

Pittsburgh West Liberty



Family and Student Handbook 2024-2025

Pittsburgh West Liberty

785 Dunster Street

Pittsburgh, PA 15226

Phone No. 412-529-7420

Fax No. 412-571-7424

<https://www.pghschools.org/westliberty>



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SUPERINTENDENT'S WELCOME

Dear Pittsburgh West Liberty Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh West Liberty'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 West Liberty'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 West Liberty.

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 West Liberty Community:

Welcome to Pittsburgh West Liberty Elementary School. We look forward to a year of great accomplishments and successes. This handbook has been prepared to provide information and bring about a better understanding between the school, parents, and students. We ask for your cooperation so that we may provide both parents and students a rewarding and enriching educational experience.

On behalf of the staff, I invite you to visit our school, attend your child's programs and become an active member of the PTO. We are elated to have you and your child with us at Pittsburgh West Liberty Elementary School.

Sincerely,

Leslie Perkins,
Principal

SCHOOL VISION AND MISSION

Vision

It is our vision to be able to grow today's learners into tomorrow's leaders.

Together, as a community, we hold each other accountable to reach our fullest potential.

Mission Statement

The Pittsburgh West Liberty we strive to educate and meet the needs of all students. We will provide space and time to foster reflection and self-expression to interpret what is learned and brought to the space. Our purpose is to grow students intellectually and socially in a diverse, challenging, and nurturing environment that promotes life-long learning. Our school will be a place where students are encouraged to embrace and express their cultural identity and significance within the larger community. We will empower students to identify and disrupt social injustices and become cross cultural allies for a more equitable learning environment for all.

SCHOOL CONTACT INFORMATION

Main office phone	412-529-7420
Main office fax	412-571-7424
Leslie Perkins, Principal	412-529-7420
Brian Lewis, School Counselor	412-529-7423
Christy Fischer, School Secretary	412-529-7420
Rose Marker-Faour, School Nurse	412-529-7426

COMMUNICATION PROCEDURES

We value open and effective communication with you to ensure the success and well-being of your child at Pittsburgh Roosevelt Please take note of the following procedures to facilitate clear and timely communication:

1. Contact Information Updates:

Please ensure that your contact information (phone numbers, email addresses) on file with the school office is up to date. Inform us promptly of any changes. You may reach out to our SDSS, Mrs. Russell drussell1@pghschools.org.

2. Primary Points of Contact:

Teachers: Your child's teacher is the primary point of contact for academic progress, classroom activities, and behavior. You may contact them via email or schedule meetings as needed.

School Office: For administrative matters, attendance issues, or general inquiries, please contact the school office during regular hours.

3. Communication Channels:

West Liberty Main Office: 412-520-7420

Newsletters/Email Updates: We regularly send out newsletters or emails to keep you informed about school events, important dates, and academic updates. Please ensure you read these communications.

[School Website](#): Our website contains important information, including school policies, calendars, and resources.

Class Dojo: We use Class Dojo to communicate information regarding classroom and school activities. It is also used to record and track student and class behavior which determines incentives for the class and/or student. Your child's homeroom teacher will contact you to help set up the Class Dojo app.

Social Media: The Pittsburgh Public School Facebook page is titled Pittsburgh Public School and The West Liberty PTO maintains a Facebook page, which is titled West Liberty Parents.

Parent-Teacher Conferences: Scheduled conferences provide an opportunity to discuss your child's progress in detail. You will be informed in advance about conference dates and how to schedule appointments.

Emergency Notifications:

In the event of emergencies, school closures, or urgent situations, we will notify you through our emergency notification system. Please ensure you provide accurate emergency contact information.

Behavior and Discipline:

If there are behavioral concerns, your child's teacher or the school administration will reach out to discuss any issues and work together on solutions.

Parental Involvement:

We encourage parents to get involved in school activities and events. Opportunities for involvement include volunteering, participating in PTO meetings, and attending school functions.

4. Special Services:

If your child receives special services (e.g., special education, ESL), the relevant staff members will communicate with you regularly to discuss progress and any adjustments to services.

Confidentiality:

We respect your privacy and confidentiality. Discussions regarding your child will be held in a private and respectful manner.

Feedback and Suggestions:

Your feedback is valuable to us. If you have suggestions or concerns, please do not hesitate to reach out to your child's teacher or the school administration. You may also reach out to our Family and Community Engagement (FACE) specialist, Katy Thompson, she may be contacted at kthompson1@pghschools.org or you may call the mail office and leave a message. We are committed to continuous improvement.

STAFF ROSTER

Please refrain from calling teacher's classroom during instructional time.

Staff	Room	Grade	Email	Room Phone No.
Katy Thompson Laura Miksa	141	Pre-Kindergarten	kthompson1@pghschools.org lmiksa1@pghschools.org	7505
Susan Basits	139	Kindergarten	sbasits1@pghschools.org	7472
Krista Steffey	132	Kindergarten	ksteffey1@pghschools.org	7455
Alexis Varanesevic Carly Morgan Jennifer Lippold	140	K-2 AS	avranesevic1@pghschools.org cmorgan2@pghschools.org jlippold1@pghschools.org	7424
Teresa Grusong Adams		1st	tgrusongadams1@pghschools.org	2683
Gina Sinicki	233	1st	gsinicki1@pghschools.org	7473
Amber Henderson	239	2nd	ahenderson3@pghschools.org	2399
Andrea Clements			abarbourclements1@pghschools.org	
Monica Esposito	240	3rd	mesposito2@pghschools.org	7454

Rachel Romano Laura Schwartz	241	3-5 AS	rromano2@pghschools.org lschwartz1@pghschools.org	7436
Diane Milanak	135	Kdg-3rd Learning Support	dmilanak1@pghschools.org	7435
Micheal Newcombe	214	4th	mnewcombe1@pghschools.org	7501
Domonje Walker	232	4th	dwalker5@pghschools.org	8410
Ashleigh Paige	216	5th	apaige1@pghschools.org	7510
Max Reisman	235	3 rd , 4 th , 5 th Learning Support	mreisman1@pghschools.org	7433
Raynika Jones-Fields			rjonesfields1@pghschools.org	
Candice Echols	223	Librarian	cechols1@pghschools.org	8413
Samantha Braga	126	art	sbraga1@pghschools.org	7459
Nicole Eicher	127	music	neicherkupchella1@pghschools.org	7481
Jason Cupples		gym	jcupples1@pghschools.org	7457
Richard Lane	127	instrumental	rlane3@pghschools.org	7481
Brian Lewis	138	School counselor	blewis5@pghschools.org	7423
Rose Marker-Faour	212	School Nurse	rmarkerfaour1@pghschools.org	7426
Christy Fischer	Main office	School Secretary	cfischer3@pghschools.org	7419
Danell Russell	Main office	Student Data System Specialist	drussell1@pghschools.org	7421
Jamie Sanfillipo Carmela Meyer	Main office	Cafeteria Manager	jsanfilippo1@pghschools.org cmeyer1@pghschools.org	7429
Leigh Growall	234	Speech Pathologist	lgrowall1@pghschools.org	7463
Nicole Seddon	Main office	Program Officer – Spec. Ed.	nseddon1@pghschools.org	7419

BELL SCHEDULE**Pittsburgh West Liberty K-5****Bell Schedule****2024-25**

Breakfast	8:05	8:18	8:20
Homeroom	8:20	8:28	8:30
Period 1	8:30	9:18	9:20
Period 2	9:20	10:08	10:10
Period 3	10:10	10:58	11:00
Period 4 – Lunch Grades 3, 4, 5	11:00	11:43	11:45
Period 5 – Lunch Grades K, 1, & 2	11:50	12:33	12:35

Period 6	12:35	1:23	1:25
Period 7	1:25	2:13	2:15
Period 8	2:15	2:58	3:00
Homeroom & Student Dismissal	3:00		3:05
Teacher Dismissal	3:15		

PPS CALENDARS

2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 12, 2025



August 2024

S	M	T	W	T	F	S	
					1	2	
		PPS Leadership Week					3
	4	5	6	7	8	9	
	11	12	13	14	15	16	
	18	19	20	21	22	23	
	25	26	27	28	29	30	
						31	

September 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30				

October 2024

S	M	T	W	T	F	S
		26	27	28	29	30
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

November 2024

S	M	T	W	T	F	S
					4	5
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
						30

December 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

January 2025

S	M	T	W	T	F	S
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

February 2025

S	M	T	W	T	F	S
						1
2	ECE Applications Open 97	3	4	Q2 Report Card Distribution 99	100	101
9	102	10	103	11	104	12
16	107	17	108	18	109	20
23	112	24	113	25	114	26

March 2025

S	M	T	W	T	F	S
						1
2	117	3	118	4	119	5
9	122	10	123	11	124	12
16	127	17	128	18	129	19
23	132	24	133	25	134	26
30	139	31	140	28	141	29

April 2025

S	M	T	W	T	F	S
6	141	7	142	8	143	9
13	147	14	148	15	149	16
20	155	21	156	22	157	23
27	162	28	163	29	164	30

May 2025

S	M	T	W	T	F	S
4	159	5	160	6	161	7
11	165	12	166	13	167	14
18	172	19	173	20	174	21
25	179	26	180	27	181	28

June 2025

S	M	T	W	T	F	S
1	174	2	175	3	176	4
8	179	9	180	10	181	11
15	185	16	186	17	187	18
22	192	23	193	24	194	25
29	200	30	201	27	202	28

July 2025

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

- First/Last Days of School
- Parent-Teacher Conference Days
PreK-5, PreK-8, 6-8
Monday, October 14, 2024
- 📅 Quarter Interim Progress Report
- Pay Date: 12-Month Semimonthly
- Professional Development Days
- 📅 Report Card Distribution
6-12, High School, Special,
EHS- Friday, October 18, 2024
- 🏠 High School Graduation
- Pay Date: Bi-weekly
- 🟢 All PPS Employee Holidays
- 🏠 School Board Meetings
- ▲ Pay Date: Non-Administrator Semimonthly
- 🟡 School Only Vacation Days
- ❄️ Snow Make-Up Days: TBD
- Clerical Days

ATTENDANCE PROCEDURES

To read the Board of Education’s Attendance click [PPS Policy 204](#).

As we enter the new school year, it is important to remember the role of good attendance in student success. **Being in school each day, being on time for school, and being prepared, are vital to your child’s education and future success.**

As a reminder, the following Pittsburgh Public School policies are in place:

- You are expected to have a written excuse for each day the child is absent, regardless of whether or not you phone the school. Only approved absences will be considered “excused.” Oversleeping, transportation difficulties, or illness of another family member are examples of **unexcused** absences.
- You will receive a Legal Notice at the point of three “unexcused” absences, and a citation will be filed with the Magistrate if your child accrues six or more “unexcused” absences. Please be aware

that the District Magistrate can fine you up to \$300.00 (plus \$52.50 in court costs); and you are subject to referral to Children Youth and Family Services (CYF) if the problem continues.

- After a total of ten days of absence (consecutive or non-consecutive) the school **will not** accept a note from a parent. An excuse from a **medical or legal** agency will be required or the absence will be recorded as unexcused.
- Ask your child's doctor or a court official for a written excuse each time he/she is seen.

Tardiness - Promptness to school is very important. Students who arrive late miss beginning of the day routines and valuable instructional time. Arriving even 10 minutes late can cause stress on a student and disrupt their learning and the learning of others. Please make every effort to arrive to school on time. Students are admitted into the school as early as 8:10 AM. **Students who are not present and accounted for by 8:35 AM will be counted as tardy.** Parents should walk their child to the main entrance doors when tardy.

Students who are habitually tardy will receive an "N" (Needs Improvement) on their report card.

Continual absences and tardiness will be reported to the school social worker and appropriate action will take place.

Please contact the school for assistance if you are having difficulty getting your child to school for ANY REASON. We have student assistance resources to assist you.

ACADEMICS

Students participate in all core academic subjects- Reading/Language Arts, Mathematics, Science and Social Studies. Additionally, students participate in Library Science, General Music, Visual Arts, and Physical Education class. Students will also receive instruction on Social Emotional Learning weekly. Students in grades 4 and 5 may choose to participate in the instrumental music program. The instrumental music program meets once in a 6-day rotation.

ACADEMIC INTEGRITY

To read the Board of Education's Academic Integrity Policy, click [PPS POLICY 226](#).

DRESS CODE

To read the Board of Education's Dress Code Policy, click [PPS POLICY 221](#).

The dress code is an integral part of creating an atmosphere which is focused on learning. Students are expected to wear appropriate clothing at all times while at school. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

The following will also not be permitted at Pittsburgh West Liberty:

- Flip-flops are not to be worn during school hours.
- Sandals are permitted, but they must have straps for safety.
- Students should be sure that skirts/shorts are past the length of their fingertips.
- Tank tops and sleeveless tops are permitted; however, tank top armholes must be under the arms and not cut down to the waist.
- Spandex tops are only to be worn under another garment. Spandex pants, leggings, leotards, etc. may be worn only when the top worn over them is at least fingertip length.
- Exposed undergarments are permitted.
- Hats are not to be worn in the building, unless on "special days".
- Hoods are not to be worn in school.
- Bandanas or scarves are not permitted.
- Pants are to be worn at the waist.
- Inappropriate slogans or offensive statements on any items are not permitted
- Clothing that advertises, suggests, or symbolizes illegal substances is not permitted.
- See-through clothing is not permitted.

ELECTRONIC DEVICES

To read the Board of Education's Electronics Policy, click [PPS POLICY 216](#).

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if necessary. If your child does carry a cell phone it must be turned off and stored out of sight during school hours. Students are NOT permitted to use their cell phones during the school day, including on the school grounds. **Please do not contact your student on their personal cell phones during the school day. Please contact the Main Office. We will provide a message for your child.**

Phones may not be used to talk, take pictures, play games, record or text during school hours, including recess and on the bus. If a student violates the cell phone policy, they will have the following consequences:

First Infraction - Students will have their cell phone confiscated and returned at the end of the day.

Second Infraction - Students will have their cell phone confiscated and locked up in the office until a parent can come to school to retrieve it.

Third Infraction - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

Smart watches are expected to be used appropriately. We will follow the same procedures and consequences for cell phones as well as smart watches.

At West Liberty, we are not responsible for lost, damaged, or stolen phones, iPods, electronic gaming devices, headphones, ear buds, smart watches, or any other electronic.

EXTRA CURRICULAR OFFERINGS

To read the Board of Education's Extra Curricular Offerings Policy, click [PPS POLICY 119](#).

There are opportunities for students to participate in after school intramurals. Students in grades 4-5 can participate in intramurals with a designated staff member.

GRADING

To read the Board of Education's Grady Policy, click [PPS POLICY 209](#)

To read the PPS grading guidelines, click [Grading Guidelines](#).

PROGRESS REPORTS

Progress Reports are issued at the mid-point of each of the four grading periods.

REPORT CARDS

Report cards are issued at the close of each nine-week grading period. Report cards contain academic and citizenship grades as well as a record of attendance.

Families can check their student's grades on the **eSchoolPLUS Home Access Center (HAC)** at any time. Parents/families can view real-time information through this web portal. Information that can be found include:

- Schedules
- Quick links to communicate with teachers.
- Class averages
- Transcript grades
- * Attendance
- * Published Assignments
- * Report card information

To receive access to HAC, click [Home Access Center](#).

Please contact the school's Main Office if there are any issues. Families can also reach out to the Parent Hotline by phone 412.529.HELP (4357), or by email parenthotline@pghschools.org.

HOMEWORK PROCEDURES

To read the Board of Education's Homework Policy click [PPS POLICY 115](#).

Homework assignments may come from any of your child's teachers (homeroom, academic subjects, related arts subjects, etc.) and are used to help reinforce the lessons taught in the classroom. Students bring their work home in folders, and assignments are either written in newsletters, communication from the teachers (flyers, Talking Points messages, emails, Class Dojo, etc.). If you have any questions regarding your student's homework assignments, we encourage you to please reach out to that teacher with your questions.

HEALTH SERVICES

To read the Board of Education's Health Services Policy click [PPS POLICY 206](#).

MEDICATION

Students who take prescribed medication must have appropriate forms from their physician and parent before the medication may be brought to school. Both the form and medication will be left in the nurse's office. Only designated personnel may administer these medications.

Students are not permitted to transport medication themselves to school; all medication needs to be brought in by the parent/guardian in its original container. For more information, please school administration.

To read the Board of Education's Medication Policies click, [PPS POLICY 229](#) and [PPS POLICY 229.1](#).

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

Students will bring their laptop/I-pad and charger to school every day. The laptop/I-pad should be fully charged the night before class in order to start a day of learning.

To complete the Technology Acceptable Use form, click [Pittsburgh Public Schools Office of Information Technology Acceptable Use Form](#)

STUDENT SUPPORT SERVICES

The Office of Student Support Services is the hub that connects schools, students, families, and community with the necessary resources and supports to assure the academic, social, behavioral and emotional well-being and success of all students.

The Office of Student Support Services includes the following areas:

- District-wide supervision and technical assistance in the areas of Student Discipline and Alternative Education
- Attendance Awareness, Monitoring, and Tracking Efforts
- Student Registrations, Transfers, and School Enrollment/Assignments including the Magnet Office
- Work Permits
- Health Services
- Interscholastic Athletics
- Student Assistance Program (SAP)
- Bullying and Sexual Harassment Prevention/Intervention
- Crisis Intervention and enrollment and servicing of homeless youth
- Coordination for a variety of mental, behavioral and physical health partnerships
- Oversight of Counselors and Social Workers
- Professional development for Administrators, Counselors, Social Workers, Nurses, Dental Hygienists, Student Services Assistants and other staff in all Student Support Service-related areas.
- Oversight of the acquisition and disbursement of supplemental funds to support the 'Be a Middle School Mentor' Initiative, Out-of-School Time Activities/Initiatives (i.e. After-School Programs, Summer Dreamers Academy, and Credit Recovery), Education Leading to

Employment and Career Training (ELECT) Teen Parenting Program, and College Ready Indicator System (CRIS).

To read more information regarding PPS Student Services, click [here](#).

STUDENT EXPECTATIONS/PROCEDURES

To read the Board of Education's Student Conduct Policy, click [PPS POLICY 212](#).

To read the Pittsburgh Public School's Code of Conduct and Infractions, click [here](#) .

All students in the Pittsburgh Public Schools are subject to the Code of Student Conduct. The Code applies to student behavior while in attendance in school, school sponsored activities, or while riding on transportation systems serving our school district.

VISITOR POLICY

To read the Board of Education's Visitor Policy, click [PPS POLICY 1104](#).

We are requesting that parents/guardians make an appointment to meet with a staff member in advance. Prescheduled appointments will ensure staff are available at an agreed-upon time and ample space is available for a safe in-person meeting.

When coming to the school for pre-scheduled meeting all visitors **must** report to the main office upon entering the building. The main office will issue a Visitor's Pass. After finishing all business, the pass should be returned to the office prior to departure. In addition, no parent / guardian is permitted to escort children to and from lockers and homerooms at arrival and/or dismissal. Any exception to this policy must have prior approval of the building principal.

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

ARRIVAL

Students must enter the building through the designated entrance. Students should arrive in the morning as close to the school's starting time of 8:20 a.m. as possible. This policy is necessary to ensure the safety of all children as there is no designated supervision available until 8:05 a.m. While teachers are in the building, they are involved in required Essential Staff Educational Practices (ESEP) until the start of the school day. They are not available to supervise students.

Please adhere to the following guidelines:

- **Bus students who eat breakfast** go to the cafeteria as soon as they arrive. They will eat, and then proceed to their assigned place until the start of the school day.
- **Bus students who do not eat breakfast** proceed directly to their assigned places as soon as they arrive.
- **Car riders/Walkers who eat breakfast** should arrive no earlier than 8:05 a.m. They will go to the cafeteria as soon as they arrive. They will eat, and then proceed to their assigned places until the start of the school day.
- **Car rider/Walkers who do not eat breakfast** should arrive between 8:05 and 8:20 a.m. They should proceed to their assigned places as soon as they arrive.

BUS REGULATIONS

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Pittsburgh West Liberty does not assign students to buses and is not able to make changes to bus stops or times. You may contact the Transportation Office at 412-529-5947. Students are expected to display proper behavior and remain in their assigned seat. Windows may be opened only by the direction of the driver. Video cameras are randomly installed on school buses to ensure safety for all.

The school bus driver shall be responsible for reporting the misbehavior of students while they are being transported. Consistent with the district's Code of Student Conduct, the school principal may suspend a student from bus transportation for disciplinary reasons related to transportation. The student's parents/guardians shall be responsible for the student's transportation for the duration of the suspension.

Bus suspension is NOT a suspension from attending school. It is suspension from riding the bus. Attendance will still be taken as normal when there is a bus suspension.

To read the Board of Education's Transportation Policy click [PPS POLICY 908](#).

CARE OF TEXTBOOKS, TECHNOLOGY, LIBRARY BOOKS, AND CLASSROOM MATERIALS

Students are responsible for keeping all textbooks issued to them, the technology, library books, and materials used in the classroom in good condition. Payment is expected for all lost or damaged books, technology, and materials. All monies collected are recorded by the school bookkeeper and paid to the proper account. If a lost book or material is found, money paid will be refunded.

CELEBRATIONS

We need your help to ensure that we maximize learning time and keep our school a healthy zone for all students. Due to the many students with allergies and food reactions, food items to celebrate student birthdays are **not permitted**. No birthday food treats should be sent to school. Parents who do wish to send in items for birthday recognitions are asked to send in non-food items such as pencils, stickers, or a donation of a book to the school or classroom library.

DISMISSAL PROCEDURES

SAFETY is a priority at dismissal. The following procedures are in place to SAFEGUARD YOUR CHILD.

PROCEDURE FOR CAR RIDERS

- Students participating in our carline will receive a car number. The car number should be displayed HIGH in your front car window or on the car visor so that it is easily readable. Also, if you own more than one vehicle or have others pick up your child, please make an additional car number—in dark print—for each car.
- Students will be lined up INSIDE the building after school and called outside as the car with their assigned number approaches.
- Cars should pull forward as far as possible so that the teachers on duty may load multiple cars.
- Students are to stand with the teachers on duty. They are NOT allowed to run down the sidewalk or across the street to meet a car.
- Parents should not park elsewhere and walk to the car rider dismissal door to ask for a child. Parents not in the car line should pick their child up at the walker's dismissal door, which is located by the play area in the back of the school.
- If a parent is delayed in picking up a child, the child will report to the office. The parent may park in a valid parking space, come into the main office, and collect the child. **Do not leave your car in the bus lane or emergency lane in the front of the school and NEVER leave your car unattended with the engine running.**
- **No child will be permitted to be picked up in a car at any other area on campus.**
- Additional SAFETY considerations:
- Cars must enter the school campus from Chrysler Street.
- Follow the school access road in a single lane. The street is NOT One Way!
- Continue to drive forward to the opposite side of the building and exit onto Dunster Street.
- **You must adhere to PA law regarding school buses. You may need to wait to exit the campus until the school buses have moved.**

PROCEDURE FOR BUS RIDERS

- Bus riders are dismissed from homerooms and gather at a spot designated for their bus. Staff members are assigned to assist in the orderly dismissal of students and loading of buses.
- As buses arrive, a staff member will escort students to the bus and help to load them.
- Buses exit after all students have boarded and are properly seated.
- Students should keep their mask on and remain seated in their **assigned** seat during the bus ride.
- Students must adhere to the behavior expectations while on the bus. Students that participate in wrestling, throwing projectiles, hitting, destruction of property, etc. will be disciplined here at school.

PROCEDURE FOR WALKERS

- Students meet parents or siblings in the area directly outside the dismissal doors. Students who are waiting for escorts must stand with the staff member assigned to the area. If the staff member is not familiar with the escort, the escort will be asked to come to the main office for verification.
- Students not picked up by 3:15 p.m. must report to the main office and wait there for escorts.
- Students must adhere to the behavior expectations while walking home. Students that participate in wrestling, snowball fighting, destruction of property, etc. will be disciplined here at school.

DROP OFF/PICK UP

When dropping students off **do not park** in the yellow zone area that is painted on the sidewalk in front of the school. The yellow painted zone is for you to stop only long enough to load or unload passengers.

If someone other than who is listed on the student emergency card is coming to pick up your child, you as the parent must contact the school. When contacting the school please provide the name of the adult who is picking up your child. That adult must come to the main office and show identification, but please do not park in the yellow zone area.

DISTRICT EARLY DISMISSAL/HALF DAY

On district half days K-5 students will be dismissed at 11:30 a.m. and Pre-k students will be dismissed at 11:15 a.m. The dates for district early dismissals will be communicated through the monthly school calendar, a reminder from Talking Points, and post in Class Dojo.

EARLY DISMISSAL

Teaching takes place daily until dismissal so doctor and dental appointments should, whenever possible, be scheduled before or after school. If this is not possible, a note may be sent with the child in the morning requesting an early dismissal. Or, you may sign the child out when you arrive. We must have written permission before a child can be released. **We are unable to honor any early dismissals after 2:30 PM.**

EQUITY AND EXCELLENCE IN EDUCATION

To read the Board of Education's Equity and Excellence in Education Policy, click [PPS POLICY 102.5](#).

FIELD TRIPS

Field trips, while educational, are a privilege. Teachers, with the approval of the principal, may exclude any student if the student's behavior has been inappropriate, unacceptable, or a safety concern. A parent or family member (adult over 18) may be asked to join their student on a field trip if behavior is a concern.

We will only accept a signed permission slip for field trips. We will not accept verbal permission. If we do not have a signed permission slip the student will not be able to attend the field trip but will remain at school to follow a modified schedule.

To read the Board of Education's Policy on *Field Trips code 113*, click [here](#).

HALF DAYS

The district has eight half day early dismissal days scheduled throughout the school year. Please refer to the school calendar for a list of the dates. K-5 students are dismissed at 11:35 a.m. and pre-k students are dismissed at 11:20 a.m.

LOCKERS

Students will have assigned lockers. Lockers must be kept clean—especially from food debris—and neat at all times. Students are not permitted to place locks on lockers. Lockers are the property of the Pittsburgh Public Schools and may be accessed by school staff at any time.

To read the Board of Education's Policy on *Searches*, click [here](#).

LOST AND FOUND

Lost articles should be taken to the main office and placed in the "Lost and Found" where they may be claimed. Unclaimed articles will be discarded at the end of each semester.

LUNCH AND RECESS

All students can eat lunch for free. Lunch is served to students daily. The school has two lunch periods. Students in grades 3rd – 5th will eat the first lunch from 11:00 – 11:45 and students in grades k – 1st eat the second lunch from 11:50– 12:35. Students that do not want to eat the lunch provided by the school can pack their lunch. School menus are sent home monthly. While in the lunchroom students are to adhere to the rules in the lunchroom: stay in their assigned seats, clean up their area when finished eating, and use their inside voice. Students are not permitted to trade or share a lunch. This is due to food allergies or medical conditions which students are not aware.

Students will have at least 20 minutes of recess daily. Students will go outside for recess (weather dependent). Students will go outside for recess during the cold months depending on temperature so, please make sure students have winter coat, hat, and gloves. When students are unable to go outside for recess, they will have indoor recess.

MISSED CLASSWORK

A student shall be permitted to make up any assignments, homework or exams missed due to a lawfully excused absence or absence due to involuntary exclusion. The missed assignments, homework, or exams should be made up in a time which is dictated by the classroom teacher.

Students who are absent from class or school shall NOT be permitted to make up any missed assignments, homework or exams as long as the absence remains an unexcused absence. All work completed and grades earned by students assigned to in-school suspension, suspension, or another temporary alternative education placement shall be included in calculating the student's report period grade. Students participating in school approved activities shall be permitted to make up any missed assignments or exams.

PARENT / TEACHER CONFERENCES

Communication is an essential part of monitoring your child's academic progress. Scheduling a conference with your child's teacher will ensure that you get the time and attention you deserve. Contact the teacher in advance to schedule a time that is convenient for everyone. Teachers cannot leave their classroom to confer with parents at unscheduled times or during morning arrival.

PARENTAL INVOLVEMENT OPPORTUNITIES

Pittsburgh West Liberty has numerous opportunities for families to be engaged in their child's learning. Below are just a few of the opportunities available to families.

- Parent Teacher Organization (PTO) – Pittsburgh West Liberty has a strong, active, and diverse PTO which encompasses many families. The PTO conducts numerous fundraising activities and field trips for the students.
- Parent School Community Council (PSCC) – We provides numerous opportunities for the parents to participate in parenting workshops, curriculum instruction and understanding, and community engagement and outreach. The PSCC meets monthly. Please call the school for more information or watch for the monthly calendar.

PHONE MESSAGES FOR STUDENTS

In an emergency, a message will be delivered to your child. However, communicating necessary procedures before school can eliminate phone messages.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a proactive, multi-tiered approach to discipline that promotes appropriate student behavior and increased learning. The PBIS behavior matrix is a chart that clearly communicates Pittsburgh West Liberty's expectations for positive behaviors in various school environments. It supports staff and administrators in teaching, modeling, and reinforcing PBIS in the classroom, hallway, playground, cafeteria, etc... Please see the resource section for a copy of the behavior matrix.

For more information on PBIS, please click [here](#).

RESTORATIVE PRACTICES

The goal of restorative practice is to build a sense of community by:

- Bringing together individuals impacted by an issue in a dialogue
- Achieving a common understanding
- Coming to an agreement about resolving the conflict and moving forward

Some of the strategies that we use to support a restorative community are restorative circles, restorative questions, talking circles, and reflective writings.

For more information on restorative practices, please click [here](#).

SCHOOL SAFETY

Fire drills and emergency drills are necessary for the safety of the students and staff. Specific information for fire drills are posted in each room. Each class is informed of the plan

of evacuation in the event of an emergency. Teachers review and practice these safety procedures on a monthly basis.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh West Liberty PreK-5 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 West Liberty PreK-5 evacuation site is South Brook Middle School or Elizabeth Seton Center at 1900 Pioneer Avenue. 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 West Liberty PreK-5 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 West Liberty PreK5 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.

Safe2SAY

One tool for maintaining safe and supportive schools is the Safe2Say Something Program. Safe2Say is an anonymous reporting system operated by the Pennsylvania Office of the Attorney General. The program teaches how to recognize warning signs and signals, especially within social media, of someone who may be a threat to themselves or others. When a warning sign is present, say something to a trusted adult or use the anonymous Safe2Say reporting system. Safe2Say offers a 24/7 Crisis Center (1-844-SAF2SAY), mobile app, and website where anonymous tips can be made. District students and staff are educated on how to utilize and report concerns through Safe2Say. For more information or to make an online tip, click [here](#).

SCHOOL CALENDAR

A monthly school calendar is sent home to families each month. The calendar lists special activities, parent meetings, and other important information. The school calendar is also posted on the school webpage.

SCHOOL CLOSING

Unscheduled school closings or delays due to inclement weather or other emergencies are announced on most radio and television stations and websites, as well as the PPS website. Parents should check early and frequently for updates and changes.

A message may also be sent out via Class Dojo, Black Board (Robo-call), or Talking Points.

SCHOOL DRESS CODE

The dress code is an integral part of creating an atmosphere which is focused on learning. Students are expected to wear appropriate clothing at all times while at school. No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

The following will also not be permitted at Pittsburgh West Liberty:

- Flip-flops are not to be worn during school hours.
- Students should be sure that skirts/shorts are past the length of their fingertips.
- Tank tops and sleeveless tops are permitted; however, tank top armholes must be under the arms and not cut down to the waist.
- Spandex tops are only to be worn under another garment. Spandex pants, leggings, leotards, etc. may be worn only when the top worn over them is at least fingertip length.
- Exposed undergarments
- Hats are not to be worn in the building, unless on “special days”.
- Sandals are permitted, but they must have straps for safety.

To read the Board of Education’s *Dress Code Policy 221*, click [here](#).

SIX- DAY ROTATION

West Liberty follows a six-day rotation of "specials" classes, including art, music, and physical education. Teachers will provide a copy of your child's schedule during the first week of school. Please note that in the case of a school cancellation, that day in the rotation will be pushed to the day that school resumes. For example, if school is cancelled on Friday, September 9, 2023, which is day 4 in the rotation, then Monday, September 12, 2023 would become day 4.

STUDENT EMERGENCY FORM

[A Student Emergency Form](#) provides emergency contact information to the school. Telephone numbers and addresses should be current, accurate, and clearly written. Remember to put the name and telephone of a person or persons who can be contacted in the event you cannot be reached. Notify the office if you change any addresses or telephone numbers during the year. It is essential that these records be kept up to date.

STUDENTS OUTSIDE DURING THE SCHOOL DAY

When students are outside during recess, gym, or in the school garden, we must ask that you follow the same safety policies as if your child was inside the building. Please do not distract the children from following the rules and procedures that are in place to keep everyone safe.

SUPPORT CENTER

The district's Support Center is open and takes parent, student, staff, and community questions and concerns between the hours 8:00 to 4:00 PM Monday through Friday.

To ask your questions or express concerns on your mobile device, please download the Let's Talk app to your mobile device. When asked for the code, please enter the **Let's Talk! ID: PP1952** If you're having issues and need support from our Help Desk, **Let's Talk** is available to easily submit a ticket [here](#) (on the Pittsburgh Public School website). You can also look for the blue "Contact Us" button at the bottom-left of your screen to quickly submit a ticket as well.

TRANSPORTATION CHANGE

To avoid confusion, the office or the child's teacher must be given **written** notice, in advance, if there is a change involving your child's transportation. If written notification is not received, your child will follow his/her usual method of transportation. If by chance, there is a sudden change during the school day you must call the office **no later than 2:30 p.m.**

TWO HOUR DELAY

When there is a 2 hour delay the school doors will open at 10:05 a.m. and homeroom will begin at 10:25 a.m. Breakfast will not be served if there is a 2 hour delay.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or stop by the school office a few days prior to the withdrawal date. This will provide ample time to complete the necessary paperwork and preparations that will provide a smooth transition. Families are also required to return the laptop/I-pad and cord when you are withdrawing your child.

VALUABLES / TOYS AT SCHOOL

Students are to leave all valuables and toys at home. These items pose a distraction to the teaching and learning process. Teachers and staff cannot be responsible for your child's

personal belongings. We ask families to check each child's book bag to ensure only instructional materials, supplies, and laptop/I-pad are in the bag.

VISITORS




We are requesting that parents/guardians make an appointment to meet with a staff member in advance. Prescheduled appointments will ensure staff are available at an agreed-upon time and ample space is available for a safe in-person meeting.

When coming to the school for pre-scheduled meeting all visitors **must** report to the main office upon entering the building. The main office will issue a Visitor's Pass. After finishing all business, the pass should be returned to the office prior to departure. In addition, no parent / guardian is permitted to escort children to and from lockers and homerooms at arrival and/or dismissal. Any exception to this policy must have prior approval of the building principal.

RESOURCE SECTION

Pittsburgh West Liberty K-5

Behavior Matrix 2024-25

Behavioral Expectations	In the Classroom	In the Hallway	In the Bathroom	On the Playground	In the Lunch Line	In the Cafeteria	Morning Meeting	Dismissal and bus
Be Safe 	<ul style="list-style-type: none"> • Level 0 Looks like: • Still and calm • Sit in chair • Feet on floor 	<ul style="list-style-type: none"> • Level 0 Walk on the right, facing forward 	<ul style="list-style-type: none"> • Level 0 Water in sink only • Wash your hands 	<ul style="list-style-type: none"> • Level 2 Request permission to re-enter building • Report accidents to adults • Hands and feet to self 	<ul style="list-style-type: none"> • Level 0 Walk • Keep hands & feet to yourself 	<ul style="list-style-type: none"> • Level 0 Walk • Feet on floor • Raise your hand to get up 	<ul style="list-style-type: none"> • Level 0 Walk • Hands and feet to self 	<ul style="list-style-type: none"> • Level 0 Walk on right • Keep hands & belongings to self • Stay in area & keep paths clear
Be Respectful 	<ul style="list-style-type: none"> • Level 0 or level 1 Be positive • Be polite • Eyes on speaker 	<ul style="list-style-type: none"> • Level 0 Quiet feet • Admire wall displays with eyes only 	<ul style="list-style-type: none"> • Level 0 Give others privacy • Use restroom quickly • Listen to monitor 	<ul style="list-style-type: none"> • Level 2 Share equipment and take turns • Listen to adults 	<ul style="list-style-type: none"> • Level 0 Stay in line order • Respect school property 	<ul style="list-style-type: none"> • Level 1 Eat only your food 	<ul style="list-style-type: none"> • Level 0 Eyes on speaker • Still and calm 	<ul style="list-style-type: none"> • Level 0 Listen for dismissal information
Be Responsible 	<ul style="list-style-type: none"> • Level 0 Use materials appropriately • Be prepared • Be prompt • Participate • Electronics turned off and properly secured 	<ul style="list-style-type: none"> • Level 0 Walk directly to your destination 	<ul style="list-style-type: none"> • Level 0 Flush the toilet • Throw paper towels away • Report problems to adult 	<ul style="list-style-type: none"> • Level 2 • Level 0 Keep equipment in playground area • When whistle blows line up quietly 	<ul style="list-style-type: none"> • Level 0 Clean up • Report spills • Pick up lunch, including utensils and drink 	<ul style="list-style-type: none"> • Level 0 Clean up / report spills • Eat in cafeteria only • Keep trash on table/wait for food collection 	<ul style="list-style-type: none"> • Level 0 Participate • Be prompt 	<ul style="list-style-type: none"> • Level 0 Be prepared (coat on and bookbag packed) • Walk directly to assigned area

WEST LIBERTY PARENT SCHOOL COMMUNITY COUNCIL (PSCC)

Why attend? Attending PSCC is a great way to support your student and school! The purpose of the PSCC is to provide ongoing communication between the school and parents, guardians, and community regarding the issues that are important to the success of our students.

Can I attend sometimes? Yes! We would love to see you every month, but please attend when your schedule permits.

The agenda item for the first PSCC meeting on 9-10-24 will be the Annual Title 1 meeting. You are invited to meet and learn about Title 1 at West Liberty. Title 1 provides funding for our school for various areas. At this meeting we will talk more about the Title 1 program and answer any questions you may have.

PSCC MEETING DATES

TUESDAY, 9-10-24

TUESDAY, 10-8-24

TUESDAY, 11-12-24

TUESDAY, 12-3-24

TUESDAY, 1-14-25

TUESDAY, 2-4-25

TUESDAY, 3-4-25

TUESDAY, 4-22-25

TUESDAY, 5-13-25

All meetings are 5-6 p.m. in person.

If a meeting is held virtually through

Teams a link will be provided several

days before the meeting via Class Dojo.

The West Liberty PTO meetings will be held

after the PSCC meetings from 6-7 p.m.