

*Pittsburgh Weil K-5*



**Student Handbook 2024-2025**

**Pittsburgh Weil K-5**  
2250 Centre Avenue  
Pittsburgh, PA 15219  
Phone: 412-529-5307  
Fax: 412-338-3848  
[www.pghschools.org/weil](http://www.pghschools.org/weil)



## TABLE OF CONTENTS

- Superintendent's Welcome Message
- Principal's Welcome Message
- Introduction
- Mission, Vision
- School Contact Information
- Communication Procedures
- Staff Information
- Bell Schedules
- School Calendar
- Attendance (Policy 204)
- Academics
- Academic Integrity (Policy 226)
- Athletics (Policy 119)
- Dress Code (Policy 221)
- Electronic Devices (Policy 216)
- Extra Curricular Activities (Policy 119)
- Grading (Policy 209)
- Graduation Requirements/HS ONLY (Policy 211)
- Homework (Policy 115)
- Health Services (Policy 206)
- Information Technology/Acceptable Use Policy
- Student Support Services
- Student Expectations/Procedures (Policy 212)
- Visitor Policy (Policy 1104)
- Additional Information

## SUPERINTENDENT'S WELCOME



Dear Pittsburgh Weil Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Weil's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Weil's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Weil.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters, Superintendent

#### **PRINCIPAL'S WELCOME**



Greetings Pittsburgh Weil Community:

It is with great pleasure and excitement that I welcome you to another fantastic school year at Pittsburgh Weil School! Whether you are returning to our school community or joining us for the first time, we are thrilled to have you as part of our Weil family.

At Pittsburgh Weil, we are committed to creating a safe, nurturing, and academically challenging environment where every child can thrive. Our dedicated team of educators is passionate about inspiring a love for learning and helping each student reach their fullest potential.

We believe a strong partnership between home and school is crucial for our students' success. Your involvement and support are greatly valued, and we encourage you to participate in school activities, join the Parent-Teacher Association, and maintain open communication with our teachers and staff.

This year promises to be filled with enriching educational experiences, exciting events, and opportunities for growth and development. Together, we will continue to foster a community of respect, responsibility, and excellence.

Thank you for entrusting us with your child's education. We look forward to working closely with you to make this school year a memorable and successful one.

In Service,

Dr. Henderson  
Principal, Pittsburgh Weil

## **SCHOOL VISION AND MISSION**

### **Vision**

Pittsburgh Weil will empower tomorrow's leaders through education and innovation as we aspire to instill a lifelong love of learning, a sense of purpose, and the confidence to pursue their dreams.

### **Mission**

At Pittsburgh Weil Elementary School, we are dedicated to nurturing the minds and hearts of our students, empowering them to reach their fullest potential. Our mission is to create a dynamic learning environment that is culturally responsive and where every child is valued, supported, and inspired to excel academically, socially, and emotionally.

We believe in fostering a strong sense of community that celebrates diversity and promotes inclusivity. We strive to cultivate a love for learning, critical thinking, and creativity, equipping our students with the knowledge and skills necessary to thrive in an ever-changing world. Our mission is to prepare our students to become responsible, compassionate, and empowered citizens who will contribute positively to society.

## **SCHOOL CONTACT INFORMATION**

Please call the main office at 412-529-3840 to leave a message for a staff member. If you need to reach the nursing office, please call 412-529-5317. Additional school contact information is available by clicking the link below.

<https://www.pghschools.org/schools/k-5/weil-prek-5>

## **COMMUNICATION PROCEDURES**

The administration and staff at Pittsburgh Weil are committed to creating and maintaining positive relationships with our families. We welcome and encourage open communication. If you have any questions or concerns, please make your child's teacher the first point of contact. We have many opportunities for open communication including, in-person, Talking Points,

LiveSchool, phone, email, and text messaging. If you have contacted a teacher or a staff member and still need more assistance, please contact the main office at 412-529-5307 for additional assistance.

### **OFFICE HOURS**

Doors open for breakfast at 7:55 each morning. If you would like to meet with a staff member or the principal, please call 412-529-5327 and make an appointment. We want to ensure that your questions and/or concerns are addressed.

### **PARENT & FAMILY CONFERENCES**

Family teacher conferences are scheduled during the first grading period. This is an opportunity to meet with the school staff and learn about your child's academic progress.

Parents/guardians are welcome to schedule conferences with teachers at any time throughout the year but are reminded to call (412)529-5327 in advance to arrange a conference time.

### **STAFF ROSTER**

#### **Main Office Staff**

<b>Principal:</b>	Dr. Henderson
<b>Secretary:</b>	Ms. Burnam
<b>Student Data Specialist:</b>	Ms. Givens
<b>School Counselor:</b>	Ms. Hill Lofton
<b>Student Services Assistant:</b>	Mrs. Skinner-Chatman
<b>Nurse:</b>	Nurse Sciulli
<b>Speech Therapist:</b>	Mrs. Miller

**School Psychologist:** Mrs. Issod  
**Special Education Program Officer:** Mr. Thompson

**Custodial Team**

**Head Custodian:** Mr. Ladd  
**Fireman B:** Mr. Helvy  
**Light Cleaner:** Ms. Walker

**Food Service Team**

**Lunch Manager:** Mr. Williams  
**Lunch Support:** Ms. King

**Faculty**

<b>PreK #1</b>	<b>Teacher</b>	Ms. Gumina
	<b>EA</b>	Ms. Evans
<b>PreK #2</b>	<b>Teacher</b>	Mrs. Hazelett
	<b>EA</b>	Ms. Story
<b>PreK #3</b>	<b>Teacher</b>	Ms. Ritchie
	<b>EA</b>	Mrs. Grisom
<b>Kindergarten</b>	<b>K-1</b>	Mrs. Fry
<b>First Grade</b>		
	<b>1-1</b>	Mrs. Bartolli
<b>Second Grade</b>	<b>2-1</b>	Mrs. Steidle
	<b>2-2</b>	Mrs. Colon
<b>Third Grade</b>	<b>3-1</b>	Ms. Loalbo
<b>Fourth Grade</b>	<b>4-1</b>	Mrs. Goodman
<b>Fifth Grade</b>	<b>5-1</b>	Ms. Ford
<b>TSC</b>	<b>3-5</b>	TBD
		Ms. Price
		Mr. Andrew
<b>Art</b>		Ms. Lewis

**Music/Library**  
**Science**  
**Physical Education**  
**Special Education Staff**

Ms. Willard  
 Mrs. Burkes (**Restorative Liaison**)  
 Mr. Vannucci  
 Mrs. LeFebvre (**PFT Rep. & FACE**)  
 Mrs. Jackson  
 Mr. Coates

**Support Staff**

**Literacy Coach**  
**Math Coach**  
**Reading Specialist**

Mrs. Pelkofer (**SAC**)  
 Mrs. Calhoun  
 Mrs. Cameron

**BELL SCHEDULES**

**Regular and Modified Schedules**

Regular Day		Half Day- EDI				2- Hour Delay Schedule		
		Schedule	1	2	3	Schedule	A	B
8:20-8:40	Homeroom	8:20-8:40	HR	HR	HR	10:35-10:50	HR	HR
8:40-9:23	Period 1	8:40-9:23	Per 1.	Per. 3	Per. 7	10:50-11:20	Int.	Int.
9:23-10:06	Period 2	9:23-10:06	Per. 2	Per. 6	Per. 8	11:20-12:05	Per. 4	Per. 4
10:06-10:49	Period 3	10:06-10:49	Per. 4	Per. 4	Per. 4	12:05-12:50	Per. 5	Per. 5
10:50-11:20	Intervention	10:50-11:30	Per. 5	Per. 5	Per. 5	12:50-1:33	Per. 6	Per. 1
11:20-12:05	Period 4	11:30-11:35	Dismissal	Dismissal	Dismissal	1:33-2:16	Per. 7	Per. 2
12:05-12:50	Period 5					2:16-2:59	Per. 8	Per. 3
12:50-1:33	Period 6					3:00-3:05	Dismissal	Dismissal
1:33-2:16	Period 7							
2:16-2:59	Period 8							
3:00-3:05	Dismissal							



**REMOTE LEARNING SCHEDULE**

### 24\_25 Remote Learning Schedule

Time	Teacher & Students	Lead
722-825	Meeting or Planning Time	
830-900	Homeroom- SEL Activities	Special Education & Support Staff
900-1000	ELA (K, 1, 2, 3, & 4) Math 5 <sup>th</sup> Grade	Reading Teachers Loalbo
1000-1010	10-minute break	
1010-1110	Math (K, 1, 2, 3, & 4) ELA 5th Grade	Math Teachers Ford
1110-1230	Lunch for Students/Prep & Lunch for Staff	
1230-115	K-2 Specials <u>(Please see schedule below)</u> 3rd & 5 <sup>th</sup> Grade Social Studies even days/ English odd days 4 <sup>th</sup> Grade Social Studies odd days/English even days	Special Subjects Math/English Teacher Math/English Teacher
115-1:25	10- minute break	
1:25 – 2:10	3-5 Specials <u>(Please see schedule below)</u> K-2 Social Studies even days /English odd days	Special Subjects Math/Reading Teacher
2:10-3:05	Educational Tech 20 Minutes Math (IXL, BlueStreak) 20 Minutes Reading (IXL, Epic, Typing Tutor)	All Staff

### 24-25 Grade Level Teams

Grade	Teacher #1	Teacher #2	Related Arts Team Member/Support	PSE Support/Other Support
K	Fry	Chatman	Vannucci/Lewis	
1st	Bartoli	Hill Lofton	Jackson	
2nd	Steidle	Colon	Coates	
3rd	Loalbo	Willard		
4th	Goodman	Burkes		
5th	Ford	LeFebvre	Cameron	
TSC	Vacancy		Price	Andrew

### Related Arts Schedule

### Grade Level Schedules

Grade	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
K	PE	ART	MUSIC	LIB	SCI	MUS/LIB
1	MUS	LIB	PE	ART	PE	SCI
2	SCI	PE	SCI	PE	MUS	ART
3	PE	SCI	PE	SCI	MUS	ART
4	SCI	PE	SCI	ART	PE	Music
5	LIB	ART	MUS	PE	SCI	SCI

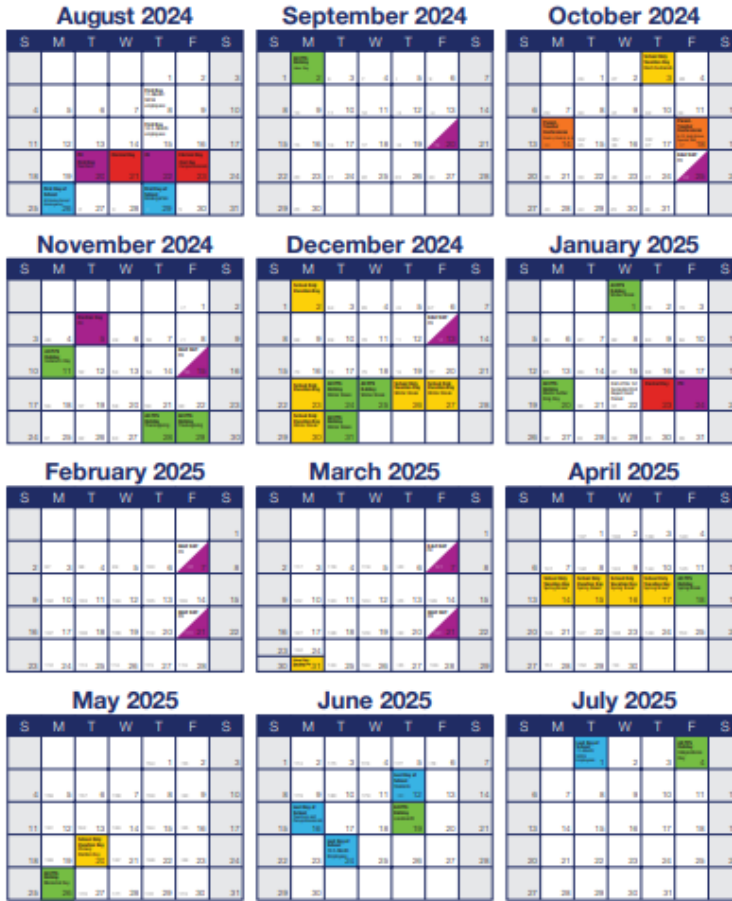
## SCHOOL CALENDARS & NEWSLETTER

School calendars and newsletters are sent home at the end of each month during the school year. Please make sure you review the calendar and newsletter to stay up to date with events and learning at Weil.

# PPS CALENDAR

## 2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 10, 2025



### Calendar Key (All dates may be subject to change.)

- First/Last Days of School
- Professional Development Days
- All PPG Employee Holidays
- School Only Vacation Days
- Clinical Days
- Parent-Teacher Conference Days  
Part 6, Part 8, & 9  
Monday, October 14, 2024  
& 12 High School, School  
9:45 - Friday, October 18, 2024
- School Board Meetings
- Quarter Interim Progress Report
- Report Card Distribution
- High School Graduation
- Snow Make-Up Days: TBD
- Pay Date: 12-Month Semestrially
- Pay Date: 6-weekly
- ▲ Pay Date: Non-Administrator Semestrially

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment with positive equal-opportunity for the PPS. Students with other designated youth groups, organizations, or agencies may be directed to the designated agency for further services. This is not intended to be an exhaustive list of all PPS policies. For more information, please visit [www.pps.k12.pa.us](http://www.pps.k12.pa.us).

## ATTENDANCE PROCEDURES

### PPS Policy 204

At Pittsburgh Weil, we encourage all students to attend every day, unless they are too sick to attend school. We ask that families schedule dentist, doctor, and other appointments on non-school days or on school ½ days. We know that students must be present to continue to build their knowledge base and excel in their academic studies. Our goal is a 95% attendance target for each student. This means that students must not miss more than 7 days to meet this goal.

## EARLY DISMISSALS

Early dismissals after 2:30 will be approved by the principal. Early dismissals will not be granted after this time unless it is deemed an emergency by the principal or other lead staff.

## CHANGE OF DISMISSAL

Any change of dismissal must be made in writing in advance to ensure student safety. If you need to change how your child will be dismissed or who will pick up your child you must put it in writing by either: sending a text message to the teacher, using Talking Points, or using the Change of Dismissal forms located at the main entrance or in the main office.

## DISMISSAL LOCATIONS

Kindergarten and 1<sup>st</sup> grade students will be dismissed from the playground doors. Students in grades 2-5 will be dismissed on the Soho Street side of the building along with bus and van riders.

## ACADEMICS

- Core Subjects (reading, math, spelling, grammar, and social studies)
- LEGO Robotics Program & STEAM Experiences

- Related Arts (science, physical education, music, art, library)
- Differentiated Learning and Small Group Learning Interactions
- Project Based Learning
- Departmentalized Teaching Staff for content expertise
- Cross-Curricular Planning & Teaming
- Focus on Writing & Vocabulary Across Grade and Content
- Culturally Relevant Instruction

### **DRESS CODE**

[PPS POLICY 221](#)

### **WEIL'S DRESS CODE**

#### **Tops:**

Tops should be any color long or short sleeved collared, polo style shirts and Oxford style shirts. Hoodies are not permitted.

#### **Bottoms:**

Students can wear blue, black, or tan pants, skirts, jumpers, shorts, and dresses. Shorts, skirts, and dresses should be no shorter than 2 inches above the knee. Bottoms with holes, cuts, or tears will not be permitted.

#### **Shoes:**

Shoe types and style can vary. We encourage sneakers, shoes with rubber soles, and flats. Crocs, *slides*, Yeezy (or like), flip-flops, slippers, and open toed shoes are not permitted.

### **ELECTRONIC DEVICES**

[PPS POLICY 216](#)

### **WEIL'S DEVICE COLLECTION PLAN**

Devices for all grades will be collected on arrival. They will be secured in bins and stored in the main office. Devices will be distributed during dismissal.

### **EXTRA CURRICULAR OFFERINGS**

[PPS Policy 119](#)

**Strong Women Strong Girls /Sponsor: Ms. Hill Lofton**

**Elementary Basketball Grade 3-5/ Sponsor: Mr. Vannucci & Mrs. Jackson**

**Elementary Track Grades 4 & 5/ Sponsor: Mr. Vannucci, Mr. Coates, and Mrs. Jackson**

**Intramural Sports**

**Girl Scouts**

**Scouts of America**

## **GRADING**

[PPS Policy 209](#)

[PPS Policy 115](#)

## **HOMEWORK**

Students will receive homework Monday-Thursday. Some students will receive daily homework while others will receive weekly homework. Homework is an extension of the school day, enforces what is being taught in the classroom, and encourages working independently. Students should complete homework nightly and return on the assigned due date. Homework is 10% of a student's overall grade. Parents/guardians requesting make-up work/homework for

extended absences and/or approved vacations should allow at least 24-hour advanced notice for the teacher to prepare assignments for pick-up.

### **DREAMBOX MATH PRACTICE**

This year students in grades K-5 will have access to an online learning program called Dreambox. Students should complete at least 5 lessons per week on Dreambox to improve their math skills and understanding. We ask that parents and afterschool programs allow students to work INDEPENDENTLY when using Dreambox so that the program is responsive to the students learning without the assistance of an adult.

### **HEALTH SERVICES**

[PPS Policy 206](#)

### **NURSE'S OFFICE**

Our full-time nurse is Nurse Sciulli (Nurse S). The nurse cannot give a child medication without the parent, guardian, and/or doctor completing necessary paperwork. If you have questions for the nurse, feel free to contact her at 412-529-5317.

**INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY**

[HTTPS://PGHBOE.AZ1.QUALTRICS.COM/JFE/FORM/SV\\_3SBUKDLEUWWV1ES](HTTPS://PGHBOE.AZ1.QUALTRICS.COM/JFE/FORM/SV_3SBUKDLEUWWV1ES)

Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students:

[PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)



**STUDENT SUPPORT SERVICES**

SAP

MTSS

Peer Mediation & Mentoring

Family Links Individual Counseling

Macedonia FACE

FOCUS Pittsburgh

Weil's Closet

Weil's Food Pantry

Homeless Children's Education Fund

**STUDENT EXPECTATIONS/PROCEDURES**

[Policy 212](#)

**Pittsburgh Weil Student Norms Handbook**



Student Name/Homeroom

---

Teacher/Grade

---

---

Pittsburgh Weil Student Workbook

Welcome to Pittsburgh Weil, Pre-K-5. This peer workbook will help you learn about your school and the norms (rules) that we use here.

## **S.O.A.R.S.**

We use the word S.O.A.R.S. to show how we should learn and act at our school. Remember an Eagle S.O.A.R.S.!

S= Scholarly

O= On Task

A= Appropriate

R= Respectful

S= Supportive

## **Student Responsibility**

If you have a problem, you must tell an adult first.

## **Weil Bucks and Live School**

This year we will use LIVE School to reward students for following the norms using SOARS points that will equal Weil Bucks Each SOARS point = 1 Weil Buck. Students will use Weil Buck for recess and other PBIS incentives throughout the school year. This will also teach scholars to budget and use their money wisely.

## **Pittsburgh Weil Student Norms Workbook**

Pittsburgh Weil Pre-K-5 uses norms to ensure a safe and welcoming learning environment. A norm is an expected behavior for a student or a group. Make sure you know the norms so you can be a top earner!

### **Classroom & Offices**

In classrooms and offices...

- We will keep our hands, feet, and unkind words to ourselves.
- We will say “please”, “thank you”, and “excuse me.”
- We will listen when others are speaking.

- We will give our best effort when working and learning.
- We will ask questions when we do not understand.
- We will use the correct voice level.
- We will follow adult directions.
- We will be ready to learn each day.
- We will put student and staff safety first.

### **Bathrooms**

In the bathroom ...

- We will keep our hands, feet, and unkind words to ourselves.
- We will have a pass to use the bathroom.
- We will get in and out of the bathroom as quickly as possible.
- We will flush the toilet and wash our hands.
- We will leave the bathroom better than we found it.
- We will report any problems or broken items to an adult.
- We will put student and staff safety first.

### **Cafeteria**

In the cafeteria...

- We will keep our hands, feet, and unkind words to ourselves.
- We will sanitize our hands before we eat.
- We will say “please”, “thank you”, and “excuse me.”
- We will follow adult direction.
- We will sit with our feet under the table and talk with Level 1 voices.
- We will leave the cafeteria better than we found it.
- We will wait for the garbage can to come to us.
- We will put student and staff safety first.

### **Assembly**

During Assemblies...

- We will sit in every other seat.
- We will keep our eyes on the speaker.
- We will not talk across rows.
- We will always participate.

### **Recess**

During recess...

- We will keep our hands, feet, and unkind words to ourselves.
- We will say “please”, “thank you”, and “excuse me.”
- We will follow adult direction.
- We will stay in our recess area.
- We will line up as soon as we hear the 3-whistle signal.
- We will respect recess materials and return them to the correct location.
- We will put student and staff safety first.

### **Hallways**

In the hallway...

- We will keep our hands, feet, and unkind words to ourselves.
- We will have a pass from an adult to be in the hallway.
- We will go to our location quickly and quietly.
- We will walk in a line on 3<sup>rd</sup> street, face forward, in safety or pocket position.
- We will report any problems to an adult.
- We will put student and staff safety first.

### **Bus**

On the bus...

- We will keep our hands, feet, and unkind words to ourselves.
- We will say “please,” “thank you,” and “excuse me.”
- We stay in our seats and face forward.
- We will quietly enter, ride, and exit the bus.
- We will leave the bus better than we found it.
- We will put student and staff safety first.

Please learn and use your norms. These are not all the norms that we use at Pittsburgh Weil, but these norms will help you to show that an eagle S.O.A.R.S.

### Pittsburgh Weil Norm Song

By Ashanti Jones

Say the norms loud and clear  
Walk on 3rd Street in school everywhere  
Say the norms loud and clear  
Say please and thank you to show that we care  
Say the norms loud and clear  
Use kind words, be honest, play fair  
Say the norms loud and clear  
Tell an adult or teacher that's near  
Say the norms loud and clear  
Feet on the floor, and butt in the chair  
Say the norms loud and clear  
Hands to myself, and don't touch a peer  
Say the norms loud and clear  
Say I'm sorry and be sincere  
Say the norms loud and clear  
Safety for all we must adhere  
Say the norms loud and clear  
Think before we act, put our brains in gear!

Say the norms loud and clear

Follow the norms and we'll have a great year! (Repeat 3 times)

**Pittsburgh Weil School Song**

Pittsburgh Weil school and you know we're the eagles  
We do it all right and we do it all regal  
S is for scholarly, O is on task, A is appropriate, R's respectful  
S is supportive cause that's what we do  
Don't forget our colors the gold and the blue  
Pittsburgh Weil School, soaring to new heights  
Get on our level, we're on the next flight-aye!

**Pittsburgh Weil Student Workbook**

I have read and talked with my child about their responsibility and the norms at Pittsburgh Weil.

Parent/Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Grade\_\_\_\_\_



PLEASE SIGN THIS SHEET AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER.

## VISITOR POLICY

[PPS Policy 1104](#)

### SCHOOL SAFETY

To ensure the safety of all students, staff and visitors, Pittsburgh Weil follows the district's visitor procedures outlined below and has a comprehensive school safety plan.



## STANDARD RESPONSE PROTOCOL

### INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**“Get Inside. Lock outside doors”**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**“Locks, Lights, Out of Sight”**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

### CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



© Copyright 2009-2024. All Rights Reserved. The “I Love U Guys” Foundation. The Standard Response Protocol and Logo are Trademarks of The “I Love U Guys” Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per “SRP Terms of Use”. SRP-K12 2025 Parent Handout | V 4.2 | Revised: 03/09/2024 | <http://iloveugays.org>



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **TEACHERS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Do business as usual  
Take attendance



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

© Copyright 2009-2024. All Rights Reserved. The "I Love U Guys" Foundation. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP Poster\_EN | V 4.2 | Revised: 03/30/2024  
<http://loveuguyz.org>



### ***Communication with families during an emergency***

If Pittsburgh Weil is placed in secure, lockdown, or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Weil 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 Weil has been directed to be placed in secure, a lockdown, or to evacuate the building, 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 hinder the emergency response and could jeopardize their 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 always ensure student and staff safety. Please contact the main office if you have any questions regarding these procedures.

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

Please remember to ensure your primary and emergency contact information is up to always up to date. Having working telephone numbers is important for staff at Pittsburgh Weil to reach you or your designated family or friends if there is an emergency with your child or at the school. Please share our visitor procedures and school safety information with all individuals you designate as emergency contact. A child's emergency contact is responsible for picking up their child if 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 use the main entrance of the school building and sign-in with security. No visitors can visit classrooms or walk in the hallways or other 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 pickup 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.

### **EMERGENCY, FIRE, AND OTHER DRILLS**

To ensure the safety of all students, staff and visitors, Pittsburgh Weil follows the district's 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 safety drills to ensure students and staff are prepared in an emergency. Safety drills may include fire, lockdown, bus, and severe weather. Fire drills are conducted once each month in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area. Children are directed to these designated areas as soon as possible in a safe, quiet, and orderly manner.

### **ADDITIONAL PPS DISTRICT POLICIES**

- Please click on the link below to learn more about our District's Code of Conduct [Code of Conduct](#)
- Please click on the link below to learn more about our District's Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)
- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)



## ADDITIONAL SCHOOL INFORMATION

### EMERGENCY CARE SHEET

Please make sure to **update your address** and **phone numbers** regularly. Pittsburgh Weil uses a ½ sheet colored paper to update phone numbers and addresses. All students must have an emergency contact in case we are unable to reach the parent or guardian.

### FOOD SERVICES

Breakfast and lunch are provided for all students. Breakfast runs from 7:55-8:20. Students can get a late breakfast until 8:45. Pittsburgh Weil's lunch menu is a café-style menu that has 3 optional entrees, as well as fresh fruits and vegetable selections. If students have any special dietary needs, families must submit the required paperwork and may need a doctor's note.

### FOOD/GUM/CANDY/SNACKS

Students are not permitted to chew gum while in school for health and sanitary reasons. ***Students are permitted to bring 1 snack and 1 drink with lunch.*** Nutritional snacks are strongly recommended. Please do not send servings that are for more than one person (shareable) as other students may have medical conditions and/or allergies to shareable items.

### LOST AND FOUND BULLETIN BOARD

Any lost items are hung in the cafeteria on the Lost and Found Bulletin Board. Items such as clothing and backpacks are hung up on the wall for students to easily identify and collect. Money, jewelry, keys, phones, and other small articles of value are turned into the office. Students may claim these items after proper identification.

### VALUABLES/TOYS/PERSONAL ITEMS

School personnel will not be responsible for valuables, toys, or personal items that students bring to school. *It is recommended that students leave all valuables at home.* If circumstances make it necessary for a student to bring money (field trip, nacho day, etc.) or other important possessions to school, students are responsible for these items.

### CLASSROOM & SCHOOL PARTIES



Classroom parties will be at the discretion of the school staff and classroom teachers. Parties may be organized for holidays and incentives. If you want to bring in treats for your child's birthday, please arrange them with the school. Classroom parties will need to be held during lunch or special subject periods.

## VOLUNTEERS

Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to Weil's school main office.

- [In-Take Form](#) for volunteers
- **PA State Criminal History Report** (obtained online; cost: FREE) o  
<https://epatch.state.pa.us/Home.jsp>
- **Child Abuse Certification** (obtained online; cost: FREE) o  
<https://www.compass.state.pa.us/CWIS>
- The **FBI Criminal History Report** (fingerprinting required - apply online FBI report access code will be provided; cost: \$27.50)  
o [https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)  
o In lieu of completing the FBI Criminal History Report, volunteers who have been a resident of PA for ten consecutive years may choose to complete a signed [PA Resident Form and Waiver Request](#)
- All forms can be found on the PPS website under Our Schools, Get Involved, Volunteering. If you need further assistance, please contact the main office.

## FOSTER GRANDPARENT PROGRAM

Each year Weil partners with AmeriCorps Seniors volunteers (Foster Grandparents Program) to provide the kind of comfort and love that sets a child on a path to a successful future. This year Weil will host four Foster Grandparents. Our foster grandparents will be assigned to a grade level or classroom to be a support to teachers and scholars.

## **PARENT & FAMILY RESOURCES**

At Pittsburgh Weil we know that teamwork makes the dream work. Our parent resource room has information and resources that families may need. All families are encouraged to attend our monthly PSCC meetings. This will help you stay up to date on what is happening at our school and share your thoughts with us. The Parent Resource room is in room 110.

## **FAMILY INVOLVMENT**

We encourage our families and community members to stay involved with the school and all its happenings. There are multiple opportunities for family, community, and student voice and we value hearing from you. Some of the opportunities include but are not limited to:

- Monthly PSCC Meetings (2<sup>nd</sup> Monday of each month @ 5 PM)
- Back to School Night
- Student Family Conferences
- Awards & Celebrations
- School Improvement Planning
- Academic Nights with Community Partners
- Trunk or Treat
- Family Fest
- Fun Day