

Pittsburgh Woolslair K-5

501 40th Street | Pittsburgh, PA 15224 | Phone: 412.623.8800 | Fax: 412.623.8810
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

Welcome!

Dear Parents,

Thank you for choosing Pittsburgh Woolslair K-5 for your child's elementary education. We welcome you and your family to our community of learners.

This handbook has been prepared as a source of information which will help you understand the policies, regulations and services provided, so please read and keep it readily available throughout the year. It is our hope that this handbook will be helpful to you and that it will promote a clear understanding of the school's standards, expectations and services.

Close cooperation between the home and school is essential to promote the best interest of the child. Parents and guardians are encouraged to visit school and to attend scheduled meetings for parents and teachers. When this happens, mutual benefits occur due to the meaningful exchange of information between home and school.

Be assured, we will do everything possible to make you child's time spent at Pittsburgh Woolslair K-5 both an enjoyable and educationally profitable experience.

Once again, welcome to Pittsburgh Woolslair where we work together to steer children towards the road of success.

Sincerely,

**Principal, Faculty and Staff
of Pittsburgh Woolslair K-5**

School Colors

Navy Blue and Gold

School Mascot

Pittsburgh Woolslair Wolf

Student Friendly Instructional Focus

As a good learner, I will:

- Listen closely
- Read carefully
- Think about what I read
- Respond thoughtfully

Pittsburgh Woolslair's 5Ps

At Pittsburgh Woolslair, our students participate in our 5Ps School-Wide Positive Behavior Plan. Each student is expected to follow the 5Ps throughout the school day - Prompt, Prepared, Present, Positive, and Polite. The students are taught the expectations for the 5Ps throughout the school day including arrival/dismissal, classroom, bathroom, and lunch/recess times. Students' 5Ps behavior is monitored through a daily period by period clipboard system. At the end of each month, students who have followed the 5Ps 80% of the time overall for the month earn participation into our monthly Reward's Day activities.

SCHOOL PROCEDURES

Bell Schedule

The school day starts at 8:00 a.m. and ends at 2:41 p.m. Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Morning Ritual

Students are welcomed into the building via the 40th Street main entrance. All students report directly to the cafeteria for breakfast and then report to their homerooms at 8:00 a.m.

The morning meeting includes daily announcements, greetings from the principal and special showcases. Each morning meeting concludes with the Pittsburgh Pledge and the Pledge of Allegiance.

Dismissal

Dismissal is at 2:41 p.m. Students are dismissed through the front doors.

If you arrive at Woolslair earlier than the 2:41 dismissal time, please wait outside for your child to be dismissed with his or her class. Please do not ask office staff to page your child for an unwarranted early dismissal. Our goal is to have your child receive a full day of education.

Parents/guardians, who pick-up their child by car, are reminded not to park in the bus lanes on 40th Street and Howley Street and the staff parking lot.

Early Dismissals

A written parent request is required for an early dismissal. Normal medical and dental appointments should be scheduled for after school hours when possible. If it is absolutely necessary to excuse a student during school hours, parents are asked to do the following:

- Notify the child's teacher in writing, stating the reason for the early dismissal. The office will issue an early dismissal slip to the student.
- Report to the office to pick up the child at the designated time to sign him or her out. No student is permitted to wait outdoors for safety reasons.
- If someone, other than the parent/guardian, is picking the child up the office must be informed ahead of time. No child will be released to anyone other than a parent or legal guardian unless prior arrangements have been made in writing with administrative or clerical personnel.

Attendance

Students can only learn if they are present and on time for school. It is the responsibility of the parent or guardian to insure that his or her child is in school and on time. For more information, refer to the Code of Student Conduct.

Tardiness

Students who arrive late to school (8:15 a.m.) are considered tardy. The only exceptions are late bus arrivals. Breakfast will not be served to students who are tardy with the exception of students riding on a late bus. Students must have a written excuse stating the reason for the tardiness. Tardiness that results in a student missing a class will result in an illegal absence when calculating a grade. If students present a medical, legal or other verification for tardiness due to an appointment, it will be handled as an excused tardy. Excessive tardiness interferes significantly with the learning process and is disruptive to the educational climate. The school staff will work with parents to improve student punctuality.

Inclement Weather Information

In the event of inclement weather, parents are asked to watch KDKA, WTAE or WPXI television. If there is a two-hour delay, all schools and buses will operate exactly two hours later than usual. If your child normally goes to the bus stop at 7:30 a.m., they will automatically go to their stop at 9:30 a.m. Classes for the Gifted Center, all field trips, all after-school activities, and meetings are cancelled on days there is a delay.

If the Pittsburgh Public Schools are closed for the day, all after-school and evening activities/ meetings are automatically cancelled for that day.

Please be sure that your child knows what to do or where to go in the event that school needs to be dismissed early due to weather or emergency situations. It is imperative that we have current emergency information on file in our office for your child.

School Dress Code

Pittsburgh Woolslair's Uniform Dress Code includes:

Girls are permitted to wear only plain solid navy blue or khaki (tan) jumpers, skirts, slacks or walking shorts. Walking shorts are permitted during September, May and June. Skirts and shorts must be at least knee length (apply the fingertip test). Plain solid white, yellow, light blue or dark blue blouses or shirts with collars or turtlenecks are required.

Sleeveless tops are not permitted. Undergarments must be white or plain and not visible. Pittsburgh Woolslair polo shirts, sweatshirts and T-shirts may be worn as uniform. Girls may wear plain solid white or navy blue sweaters, vests or non-hooded fleeces. White or dark colored socks or tights may be worn with casual or dress shoes. Open toed shoes are not permitted. Only sandals with backs or back straps may be worn.

Boys are only permitted to wear plain navy blue or khaki (tan) trousers, slacks or walking shorts. Shorts must be at least knee length (apply the fingertip test). Walking shorts are permitted during September, May and June. Plain solid white, yellow, light blue or navy blue collared shirts or turtlenecks may be worn. Pittsburgh Woolslair polo shirts, sweatshirts and T-shirts may be worn as uniform. Undershirts and garments should not be seen and should be white. Boys may wear plain navy blue or white sweaters, vests or non-hooded fleeces. White or dark colored socks may be worn with casual or dress shoes. Only sandals with backs or back straps are permitted. Navy blue ties are also encouraged.

All uniform shirts and blouses must have collars and be neatly tucked in at all times. There may be no stripes, logos or other markings on the clothes. If there are belt loops, a belt must be worn. Tennis shoes are permitted. Shorts will be permitted during the months of September, May, and June.

The following will not be permitted:

- Jeans
- Sandals, rubber thongs, flip-flops, or bedroom slippers
- Hats, coats, scarves, or bandannas (outside wear) to be worn inside during the school day
- Midriff tops (no skin showing)
- Exposed undergarments
- Loose tank tops, halters, underwear T-shirts, or any revealing tops
- Pictures, words, or graphics are not permitted on any piece of clothing.

The dress code, created and adopted by parents, is an integral part of creating an atmosphere which is focused on learning. Students are expected to be clean and neat at all times. Failure to follow the code is a breach of the expectations in place at Pittsburgh Woolslair. The following list outlines the consequences for failure to conform to the dress code.

1. The homeroom teacher telephones the parent as a first warning.
2. A letter is sent home from the office as a second warning.
3. Students are assigned to lunch detention for the day.

Cases of extreme non-compliance to code result in an immediate call home and an out-of-school suspension unless the parent is able to bring in the proper uniform.

Breakfast and Lunch Program

All students are able to receive breakfast and lunch daily at no cost. Breakfast and lunch are served daily. Breakfast is served from 7:50-8:15 AM.

Walkers who are tardy will not be served breakfast. Bus riders who are tardy due to the bus will be served breakfast.

We encourage proper eating habits for all of our students. As we know, children who develop proper eating habits will carry these healthy habits into their adult lives. We are encouraging these habits in our own cafeteria. All students' lunches should be healthy

regardless if they pack or purchase a lunch. If you do pack your child's lunch, please do it as nutritionally rich as possible. We would like students to avoid consuming chips, candy, etc. as they are not a necessary part of a healthy diet. Nutrition plays a key role in your child's learning experience. Please help to create a healthy environment at Pittsburgh Woolslair.

Illness or Injury

A nurse practitioner is assigned to Pittsburgh Woolslair two days each week. A nurse is available through Health Services for emergencies on other days. The school nurse performs various mandated services such as physical exams and vision/hearing screenings. The nurse is certified to identify contagious school diseases and make referrals for parental follow-up. The school nurse works closely with school personnel in cases of suspected neglect or abuse.

Dental Hygienist

The Dental Hygienist evaluates the dental health of students. The hygienist also teaches dental health lessons to the students and advises parents on low-cost or free dental treatment. The hygienist visits the school for approximately two weeks each school year.

Hallway Behavior

Students are to walk silently in a single file on the right side of the halls and stairways. No student is to be out of the classroom without a hall pass. Elementary students use the stairway on either side of the auditorium.

Lavatory

Students visit the lavatory two times each day with their classroom under adult supervision. If a student needs to use the lavatory other than the designated time, he or she must be issued a hall pass.

Field Trips

Field trips are not part of our regular curriculum. They are scheduled to enhance the educational program or to provide opportunities for out-of-school socialization. Attending field trips is a privilege, therefore, if a student's conduct is thought to be potentially disruptive, he/she will not be permitted to attend the trip. Likewise, if a student has not met the criteria for attending academic and behavior field trips, he or she will not be permitted to attend. Signed parent permission slips must be submitted before any student leaves our building. Students must dress in uniform, unless otherwise indicated.

ACADEMICS

Pittsburgh Woolslair offers remediation/enrichment activities during the school day. Children are placed according to performance and are reassessed regularly to allow for movement.

RTI/SAP Team

The mission of RTI/Student Assistance Team is a process of identifying the learning needs of students who are experiencing difficulty and providing them with the type of academic, behavioral and /or social support needed to succeed in school. Parents are important members of the RTI team.

Developmental Advisor

The Developmental Advisor provides a comprehensive system of student services which includes academic, social and emotional development and career awareness by addressing barriers that impact the cognitive, physical, emotional and social well-being of students. Referrals are made by students, parents or staff when a student is experiencing poor school adjustment or fails to make expected academic progress. The DA helps to resolve problems and works closely with students, teachers and parents to motivate and develop maximum student potential.

Programs for Students with Exceptionalities

School Psychologist

A certified school psychologist is a member of our RTI and Multidisciplinary Team. The psychologist conducts psycho-educational assessments of students who have been referred by the team for learning or behavior problems. The psychologist also helps determine which students are eligible for the Gifted Program.

Speech and Language Specialist

The duties of the Speech and Language Specialist include screening, evaluation and diagnosing communication difficulties. Referral for a communication disorder may come from a parent, teacher, support staff or an outside agency. Following a referral, an evaluation is performed; a multi-disciplinary team meets to discuss the results of the evaluation. Placement is made based on the results of the evaluation and team recommendation.

Learning Support Services

Students in need of Learning Support Services must go through the state educational intervention procedure prior to being placed in the program. Services may include inclusion with supportive services provided in the mainstream classroom and/or services in a resource classroom.

Students in the inclusion model participate in the general education curriculum with modifications, adaptations and support from Learning Support Staff (paraprofessional/teacher). Students in the resource model receive their Reading/Language Arts and/or Math education on their instructional level in the resource classroom.

Emotional Support Services

Students in need of emotional support in grades 3, 4, and 5 may receive their education in a self-contained classroom at Pittsburgh Woolslair. The classroom has one special education teacher and an education assistant working together to meet each student's individual needs, personality and circumstance. Along with academic supports, each student has a behavior support plan to assist in promoting positive behaviors and appropriate social skills development.

Occupational, Physical, Visual and Hearing Therapy

Students in need of occupational, physical, visual or hearing therapy will be evaluated at the request of a parent with a prescription from the child's physician. Services are then provided at the school.

Gifted Education Services

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.

PARENTAL INVOLVEMENT

Parent School Community Council

Pittsburgh Woolslair has an active PSCC which is comprised of parents, school staff and community members. Council meetings are held once a month after school hours. The PSCC functions as an 'advisory' group to the school. Meetings are informational in nature or are working meetings to design programs, plans of action, etc.

The meetings are always open to any interested party. We strongly encourage participation by all stakeholders.

Parent Teacher Organization

Parental involvement in our PTO is strongly encouraged. Pittsburgh Woolslair students are provided with many activities and field trips as a result of our hard working PTO. There are small as well as large tasks to perform as members of the PTO. All contributions are welcome regardless of the time that a parent's schedule permits. Meetings are generally held once each month. Fundraising is a major focus of the school's PTO.

Volunteering

Act 33 and Act 34 Clearances are a must in order to volunteer to work with students in the school or to chaperone on field trips. See the main office for forms. Ask your child's teacher regarding volunteer needs in his or her classroom.

CODE OF CONDUCT

Pittsburgh Woolslair will provide a highly structured and organized educational environment so that all children can learn to their fullest potential. Students who disrupt the learning process for themselves or others will be disciplined. The disciplinary action will be based on the severity of the infraction, as well as how often these school disruptions are repeated.

For more information, please consult the *Code of Student Conduct*.

