

Respect, Responsibility, Reputation



# Kindergarten Handbook 2022-2023

Mrs. Matthews  
Mrs. Gehring  
Ms. Zwierzynski

(412) 608-8592  
(412) 680-2208  
(412) 529-8450

[kmatthews1@pghschools.org](mailto:kmatthews1@pghschools.org)  
[mgehring1@pghschools.org](mailto:mgehring1@pghschools.org)  
[lzwierzynski1@pghschools.org](mailto:lzwierzynski1@pghschools.org)

# Welcome to Kindergarten

Welcome to the Pittsburgh Liberty K-5 family! We are so happy to be your child’s kindergarten teachers! Our goal for this year is to promote a developmentally appropriate kindergarten program that is fun and challenging. Children learn through playing, watching, listening, speaking, reading, and writing. Our handbook provides important classroom information for the e-learning (virtual) learning and traditional learning environments.

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## Our E-Learning (Virtual) School Day

### Getting Ready for E-Learning

Our virtual school day begins at 9:30 AM. We encourage all families to create morning routines to get your child ready for virtual school each day, just the way you would if your child would travel to the actual school building.

### Getting Ready Tips for the E-Learning (Virtual) School Day

1. Complete hygiene routines (brush teeth, comb hair, shower/bath, etc.).
2. Get dressed. Students do not need to wear a uniform to virtual school however it is an expectation that the students change from their pajamas to an outfit that would be appropriate if they would be entering our physical building.
3. Eat a healthy breakfast.
4. Gather all the materials that your child will need for the virtual/E-Learning school day.



## E-Learning (Virtual) Instructional Student Schedule

### Kindergarten e-learning days **daily** schedule



|                 |  |
|-----------------|--|
| 9:40 – 9:50 am  | Kindergarten Grade Level Meeting                                   |
| 9:50 – 12:00 pm | Reading and/or Related Arts<br>(Spanish, art, music, library, gym) |
| 12:00 -12:46 pm | Lunch and Recess   |
| 12:46 -3:00 pm  | Math and/or Related Arts<br>(Spanish, art, music, library, gym)    |
| 3:00 – 3:15 pm  | Kindergarten Grade Level Meeting                                   |
| 3:15-3:45       | Independent Work Time  |



## Accessing Our E-Learning (Virtual) School Day

### Digital 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



Student Username Example: Jamar Thomas

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

st (“st” for student), first letter of the child’s first name, last name, a number assigned from PPS

Student Password: Students will be assigned a unique password.

# Links for Connecting to Our E-Learning Classes in Schoology

Homeroom teachers will post links for e-learning classes in Schoology. Click on the white schedule cards on the picture of the classroom to take you directly to our classes. Please do not hesitate to contact your child's homeroom teacher if you need assistance.

The screenshot shows a Schoology interface. On the left is a navigation menu with options: Materials, Updates, Gradebook, Grade Setup, Mastery, and Attendance. The main content area features a classroom scene with a whiteboard and several schedule cards. A blue arrow points to the '12:30-1:30pm Reading' card.

At the top, there are buttons for 'Add Materials' and 'Options', and a dropdown for 'All Materials'. Below these is a text box that reads: 'Welcome to school! Click on the white posters in the picture below to join us for in-person classes on remote learning days.' Below the text is a keyboard layout with icons for various subjects.

The classroom scene includes a whiteboard with the text: 'WELCOME Hello, Kindergarten friends! I am So happy you came to School today. Click the schedule cards on the right to join us "live" and start learning!'. To the right of the whiteboard are six schedule cards:

|                                  |                                |
|----------------------------------|--------------------------------|
| 9:40-10:00 am<br>Morning Meeting | 10:00-11:00 am<br>Math         |
| 11:00-11:30am<br>Related Arts    | 12:30-1:30pm<br>Reading        |
| 1:30-2:00pm<br>Related Arts      | 3:30-3:56pm<br>Closing Meeting |



## Attendance for E-Learning

### E-Learning Attendance Expectations

All students are expected to participate in lessons and activities each day just as if school was in session in the physical building.

What happens if my child is unable to attend the e-learning lessons at the scheduled times?

### E-Learning Absences



If your child is ill, please allow them to recover without the stress of trying to attend online classes. Upon returning to the school building, you must send in a handwritten or typed letter listing the date of their absence and the reason for the absence.

# Traditional (In-Person) Learning Model



## Traditional (In-Person) Instructional Student Schedule

### Kindergarten **daily** *schedule*

|                  |                               |
|------------------|-------------------------------|
| 9:00 – 9:30 am   | Student Arrival and Breakfast |
| 9:30 – 9:40 am   | School-Wide Announcements     |
| 9:40 – 9:50 am   | Homeroom                      |
| 9:50 – 10:33 am  | Period 1                      |
| 10:33 – 11:16 am | Period 2                      |
| 11:16 – 11:59 am | Period 3                      |
| 11:59 – 12:48 pm | Period 4 (Kindergarten Lunch) |
| 12:48 – 1:37 pm  | Period 5                      |
| 1:37 – 2:20 pm   | Period 6                      |
| 2:20 – 3:03 pm   | Period 7                      |
| 3:03 – 3:46 pm   | Period 8                      |
| 3:46 – 4:03 pm   | Homeroom                      |
| 4:03 pm          | Dismissal                     |





## Tradition (In-Person) Model Absences

If your child is ill, please allow them to recover in the comfort of your home. Upon returning to school, you must send in a note that lists the date of their absence, reason for the absence, and your signature.



## Breakfast and Arrival Procedures

Students who walk or are dropped off by their parents should do so on the Ivy Street side after 9:00 AM. The safety of your child is our primary concern and adult supervision is not available before 9:00 AM. Students on school buses will be dropped off on the Ivy Street side of the school also. All students should immediately enter the cafeteria to eat breakfast. After students have finished their breakfast (or if they choose not to eat breakfast), they should report to their designated spaces until homeroom teachers escort the children to the classrooms.



## Lunch and Recess

Kindergarten students are escorted to lunch at 11:59 AM. You may pack a lunch from home or participate in the free school lunch program. Please label all lunchboxes with your child's name and room number. If students are receiving a no-cost lunch from the school cafeteria, they will be select items to eat including a main entrée, fruit, vegetable and milk. Menus are posted on-line on the Pittsburgh Public Schools' website.



After lunch, the Kindergarten students will have outdoor recess, unless it is raining or below 32 degrees. Please dress according to the weather. Be sure to label jackets, sweaters, and coats in order to keep them from becoming misplaced. Indoor recess activities will occur on inclement weather days.



## Dismissal

**Car Riders and Walkers:** Students who are being picked up by parents will be dismissed from the gym at 4:00 PM. Parents will meet a staff member at the playground gate closest to the corner of Elmer and Filbert Streets. A staff member will bring your child to you. 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 Riders:** Students who are riding the school bus will be escorted to their buses on the Ivy Street side of the building at 4:00 PM.

**Van Riders:** Students who are going to a daycare facility or who are assigned to a van will be escorted to their vans at 4:00 PM.

**LEDP Students:** Students who are attending LEDP will be escorted to the cafeteria by a member of the LEDP staff.

Children will receive a dismissal tag listing if he/she attends LEDP, is a walker or car rider or bus stop information, school identification, etc. on the first day of school. Please do not remove this tag.

Any changes to your child's dismissal procedure must be received in writing. Emails and hand-written notes are acceptable but must be sent directly to your child's teacher before 12:00 PM. Otherwise, your child will be dismissed according to his/her usual dismissal routine. If an emergency arises after 12:00 PM, please call the main office directly.

For your child's safety, a note is required for any changes in regular transportation arrangements. We are not permitted to send any child on a different bus or send them home with another parent without written permission from you.

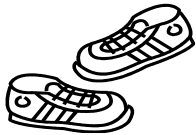




## Uniform Policy

**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. Liberty Spirit Wear is also permitted.

**Physical Education Days (Gym):** Students do not need special clothes for gym class. Children should follow the uniform guidelines. Students must wear rubber soled tennis shoes to participate in gym class.



**Sweaters and sweatshirts:** Sweaters and jackets are permitted as long as they are a plain solid color. A Liberty sweatshirt with the Liberty logo or emblem is also acceptable.

**Exceptions (Special Occasions):** The monthly school calendar will announce days when special attire is permitted. Examples may include Liberty Spirit Wear (any shirt with Liberty logo or emblem; jeans are permissible), Black and Gold Day (any Pittsburgh sports shirt; jeans are permissible), or another theme that promotes school and community spirit. The guidelines for the Everyday Uniform must be followed if the student does not wish to participate in the special attire days.



## Extra Set of Clothes

All kindergarten students need to have an extra set of clothes (including underwear and socks) in case of an accident or spill. Please place this extra set of clothes in a gallon-sized zippered plastic bag labeled with your child's name. They will be stored in your child's locker or cubby.





## Visitors



Guests (parents, families, and other non-staff members) are only permitted to enter the building by appointment only. Visitors enter through the main door on Elmer Street. When the secretary unlocks the door, please go directly to the main office to sign the visitor's log and obtain a visitor's pass.



## Positive Behavior Support System and Restorative Practices

PBIS (Positive Behavioral Interventions and Supports) and Restorative Practices are approaches Pittsburgh Public Schools use to improve school safety, promote positive behavior, and teach conflict resolution strategies. We view discipline as a teaching and learning opportunity rather than a form of punishment. Rules and expectations for every area of the school will be reviewed frequently with all students. We will accentuate the positive in motivating and supporting students to make good choices and sustain a productive learning environment. While our posted rules vary by area, the following are the general school wide expectations we encourage you to review with your child:

- |                |  |
|----------------|--|
| Respect        | Keep your hands, feet, and unkind words to yourself.<br>Raise your hand to speak.                                |
| Responsibility | Walk silently in a single file line.<br>Come to class prepared with all of your required materials and homework. |
| Reputation     | Respect your environment, peers, and staff in all assigned areas.  |



## Kindergarten Folders



We will provide your child with a Kindergarten Folder. These folders are the way kindergarteners learn to keep themselves organized! We are encouraging responsibility and readiness for school. Your child needs to take this folder home each night and bring it back to school each day. Any important communication notes from home including absence or dismissal notes, completed forms, etc. should be sent to school in this folder that will be collected and checked each morning.



## Birthdays

Birthdays are wonderful days to be celebrated. Please let us know if you prefer not to recognize your child's birthday for religious or other reasons. Families are welcome to send in a special treat for their child's class (20 students). Please do not send in anything that your child can not pass out to the class independently (example: a cake that needs to be cut or ice cream that requires a freezer). Please consider purchasing food that does not contain or manufactured in a plant that use peanuts or nuts of any kind due to student allergies.



## Donations

Facial tissues, band-aids, Clorox Wipes and hand sanitizer are always needed in a busy Kindergarten classroom. Other items that children love to use are markers, colored pencils, puzzles, toys and coloring books. Donations of these items are greatly appreciated!



## Volunteers

We can always use an extra pair of hands to help at school or at home with tasks such as cutting, planning parties, etc. If you are interested in working with a small group to reinforce reading and math concepts, PLEASE get in touch with us right away. Parents are also invited to be a to chaperone field trips at various times throughout the year.

The Pittsburgh Public Schools require that anyone working with children must have state clearances. Forms are available in the office or on the district's website if you are interested in becoming a volunteer. Please complete the forms as soon as possible because it takes about 4 weeks for the state of Pennsylvania to return them to you. If you already have clearances, please send a copy to school in your child's kindergarten teacher.



## A Note from Your Teachers

We hope this provides you with enough information to begin the school year. If you have any questions, please don't hesitate to contact your child's homeroom teacher. We will get back to you as soon as possible.

We hope you and your child will have a wonderful year at Liberty School. We are looking forward to this upcoming year and all the new and interesting things that we will be learning!

Partners in Education,

Mrs. Michelle Gehring  
Mrs. Kara Matthews

