Ellsworth Avenue, with a long walk to the building. Evidently, it was this walk that during inclement weather bothered parents enough that when the new, industrial arts portion of the building was proposed in 1911, the new entry to the school would be from Elmer Avenue instead.

From 1911 to 1934, the two buildings coexisted, with the older building still used for primary instruction, and the newer building used for woodworking, home economics, etc. In 1934, the older building had been torn down, and a new, larger building attached perpendicularly to the 1911 building. This not only housed new classrooms, but also an auditorium.

Playgrounds were added on both sides of the school in the 1990s, but the current building's exterior has remained virtually unchanged since 1934. Major interior remodeling took place in 1966. In 2003, more remodeling took place.

# Student Procedures

## Student Arrival

### Arrival Procedures

**ALL** students will be dropped off on the Ivy Street side of the school after **9:00 AM**. The safety of your child is our primary concern and adult supervision is **not** available before 9:00 AM. Students that attend LEDP will follow the arrival procedures for their program.

Upon arrival students must immediately enter the school building and report directly to the cafeteria for breakfast or their assigned meeting space if they chose not to have breakfast. **For the safety and health of our students, visitors are not permitted in the building without a previously scheduled appointment.**

### Late Arrivals

Children arriving after 9:10 AM will be marked tardy. If you are dropping off your child after 9:10 AM, please drop your child off at the front entrance on Elmer Street. **For the safety and health of our students, no adults may enter the building.** Your child must report directly to the main office to receive a tardy slip. A tardy slip is required to enter the classroom after 9:10 AM. Children are expected to report directly to their scheduled location after receiving their tardy slip. Please send your child a positive message about the importance of being on time and the value of our learning time. Missing instruction from repeated tardiness will negatively impact your child's school performance.

## Student Dismissal

### Dismissal Procedures

- **Car Riders and Walkers:** Students who walk or who are being picked up by parents will be dismissed from the gym at 3:45 PM. Parking along Filbert Street is reserved for school transportation vehicles. Please be prompt in picking up your child. Any student that has not been picked up on time will be escorted to the office by a staff member.
- **Bus and Vans:** Students who ride a bus or van will be escorted by homeroom teachers. Buses and vans depart at 3:45 PM.

### Dismissal Change Notifications

Any changes to your child's dismissal procedure must be received **in writing** before noon of that day. Otherwise, your child will be dismissed according to his/her usual dismissal routine. This is a strict matter of safety and clear communication is necessary. If an early dismissal is needed, but a note was not submitted, a guardian or a person on the emergency form must submit identification.

### Early Dismissals

Please provide written notification directly to your child's homeroom teacher. Only adults listed on a student's contact card will be permitted to pick up a child. Identification will be requested for family members and caregivers we have not previously met. Due to the busy nature of a school at the end of the day, **no early dismissals will be available after 3:15 PM.**

# Absences

## Documentation of Absences

When a child is absent from school due to illness or emergency, a parent/guardian must provide a written excuse indicating the dates and the reason for the absence. Arrangements should be made with the teacher to make up any missed assignments. Excuses for absences must be received **within three days** upon return to school or the absence will be marked as unexcused. Please refer to the district's attendance policy in the [Code of Student Conduct](#) for more details. Research indicates that missing just two days of school per month leads to poor academic performance and negative school outcomes. We encourage every family to promote regular school attendance as a necessary pathway to the [Pittsburgh Promise](#).

## Missed Assignments as a Result of Absences

Teachers will post all daily activities/assignments in Schoology for all students and families to view each day in Schoology. Students have one week to return all work to receive full credit for the assignment.

# Homework

Consistent with District Policy, Pittsburgh Liberty values homework as a regular component of the educational program. Homework assignments are at the professional discretion of each classroom teacher. Parents are encouraged to communicate directly with their child's teacher about any homework related questions (such as length, frequency, difficulty, and grading). The district's administrative regulation states the goals of homework are to:

- Reinforce learning through practice, application, integration and /or extension of knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- Foster students' personal development in areas such as time management, responsibility, perseverance, and self-confidence.
- Stimulate imagination, originality, and creativity.
- Enhance home / school communications and provide for increased curriculum understanding.
- Encourage a follow up of worthwhile school activities into permanent leisure interests.
- Involve families in the learning process of their children.



# Dress Code Policy

**Everyday Uniform:** Pants, shorts, skirts and jumpers must be navy blue or khaki. Shirts and blouses must have a collar and be a plain solid color.

**Physical Education:** Liberty T-shirts and navy or gray sweatpants may be worn to Physical Education class. Otherwise, the Everyday Uniform guidelines must be followed. Students must wear rubber soled tennis shoes to participate in gym class. Students may choose to leave a pair of sneakers in their locker for Physical Education class. Please check your child's schedule to ensure required attire on those days.

**Sweaters and sweatshirts:** Sweaters and jackets are permitted if they are a plain solid color. A Liberty sweatshirt with the Liberty logo or emblem is also acceptable. Pull over hoodies (without Liberty logos) are not permitted.

**Shoes:** Unsafe and open toed shoes are not permitted for safety reasons. Shoes with wheels are also not permitted.

**Exceptions (Special Occasions):** The monthly school calendar will announce days when special attire is permitted. Examples may include Liberty Spirit Day (any shirt with Liberty logo or emblem; jeans are permissible), Black and Gold Day (any Pittsburgh sports shirt; jeans are permissible), Promise Day (any shirt with a college or university; jeans are permissible), or Jeans Day (jeans are permissible AND a school uniform top is required). The guidelines for the Everyday Uniform must be followed if the student does not wish to participate in the special attire days. Students attending Greenway on Fridays are required to follow the Everyday Uniform guidelines.

**Violations:** We will attempt to address the cause of the violation. \*Counselor referrals are appropriate if there is a family hardship preventing compliance with the Dress Code. Students that are *willfully ignoring* the Dress Code should receive a **warning**. If there is repeated non-compliance, this may be followed by appropriate disciplinary action for subsequent violations.

**School District Policy:** In addition to the above school dress code, the district has set standards for dress related to inappropriate clothing (e.g. clothing that promotes violence or discrimination). The policy states clothing must not be of any style, length or fit that is of a provocative nature. Please see the [Code of Student Conduct](#) for more details.

## Student Cell Phones

Students are permitted to bring cell phones to school. ***Students must keep their phones in their bookbags with the audible alerts silenced.*** If you need to reach your child in case of an emergency during the school day, please call the main office. Students are not permitted to record videos or voice memos, take pictures, text, send messages through any apps, play any games, access the internet, or use their cell phone in any way until they are off school grounds.

If a student is caught using their cell phone, they will receive a warning. If they use their cell phone again after the warning, the phone will be taken to the main office for the parent to pick up the cell phone.

# Digital Learning Platforms



## Clever

PPS Clever is a one stop platform for students to get all their digital learning resources. Once students log into PPS Clever, students will have access to Microsoft Teams and Schoology. \*Be sure to use the **PPS Clever** app.



## Microsoft Teams

Microsoft Teams is a digital hub for collaboration that connects teachers, parents and students. We will connect “live” using Microsoft Teams for various lessons and activities.



## Schoology

Schoology allows students to view and complete learning materials. Teachers and students can contact one another, post and receive reminders, and updates and view assignments.

## Student Login

Students may access their login information in HAC (Home Access Center) or ask their homeroom teacher for this information. The username and password is unique to each student. Please keep this information private.

Example:

Example Student Name: Jamar Thomas

Student Username Example: [stjthomas1@students.pghschools.org](mailto:stjthomas1@students.pghschools.org)

- “ST” is the abbreviation for *student*.
- “J” is the first letter of the student’s first name.
- “Thomas” is the student’s last name.
- The last name is followed by an assigned number.

Student Password: Students will be assigned a unique password.

# Restorative and Supportive School Culture

## Positive Behavior Interventions and Supports

For the 2022-20223 school year, we are in the process of adjusting, and improving our current multi-tiered Positive Behavioral Interventions and Supports (PBIS). We are building upon our strengths and addressing areas in need of improvement. One main objective is to incorporate a school wide student acknowledgment program. At Pittsburgh Liberty, we believe in a proactive and positive approach that supports our community of learners and provides an environment ideal for student success. To ensure success and continuous improvement, parents, students, staff, and community members are invited and encouraged to attend PSCC and Liberty's PTO (LEAF) meetings for updates and to provide collaborative feedback throughout the process.

It is essential that Pittsburgh Liberty establishes and maintains a safe and effective learning environment for every student. Rules and clear expectations for every area of the school will be reviewed frequently with all students at the beginning of the school year and revisited as necessary.

We will emphasize the positive in motivating and supporting students to make good choices and sustain a productive learning environment. We will also follow Pittsburgh Public School district's [Code of Student Conduct](#) and [Prohibition of Bullying/Harassment Policy](#). The Code of Student Conduct provides important expectations and procedures for such issues as – cell phone use, teasing, fighting, disorderly behavior on school bus, etc.

While our posted rules vary by area (hallway, bathroom, cafeteria, etc.), the following are the general schoolwide expectations we encourage you to review with your child:

### Respect:

- Keep your hands, feet, and unkind words to yourself.

### Responsibility:

- Walk in line order.
- Come to class prepared with all of your required materials and homework.
- Personal electronics (e.g. cell phones) cannot be visible and must be turned off.

### Reputation:

- Build a positive reputation by being respectful and responsible.
- \*Dress in appropriate attire.

## Daily Behavior Management

All classrooms at Pittsburgh Liberty will use a system to monitor student conduct throughout each school day. Each classroom teacher will enforce school-wide rules and expectations along with any unique rules for their classroom or content area. Each teacher will share more specific details and procedures with students and families. In essence, when students meet or fail to meet expectations there is a consistent set of actions in which teachers will respond. If students are making good choices and meeting or exceeding expectations, then they may receive a privilege or other positive recognition. If a student is making poor choices and/or not responding to redirection, then the teacher might intervene by re-teaching the procedure/expectation, using a restorative approach. For more information on the district's policy please see the [Code of Student Conduct](#). We will constantly strive to provide effective interventions that uplift the dignity of each student, restore relationships, and promote a safe and respectful learning environment.

# School-Wide Acknowledgment System

## Soaring Eagles' 200 Club

Students who meet or exceed Pittsburgh Liberty's Expectations may earn a Soaring Eagle Ticket. When a student receives a Soaring Eagle Ticket, the student's name is posted outside of the main office and a postcard is mailed home to families. Students also have an opportunity to win a bigger prize based on a raffle.

## Class Dojo

Class Dojo allows teachers to award students points for following the school-wide expectations and demonstrating the monthly Castle character traits. Teachers may also share photos and videos of activities. Families may like and/or comment on posts and communicate with teachers using the private direct messaging feature.

## Peace Days for Lunch and Recess Behavior

Lunch duty staff will provide one student of each class that exhibits the expectations well during the lunch period with a token to take to his classroom and place into the designated container. Incentives will be awarded when class goals are met.

## School Activities

### Castles

Pittsburgh Liberty K-5 is in the second year of our Castles Initiative. The goal of the Castles Initiative is to create a powerful and positive school climate. Our students are "celebrated for their efforts through a process that builds character, empowers academic excellence, fosters school spirit, enhances relationships, and promotes a culture of belonging for all" (RCA House System, 2022). Students are assigned to a Castle that is comprised of students from every grade level. During class periods and Castle Meetings, students will learn about each growth mindset character trait.

### Pittsburgh Liberty's Castle Monthly Growth Mindset Character Traits

September – Kindness	January – Integrity	May – Creativity
October – Confidence	February – Grit	June – Celebrate
November – Curiosity	March – Honesty	
December – Gratitude	April – Determination	

Students from K-5 are assigned to a Castle that is represented by an animal and a color.

Bulldogs – Red	Owls – Orange	Bears – Yellow
Huskies – Green	Lions – Blue	Mustangs – Purple
Panthers - Gray		

## **Intramurals**

Dependent on interest, we will offer an after school intramural sports program. The program is typically offered to 4th and 5th grade students after school Monday through Thursday. Students must have a signed parent permission form to participate, and transportation arrangements must be made by the parents. The program typically offers activities such as track, cheerleading and basketball.

## **Additional Clubs and Activities** (dependent on student interest, funding, and staff sponsorship)

- Chess Club
- Jump Rope Club
- Help Our World Club (HOW)
- Strong Women, Strong Girls
- Student Government
- Mural Art Project
- Book Club

## **Field Trip for Students**

*\*Field trips must follow the district's health and wellness protocols and may/may not be permitted.*

We believe that learning experiences outside the classroom through field trips are an important element of our instructional program. When students are permitted to participate in field trips, Pittsburgh Liberty will plan engaging trips to reinforce skills and concepts being taught in the classrooms.

To participate on a field trip, students must have a signed permission slip from their parent or guardian and meet the eligibility requirements provided by the teacher. On the day of the field trip permission over the phone will not be accepted.

The staff has the discretion to determine if your child needs a parental chaperone. If this is the case, the parental chaperone is responsible for his/her child during the entire field trip. We welcome parent volunteers to assist during field trips, and teachers will send out requests prior to the field trip. Volunteers must have clearances on file in the main office prior to the field trip.

# Parent Involvement

## **Parent Community School Council (P.S.C.C.)**

Pittsburgh Liberty encourages all parents and families to become partners in their child's education. A way for parents and families to participate at the school level is through our school's Parent School Community Council (P.S.C.C.). P.S.C.C. meetings are monthly opportunities to discuss important topics related to our school and provide advice to the leadership of the school. Please refer to our school's monthly calendar for dates and times of the upcoming meetings.

## **Liberty Elementary Academic Fund (LEAF)**

Liberty Elementary Academic Fund (LEAF) is the parent-teacher organization for Pittsburgh Liberty K-5. LEAF is a 501(c)3 organization formed in 2014 by the parents and teachers of Pittsburgh Liberty K-5. LEAF's mission is to support the students, teachers, and families at Liberty K-5 through fundraising, volunteering, and community events. LEAF's fundraising provides necessary classroom supplies, supplemental educational tools, field trips, and extracurricular activities. Please refer to our school's monthly calendar for dates and times of the upcoming meetings.

## **Chaperone, Classroom Volunteers**

Anyone who supervises or works with students, including chaperoning and volunteering, must submit PA State clearances to the main office. Visitors, chaperones and volunteers will only be permitted to enter the school if the district's health and wellness protocols permit.

## **Parent and Visitor Sign In**

For the safety and health of our students, visitors **are not** permitted in the building, **without a previously scheduled appointment**. On the day of the scheduled appointment, all visitors must enter through the main entrance on Elmer Street and report directly to the main office. No exceptions. Parents, visitors, and guests are required to sign in and obtain a Liberty Visitor Pass. Teachers and staff have been instructed to send any person without a visitor pass or without an escort to return to the main office. **Please note that non-employees of PPS will only be permitted to enter the school if the district's health and wellness protocols permit.**

## **Nondiscrimination Notices**

"Pittsburgh Public Schools offers all programs and activities without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability. School sponsored programs and activities shall be made available on an equal basis to all individuals, consistent with state and federal law. For more information regarding nondiscrimination policies of the District, to report a violation, or file a complainant, contact the District's Title IX Compliance Officer or Designee." (Student Code of Conduct).

# Appendix

## Emergency Plan

Each school in the district has adopted specific plans and procedures to ensure the safety of your child for a wide-range of potential emergencies or crises. A key component of our plans include communication with the families of our students. Automated phone messages will be sent in the event of an evacuation and/or the need for an early dismissal. It is critical that we have accurate phone numbers listed in our computer system to make these important automated calls.

Our alternative site is the Shadyside Boys and Girls Club located a few blocks away. In an event of an emergency, you will be able to pick up your child by reporting to a Sign-In table by grade level in a designated area. You will be instructed to complete a Reunification Form as well as present photo identification. A staff member will safely escort your child to your location.

### School Safety

To ensure the safety of all students, staff and visitors, Pittsburgh Liberty follows the District's visitor procedures outlined below and has a comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/emergency. In addition, throughout the year, students participate in various safety drills to ensure students and staff are prepared in the event of an emergency. Safety drills may include, but is not limited to, fire, lockdown, bus, and severe weather.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh Liberty be placed in a modified lockdown, full lockdown or evacuate to an alternative site. The procedures for these actions are listed below.

**Modified Lockdown:** A modified lockdown means that normal instructional activities continue as much as possible; however, no outside events, field trips or outside activities occur unless explicitly cleared by School Police. While in modified lockdown, entry and exit to the school will be restricted and only individuals with a pre-existing appointment are permitted to enter the school facility. A modified lockdown may be called when there is a community issue that is external to the school and not directed at the school.

**Full Lockdown:** In the event of a lockdown, all exterior doors and windows will be locked and no one aside from emergency/ administrative crisis team personnel will be permitted to enter or exit the school facility. During full lockdown, students will be kept safe in individual secured classrooms during the event and are not permitted to go outside or attend outside activities or field trips. School Police or school leadership will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when City of Pittsburgh Police or School Police warn the school of a fugitive in the neighborhood or when a threat has been received by the school.

*Evacuation: Evacuations may occur in the case of a threat, fire or other event making the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. Pittsburgh Liberty evacuation site is [Shadyside Boys and Girls Club located at 6 Brownell Place, Pittsburgh PA 15232](#). In the event of an evacuation, attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. The following standard reunification plan will be implemented to ensure all students are safely returned to their families.*

*During a reunification, families are directed to:*

- Bring a valid form of Identification (ID)
- Follow signage and parking direction of reunification location.
- Complete the provided reunification form.
- Choose the check-in line that corresponds to your student's grade.
- Provide school personnel at the check-in table with a valid form of photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieves and escorts your student to you.

Only approved adults with valid photo identification will be allowed to pick-up students from the evacuation location.

### **COMMUNICATION WITH FAMILIES DURING AN EMERGENCY**

If Pittsburgh Liberty is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Liberty or the District to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for us to quickly update parents, it is also important that the information we send is accurate. Please be aware that emergency situations are fluid and always changing, and that information received from non-District sources such as the news media and social media may be inaccurate. Depending on the type of emergency, the District may also utilize its website, Facebook and twitter accounts to provide timely information to families.
- In addition to a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other information as appropriate such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh Liberty has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm and do not attempt to come to the school. We understand that the first reaction of many families is to come to the school, however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may actually hinder the emergency response and could jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If your child calls or texts you during a school emergency, please encourage him or her to remain calm and follow the directions of the teachers and staff. Also encourage your child not to post information to social media sites as it can lead to misinformation and confusion.



The District has strong partnerships with local law enforcement and will work collaboratively with City of Pittsburgh Police to respond quickly to potential threats and ensure student and staff safety at all times. Please contact the main office if you have any questions regarding these procedures.

**Visitor Procedures when the Health and Safety Protocols Permits**

All visitors to our school are required to follow the district's visitor procedures. Please share these procedures with anyone you have listed as an emergency contact for your child.

- If you are planning to visit a classroom or other area of the school building during the school day, you should call the building office and pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.
- Upon arrival at the school building, all visitors must register in the main office before proceeding to any other part of the building.
- As part of the registration process in the main office, all visitors will be asked to sign the visitor register and provide their driver's license or other state-issued photo-identification, which will be held by the building office for the duration of the visit. Car or house keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the main office, sign out on the Visitor Register. Once the visitor has checked out, staff in the main office will return the visitor's driver's license, ID or keys, as applicable.

The district reserves the right to deny an individual entry to any school building, when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

**Keeping Primary/Emergency Contact Information Up to Date**

Please remember to ensure your primary and emergency contact information is up to date at all times. Having working telephone numbers is important for staff at Pittsburgh Liberty to be able to reach you or your designated family or friends in the event of an emergency with your child or at the school. Please share our visitor procedures and school safety information with all the individuals you designate as an emergency contact. A child's emergency contact is the person who is responsible for picking up your child in the event you or your child's additional guardian is unavailable. As a school, we take the releasing of any child to an unknown adult very seriously. Therefore, it is important to make sure each of your child's emergency contacts know the following when visiting our school.

- **Must show proof of identification.** A child will not be released to an individual that does not show proper identification or if the identification does not match the information in the District's student information system.
- **Must understand the District's visitor procedures.** All visitors must go to the main entrance of the school building. With the current health and safety protocols currently in place, a staff member will meet you at the door with your child. When visitors are permitted to enter the building, all visitors must sign-in at the main office. No visitors are permitted to visit classrooms or walk hallways or main areas of the school without signing in.
- **Must understand District's Reunification procedures and know child's school reunification location.** Each school has an alternative location for pick-up in the event of a school-based emergency. Any individual wishing to pick-up a child from an alternative location, must be listed as parent/guardian or emergency contact and must show proof of identification.

## Pittsburgh Liberty K-5 Staff Information 2022-2023

<b>STAFF</b>	<b>GRADE/ROOM</b>	<b>Extension</b>	<b>Email</b>
GEHRING, MICHELLE	Kindergarten, Room 5 – Primary ITL	6268	mgehring1@pghschools.org
MATTHEWS, KARA	Kindergarten, Room 13	7943	kmatthews1@pghschools.org
HAWES, ITHANIA	Grade 1, Room 8	6565	ihawes1@pghschools.org
BLACK, STACEY	Grade 1, Room 9	8493	sburg1@pghschools.org
BERGER, SABINA	Grade 2, Room 113	6757	sberger1@pghschools.org
SKIFF, HALLEY	Grade 3, Room 110	6077	hskiff1@pghschools.org
GABRIEL, ANTONELLA	Grade 3, Room 106	6330	agabriel1@pghschools.org
BERRY, LOUIS	Grade 3, Room 109	6429	lberry1@pghschools.org
MICHIE, HAROLD	Grade 4, Room 205	7003	hmichie1@pghschools.org
COX, KERI	Grade 4, Room 209 – Spanish (Gr 3-5)	8614	Kcox1@pghschools.org
BRANDT, KATE	Grade 4, Room 206	8953	Kbrandt2@pghschools.org
LOWE, KELLI	Grade 5, Room 204	6743	klowe1@pghschools.org
DENNISON, JAIQUETTE	Grade 5, Room 203	6045	Jdennison1@pghschools.org
ASHENDEN, JOE	Speech Therapist, Room 1A	8451	jashenden1@pghschools.org
CASH, DANNIELLE	Autistic Support, Room 12	8451	dcash1@pghschools.org
LECLAIR, SABRINA	Autistic Support, Room 12	8451	sleclair1@pghschools.org
ZIRKEL, MEGAN	Learning Support, Computer Lab	8451	mzirkel1@pghschools.org
MALINGOWSKI, HEATHER	Autistic Support, Room 12	8473	hmalingowski1@pghschools.org
COLBERT, ERIN	Learning Support, Computer Lab	8300	ecolbert1@pghschools.org
PERIELLO, BRITTANY	Learning Support, Computer Lab	6061	bperiello1@pghschools.org
FUERST, JULIE	Physical Education, Room 3	8451	Jfuerst1@pghschools.org
ZEHMISCH, ROBERT	Art, Room 107	8451	rzhemisch1@pghschools.org
PLAUGER, HAYLEY	Music, Room 107	8451	hplauger1@pghschools.org
KATZ, ADAM	Instrumental Music, Room 4	8451	akatz1@pghschools.org
THEOBALD, TRACY	Science, Room 201 – Intermediate ITL	8637	ttheobald1@pghschools.org
PINIZZOTTO, YOLI	Spanish K-2, Room 6	8911	Ypinizzotto1@pghschools.org
ROACH, TAMARA	Library	8451	troach1@pghschools.org
CAPRARA, JENNIFER	Instructional Coach, Room 115	6098	jcaprara1@pghschools.org
KELLY, MICHELE	Literacy Coach, Room 115	5930	mkelly1@pghschools.org
ZWIERYZNSKI, LOUANN	Principal, Main Office	8454	lzwieryznski1@pghschools.org
GARCIA, MEIKO	Lead Teacher, Room 104	8461	mmears1@pghschools.org
MURRAY, ASHLEY	Secretary, Main Office	8450	amurray1@pghschools.org
ELLINGTON, BRANDI	SDSS, Main Office	8452	bellington1@pghschools.org
PORTILLO WEIN, ELISA	Social Worker, Room 113-1	8457	eportillowein1@pghschools.org
DOBBS, ALYESHA	Nurse, Room 113-2	8458	adobbs1@pghschools.org

**Pittsburgh Liberty K-5  
Bell Schedule  
2022 – 2023**

<b>PERIODS</b>	<b>START-END TIMES</b>
Student Breakfast	9:00 – 9:10
Homeroom	9:10 – 9:31
Period 1	9:31 – 10:14
Period 2	10:14 – 10:57
Period 3	10:57 – 11:40
Period 4 Lunch/Recess Grades K-2	11:40 – 12:29
Period 5 Lunch/Recess Grades 3-5	12:29 – 1:18
Period 6	1:18 – 2:01
Period 7	2:01 – 2:44
Period 8	2:44 – 3:27
Homeroom	3:27 – 3:43
Student Dismissal	3:43 – 3:55

## Half Day Schedule

Times	Half Day (A) September 10 December 16 March 10	Half Day (B) October 28 February 3 March 24	Half Day (B) November 18 February 17
9:00 – 9:10	Student Breakfast	Student Breakfast	Student Breakfast
9:10 – 9:31	Homeroom	Homeroom	Homeroom
9:31 – 10:14	Period 1	Period 1	Period 1
10:14 – 10:57	Period 2	Period 7	Period 6
10:57 – 11:40	Period 3	Period 8	Period 8
11:40 – 12:20	Student Lunch in Homerooms	Student Lunch in Homerooms	Student Lunch in Homerooms
12:20 - 12:30	Student Dismissal	Student Dismissal	Student Dismissal

## Two Hour Delay Schedule

Times	2 Hour Delay (A)	2 Hour Delay (B)
11:00 – 11:31	Homeroom	Homeroom
11:31 – 12:20	PERIOD 4	PERIOD 4
12:20 – 1:09	PERIOD 5	PERIOD 5
1:09 – 2:01	PERIOD 8	PERIOD 6
2:01 – 2:44	PERIOD 2	PERIOD 7
2:44 – 3:27	PERIOD 3	PERIOD 8
3:27 – 3:45	Homeroom	Homeroom
3:45 – 3:55	Student Dismissal	Student Dismissal

# 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 – City** - (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)

## **Culturally Connected Educational Consultants** – (412) 519-9006

Small group tutoring in math and reading for students in grades K-5.

## **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

[lft2pgh@gmail.com](mailto:lft2pgh@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 within 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 Health Care 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, pre-kindergarten, and their caregivers.

[www.pgh toys.org](http://www.pgh toys.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)

**YouthPlaces** - (412) 434-0851

YouthPlaces 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)

**YouthWorks Inc.** - (412) 281-6629

YouthWorks 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)

## **Cultural Organizations**

**The August Wilson Center** - (412) 258-2700

The August Wilson Center for African American Culture is a not-for-profit organization that presents performing, visual and education programs that celebrate the contributions of African Americans within the region and the impact of cultural expression from Africa to the African Diaspora.  
<https://culturaldistrict.org/venues/august-wilson-center>

**Carnegie Museums of Pittsburgh** - (412) 622-3131 Natural History & Art, (412) 237-3400 Science Center, (412) 237-8300 Andy Warhol

A collection of four dynamic, distinctive museums, and the Pittsburgh region's home for great art and science exploration.  
[www.carnegiemuseums.org](http://www.carnegiemuseums.org)

**Children's Museum of Pittsburgh** - (412) 322-5058

Children's Museum of Pittsburgh provides innovative museum experiences that inspire joy, creativity and curiosity.  
[www.pittsburghkids.org](http://www.pittsburghkids.org)

**Fort Pitt Museum** - (412) 281-9284

Through exhibits and programs, the museum also addresses the important role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh.  
<http://www.heinzhistorycenter.org/fort-pitt/>

**The History Center** - (412) 454-6000

The Senator John Heinz History Center is an affiliate of the Smithsonian Institution and the largest history museum in the state of Pennsylvania.  
[www.heinzhistorycenter.org](http://www.heinzhistorycenter.org)

**Manchester Craftsmen's Guild** - (412) 322-1773

Manchester Craftsmen's Guild is a multi-discipline, minority directed, center for arts and learning that employs the visual and performing arts to foster a sense of accomplishment and hope in the urban community.  
[www.mcgyouthandarts.org](http://www.mcgyouthandarts.org)

**National Aviary** - (412) 323-7235

The National Aviary is America's only independent indoor nonprofit bird zoo. It is home to 600+ birds of more than 200 species.



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

**Phipps Conservatory and Botanical Gardens** - (412) 622-6914

Encounter the wonders of the natural world. Tour through the jewel-like Conservatory and visit exotic lands and ancient worlds with vivid colors, natural oddities, and surprises around every corner of the botanical gardens.

[www.phipps.conservatory.org](http://www.phipps.conservatory.org)

**Pittsburgh Zoo & PPG Aquarium** - (412) 665-3640

The Pittsburgh Zoo & PPG is a 77-acre facility that is home to thousands of animals representing hundreds of diverse species. The Pittsburgh Zoo & PPG Aquarium is one of only six major zoo and aquarium combinations in the country.

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