

# *Pittsburgh Westwood PreK-5*



## **Student Handbook 2024-2025**

**Pittsburgh Westwood PreK-5**  
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### **TABLE OF CONTENTS**

Content	Page Number
Superintendent's Welcome Message	3
Principal's Welcome Message	4

Mission, Vision	5	
School Contact Information	5	
Communication Procedures	6	
Staff Information	6-7	
Bell Schedules	8	
Half- Day Bell Schedule	9-10	
Two Hour Delay Schedule	10-11	
School Calendar	11	
Attendance (Policy 204)	12-13	
Academics		13
Academic Integrity (Policy 226)	14	
Dress Code (Policy 221)	14-15	
Electronic Devices (Policy 216)	15	
Extra-Curricular Activities (Policy 119)	16	
Grading (Policy 209)	17-18	
Homework (Policy 115)	18	
Health Services (Policy 206)	19-21	
Information Technology/Acceptable Use Policy	21-22	
Student Support Services	22-24	
Student Expectations/Procedures (Policy 212)	24	
Visitor Policy (Policy 1104)	25	
Additional PPS District Policies	26	
Additional Information	27-30	
Arrival and Dismissal Procedures	27	
School Delay and Closing Information	28	
Transportation	28	
Birthday Celebrations	29	
Volunteering	29-30	

Dear Pittsburgh Westwood PreK-5 Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Westwood PreK-5'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 Westwood PreK-5'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 Westwood PreK-5. An electronic copy of the school handbook is also available on Pittsburgh Westwood PreK-5'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



Greetings Pittsburgh Westwood Community:

We welcome all students and parents to Pittsburgh Westwood PreK-5. At Pittsburgh Westwood, we stress academic achievement, appropriate behavior, and caring for others. Strong emphasis is placed on ensuring all students have a welcoming and safe school environment where they can achieve their goals.

We are committed to promoting a community of learners! Our staff provides every child with the opportunity to grow academically and emotionally through enriched activities and programs geared to promote thinking and learning. We hope this handbook will provide you with the necessary information you are looking for about the school. The school wide uniform policy, electronics policy, and behavior plan is outlined in the handbook.

We encourage parent participation in all phases of our school day as tutors, classroom volunteers, readers, etc. We are proud of the extracurricular and family engagement programs that we offer to our families and community members. Please check our school calendar regularly to learn about the different programs we offer. Our existing Parent School Community Council (PSCC) invite new members to join them in planning programs and activities for the new school year!

We strive to form strong partnerships with students, parents, and community stakeholders to ensure that all our Westwood students receive an outstanding education. I look forward to getting to know you and working with you this school year. Please feel free to contact me if you have any additional questions about the school or information in the handbook.

Sincerely,  
Dr. Michael Perella, Principal

## **SCHOOL VISION AND MISSION**

### **Vision for Learning**

Westwood K-5 is a community of educators committed to ensuring that every student has a safe learning environment. Educators will engage students in rigorous learning activities in pursuit of mastery of PA State Academic Standards. A commitment to a growth mindset will lead each student to have a positive academic identity. Professional learning is an essential tool to deepen our knowledge of equitable learning practices to ensure the staff is working towards improving the educational delivery of instruction for all students.

### **Mission**

The staff at Westwood Elementary school are dedicated to the academic and social growth of all students. Our students will learn in a safe and caring environment that provides diversified learning experiences to ensure students achieve their academic potential, so they can succeed in all aspects of life.

## **SCHOOL CONTACT INFORMATION**

Principal	Dr. Perella	412-529-6579	mperella1@pghschools.org
Secretary	Ms. Edwards	412-529-6570	ledwards1@pghschools.org
SDSS	Ms. Kovacs	412-529-6571	vkovacs1@pghschools.org
Social Worker	Mrs. Peck	412-529-6582	cpeck1@pghschools.org
Nurse	Ms. Hornezes	412-529-6573	thornezes1@pghschools.org

## COMMUNICATION PROCEDURES

### Parental/Family Communication

The school utilizes different methods to communicate important school information with families. The school sends home regular communication via their child. Each child receives a **Red Westwood Folder**. Teachers send home important school information such as the school calendar, flyers, and other important information distributed by the school in this folder. In addition, the school communicates with families via Blackboard Phone Communication System and Talking Points (Phone texts). Individual teachers also use different methods such as email, phone calls, and Class Dojo to keep in regular communication with families.

### PITTSBURGH WESTWOOD PREK -5 STAFF ROSTER

TEACHER	GRADE	Classroom	EMAIL
Ms. Shania Auer / Mrs. Lee Ann Weber	Pre-K	200	sauer1@pghschools.org lweber1@pghschools.org
Mrs. Bria Westry / Mrs. Nicole Clayton	Pre-K	201	bwestry1@pghschools.org nclayton1@pghschools.org
Ms. Andrea Powell	Kindergarten	202	apowell2@pghschools.org
Ms. Heidi Jurecko	Kindergarten	204	hjurecko1@pghschools.org
Mrs. Kim Bongiorno	Kindergarten	206	kbongiorno1@pghschools.org
Ms. Jaimee Popivchak	1 <sup>st</sup> Grade	208	jpopivchak1@pghschools.org
Mrs. Marlene Story	1 <sup>st</sup> Grade	216	mstory1@pghschools.org
Mr. Devas Simmons	1 <sup>st</sup> Grade	220	dsimmons1@pghschools.org
Mr. Kevin Boden	2 <sup>nd</sup> Grade	210	kboden1@pghschools.org
Mrs. Dhana King	2 <sup>nd</sup> Grade	214	dking1@pghschools.org
Ms. Lorilyn Crabb	2 <sup>nd</sup> Grade	218	lcrabb1@pghschools.org
Ms. Megan Grosse	3 <sup>rd</sup> Grade	102	mgrosse1@pghschools.org

Ms. Virginia Harbaugh	3 <sup>rd</sup> Grade	106	vharbaugh1@pghschools.org
Ms. Stacy Squires	4 <sup>th</sup> Grade	100	ssquires2@pghschools.org
Ms. Jessica Abbott	4 <sup>th</sup> Grade	104	jabbott1@pghschools.org
Mrs. Nicole Ricci	5 <sup>th</sup> Grade	124	<a href="mailto:nricci1@pghschools.org">nricci1@pghschools.org</a>
Mrs. Suzanne Dumbroski	5 <sup>th</sup> Grade	126	sdumbroski1@pghschools.org
Ms. Catherine Stanton	K-3 <sup>rd</sup> Science	122	cstanton1@pghschools.org
Ms. Erin Sites / Ms. Rachel Simpkins (ES Para)	ES K-2 <sup>nd</sup>	120	<a href="mailto:esites1@pghschools.org">esites1@pghschools.org</a> rsimpkins1@pghschools.org
Mrs. Sandra Amato	PSE LS Grades K- 3 <sup>rd</sup>	207	samato1@pghschools.org
Mrs. Beth Bazmore	PSE Grades 4-5	101	bbazmore1@pghschools.org
Mr. Eric Walker	PSE Grades 4-5	101	ewalker2@pghschools.org
Ms. Jennifer Sakulsky Mr. Shawn Sing Ms. Aldjia Zerouki	AS K-2 <sup>nd</sup>	119	jsakulsky1@pghschools.org <a href="mailto:ssing2@pghschools.org">ssing2@pghschools.org</a> azerouki1@pghschools.org
Mr. Lee Dreshman	Phys Ed K-5 <sup>th</sup>	Gym 112,114	ldreshman1@pghschools.org
Ms. Cynthia Mikeska	Art K-5 <sup>th</sup> Library K-5 <sup>th</sup>	127 222	cmikeska1@pghschools.org
Mrs. Rebecca Schrader	Music K-2 <sup>nd</sup>	Auditorium	rschrader1@pghschools.org
Ms. Maureen Schwartz	Speech K-5 <sup>th</sup>	111	<a href="mailto:mschwartz1@pghschools.org">mschwartz1@pghschools.org</a>
Ms. Marquette Evans	ESL K-5 <sup>th</sup>	Library	mevans1@pghschools.org

## BELL SCHEDULE



<b>Breakfast &amp; Arrival</b>	<b>8:25</b>	<b>8:40</b>	
<b>Homeroom</b>	<b>8:40</b>	<b>8:49</b>	
<b>Period 1</b>	<b>8:49</b>	<b>9:33</b>	
<b>Period 2</b>	<b>9:33</b>	<b>10:17</b>	
<b>Period 3</b>	<b>10:17</b>	<b>11:01</b>	
<b>Period 4</b>	<b>11:01</b>	<b>11:45</b>	
<b>Intervention</b>	<b>11:45</b>	<b>12:15</b>	<b>Lunch: PreK</b>
<b>Period 5 (1st Lunch)</b>	<b>12:15</b>	<b>1:00</b>	<b>Lunch: Kindergarten First Grade Second Grade</b>
<b>Exchange</b>	<b>1:00</b>	<b>1:03</b>	
<b>Period 6 (2<sup>nd</sup> Lunch)</b>	<b>1:03</b>	<b>1:48</b>	<b>Lunch: Third Grade Fourth Grade Fifth Grade</b>
<b>Period 7</b>	<b>1:48</b>	<b>2:32</b>	
<b>Period 8</b>	<b>2:32</b>	<b>3:16</b>	
<b>Homeroom</b>	<b>3:16</b>	<b>3:25</b>	
<b>Bus/Walker Dismissal</b>	<b>3:25</b>		

## Half-Day Schedules

Below you will find three different half-day schedules. Half-day schedules are rotated.

### Half Day Bell Schedule A

Period	Start Time	End Time
Homeroom	8:40	8:49

1	8:49	9:27
2	9:27	10:05
5	10:05	10:50
6	10:50	11:35
Homeroom	11:35	11:55

### Half Day Bell Schedule B

Period	Start Time	End Time
Homeroom	8:40	8:49
3	8:49	9:27
4	9:27	10:05
5	10:05	10:50
6	10:50	11:35
Homeroom	11:35	11:55

### Half Day Bell Schedule C

Period	Start Time	End Time
Homeroom	8:40	8:49
7	8:49	9:27
8	9:27	10:05
5	10:05	10:50
6	10:50	11:35
Homeroom	11:35	11:55



## 2 Hour Delay Schedules

Below you will find the two different 2-hour delay schedules. Schedules are rotated.

### Schedule A

Period	Start Time	End Time
Homeroom	10:40	10:49
3	10:49	11:30
4	11:30	12:15
5	12:15	1:00
6	1:03	1:48
7	1:48	2:32
8	2:32	3:16
Homeroom	3:16	3:25

### Schedule B

Period	Start Time	End Time
Homeroom	10:40	10:49
1	10:49	11:30
2	11:30	12:15
5	12:15	1:00
6	1:03	1:48
7	1:48	2:32
8	2:32	3:16
Homeroom	3:16	3:25

# SCHOOL AND PPS CALENDARS

## School Calendar

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

## Pittsburgh Public School Calendar

For more information regarding upcoming events, school vacation dates, and other activities, please visit the site below for the most up to date district wide calendar.

The calendar for Pittsburgh Public Schools can be found at <https://www.pghschools.org/Page/2#calendar1/20240707/month>

## ATTENDANCE PROCEDURES

### *PPS Policy 204*

## Absences

Per the Pittsburgh Public Schools Code of Student Conduct, an absence is **excused** for the following reasons:

- Illness or injuries which make the student physically unable to attend school.
- Health Care—including doctor visits, emergency care, and/or quarantine.
- Bereavement and/or family funeral
- Religious Holidays and Religious Instruction
- Weather Emergency. If school is **not** canceled, a written explanation must be provided within three days. The principal will review for approval.
- School-Approved Activities—Includes field trips, service learning, assemblies, support groups, mentoring, and tutoring.
- Other Principal Approved Excusals— Principal may excuse attendance for educational vacations, counseling/support groups, social service agency appointments. A request for educational absences should be submitted in writing to the principal in advance of a trip for approval. The request should indicate what educational activities the student will complete. The student and family should also work with the teacher to complete make-up work.

**Students are permitted 10 excused absences during a school year.**

## Unexcused/Excessive Absences

Parents are required to submit a written note to the teacher for all excused absences. The school may request documentation where appropriate.

Please note the following PPS policies and procedures regarding unexcused absences for **all** students at Pittsburgh Westwood as outlined in the Student Code of Conduct:

- Legal Notices shall be sent to all students of compulsory school attendance after each instance of Unlawful and Unexcused Absence.
- After 3 Unlawful or Unexcused Absences, the parent will be required to schedule an appointment with the Social Worker and create a School Attendance Improvement Plan (SAIP).
- If additional unexcused absences continue a citation may be filed with the local magistrate.

## **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 at school on time.

Students are admitted into the school as early as 8:25 AM. **Students who are not present and accounted for by 8:40 AM will be counted as tardy.**

**Parents should walk their child to the main entrance doors when tardy.**

The student will then take their tardy note to be given to their teacher.

Teachers are required to keep a record of tardiness. If a student is habitually tardy a parent conference will be scheduled, and further interventions may take place to solve the issue.

## **ACADEMICS**

The academic programs at Pittsburgh Westwood ensure that all students have access to rigorous content in all of their classes. The culture of learning at Pittsburgh Westwood motivates all students to develop a growth mindset so every student can achieve excellence.

Below you will find a summary of the academic course offerings and programs that are offered at Pittsburgh Westwood. Staff members will send home information regarding specific course information for your child at the start of every school year.

### **Course Offerings**

- The following curricula are used at Pittsburgh Westwood PreK-5 School: Open Court Literacy, Go Math, and Carolina Science.
- Pittsburgh Westwood K-5 students who are eligible for special education services are supported through the Program for Students with Exceptionalities.
- An Emotional Support and Autistic Support Classroom is available for primary students in grades K-2.
- Speech and Language services are available for eligible students.
- Students in grades K-5 attend departmentalized classes.
- Art, Music, Gym, and Library are available for all students.
- All Kindergarten students will receive an IPAD and students in 1<sup>st</sup> through 5<sup>th</sup> grade will receive a laptop for daily instruction.
- Students can sign up for instrumental in 3<sup>rd</sup> through 5<sup>th</sup> grade.

## **ACADEMIC INTEGRITY**

### [PPS POLICY 226](#)

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours. Consequences for violating the academic integrity policy are outlined in the student code of conduct.

## **DRESS CODE**

### [PPS POLICY 221](#)

Students at Pittsburgh Westwood are expected to wear clothes outlined in the school uniform policy every day. The school does have extra school uniforms on site that students can borrow for the day. If families need assistance with school uniforms, please contact the school office.

### **Westwood K-5 Uniform Policy**

#### **Tops**

Colors: White, Baby Blue, Navy Blue, Red or Black

Style: All Shirts must have a collar.

- Acceptable styles include polo shirts and oxford button down shirts.
- Shirts may be long or short sleeved.
- Sleeveless tops and tank tops are unacceptable.
- T-shirt undergarments are not permitted as a uniform shirt.
- Turtlenecks are acceptable (baby blue, white, navy blue, or black).
- Sweater colors include white, baby blue, navy blue or black.
- Sweater styles include cardigan, V-neck or zippered.
- Westwood Sweatshirts are permitted.
- Students are not permitted to wear hooded sweaters, sweatshirts, or jackets.

#### **Bottoms**

Colors: Khaki, Tan, Navy Blue, or Black

Style: Walking Shorts, Pants, Skirts, Skorts or Jumpers (walking shorts, skirts, skorts and jumpers must be fingertip length)

- Acceptable pants include full-length pleated or flat front uniform pants, and fingertip length walking shorts.
- Acceptable skirts, skorts and jumpers must be fingertip length, or longer.
- Belts should be fitted to size at the waist of pants with belt loops.
- Leggings are not acceptable.

### **Shoes**

Color: Any

Style: Full-back Shoes and Tennis Shoes

- Tennis shoes are needed for gym.
- Flip flops are not acceptable.
- Heels are not acceptable.

### **Jewelry**

No large jewelry is to be worn in school. This includes gold/silver costume jewelry, dangling necklaces, dangling earrings, etc.

### **Dress Down Days**

In the event of a dress down day, parents should adhere to the information sent home regarding the “theme of the day.”

## **ELECTRONIC DEVICES**

### ***PPS POLICY 216***

#### **Cell Phones/Electronic Devices (Except Laptop or IPAD)**

Cell phones and other electronic devices can become a distraction that impedes the educational process. In addition, cell phones can be utilized by students to engage in inappropriate activities. Therefore, the Discipline Committee has identified the need to collect cell phones and other electronic devices to maintain our safe learning environment. The process for collecting cell phones and other electronic devices that have not been issued by the school is outlined below.

#### **Process of Collecting Cell Phones and Electronic Devices**

1. Students are required to turn in their cell phones and electronic devices when they enter the building.
2. Cell phones and electronic devices are stored in the main office during the school day.
3. Cell phones and electronic devices are distributed at the end of the day to students in their homeroom or 8<sup>th</sup> period class.
4. Students that arrive late to school will turn in their devices when receiving a late note.
5. Students that have an early dismissal are given their devices prior to being picked up.

## **EXTRA CURRICULAR OFFERINGS**

## [PPS Policy 119](#)

Pittsburgh Westwood offers students opportunities to participate in extracurricular programs. All students have an opportunity to participate in the programs outlined below.

### **Extra-Curricular Offerings**

Strong Women Strong Girls – 3<sup>rd</sup> – 5<sup>th</sup> Grade Students

CLO – Creative Vision Learning Program – 5<sup>th</sup> Grade Students

### **Interscholastic Programs**

After School Intermural Program

4<sup>th</sup>/5<sup>th</sup> Grade Track

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

As we offer new extra-curricular programs, the school will send home information.

## **GRADING**

### [PPS Policy 209](#)

### **Course Grading**

At the beginning of the school year, your child's teacher will share how your child's grade will be calculated in their class. For example, homework, classwork, quizzes, and tests will be weighted differently to calculate your child's grade.

### **Grading Scale**

Grade	Percent
A	90-100
B	80-89
C	70-79

Grade	Percent
D	60-69
E	50-59

## Methods For Communicating Academic Progress with Families

Pittsburgh Westwood utilized different methods to keep families informed of their child's progress in all of their classes. Below you will find the different methods the staff at Westwood will keep you informed of your child's progress.

**Home Access Center (HAC)** Parents can view real-time information through a convenient web portal anywhere and at any time to review the following information regarding their child:

- Schedules
- Attendance
- Student Grades on classroom assignments, quizzes, tests, and homework.

Families are encouraged to check their child's HAC account regularly. If you need information on accessing your child's account, please call Ms. Kovacs in the main office.

## Interim Progress Reports

Communication between teachers and parents is absolutely critical, and keeping parents informed of their child's performance is accomplished in many ways. One of these ways is the use of Interim Progress Reports. At the mid-point of each of the four grading periods, teachers will evaluate student progress. If a child is not working to his or her potential, a progress report is mailed home. If a student's grade is at risk of dropping two letter grades from the previous grading period, a report is also sent home to inform parents. A conference can be arranged in order to determine the best way to help a child before marks are closed for a particular grading period.

Students will receive quarterly interim (progress) reports on the following dates:

October 9, 2024  
 December 17, 2024  
 March 4, 2025

May 15, 2025

## **Report Cards**

The report card is the most familiar way of communicating student progress. Report cards are issued four times during the school year at approximately nine-week intervals. The letter grades A, B, C, D and E are used to indicate academic progress. A citizenship mark is also given for the students' behavior in each class. Citizenship marks are represented by the letters O for outstanding; S for satisfactory; and U for needs improvement.

Students will receive report cards on the following dates:

November 13, 2024

February 5, 2025

April 11, 2025

June 24, 2024

**Please contact your child's teacher if you have questions regarding their progress during the school year.**

## **HOMEWORK PROCEDURES**

[PPS Policy 115](#)

Teachers will provide students with homework to reinforce skills already taught, prepare them for class discussions, extend learning to new situations, or apply a variety of skills to a specific task. Homework is also a way for parents to review the learning in which their children are engaged. Teachers review homework to understand how their students can perform outside of the classroom. Homework is 10% of each student's grade. Therefore, it is important that students complete their homework. Your child's teacher will provide you with information at the beginning of the school year for their practices for assigning and collecting homework. Please contact your child's teacher if you have any questions regarding your child's homework.

## **HEALTH SERVICES**

[PPS Policy 206](#)

Each school year, you are required to provide the school with updated medical information



regarding your child via the emergency care form. You will receive the emergency contact form in the opening year packet of information.

The “**Emergency Care Form**” offers the opportunity for all parents to authorize the school nurse practitioner to administer certain over-the-counter medicines to their children as needed through the current school year. **We cannot allow the school nurse to administer over-the-counter medication without your written permission.**

**Please contact the school nurse as soon as possible if your child needs to take a specific type of medication throughout the school year. All medications must be turned into the nurse. Students are not permitted to carry medication on them.**

## **Medication Forms**

**Medication:** There is a one-page form used in all Pittsburgh Public Schools, requesting both parent’s and physician’s signatures, for medication to be administered at school. This signed form is valid for the current school year only and will need to be completed before any medication can be administered at the school. This **Consent for Administration of Medication and Medical Order** can be found on the PPS website under or by clicking [HERE](#).

## **Allergies**

Students with a documented **Food Allergy, Allergy to Insect Bite/Sting, or an Allergy to Latex** need to have an **Anaphylactic Allergy Action Plan**, completed, and signed by both the physician and parent. Rescue medication such as Epi-Pens and Benadryl need to be provided by the parent and will be kept throughout the school year in the main office for emergencies. All necessary forms are available at the school and the PPS website. Please return completed forms and prescribed medications to the school.

Students who need accommodations for food allergies or have food restrictions will receive a **Medical Plan of Care for School Food Service**. This form needs to be completed by a physician and by the parent. Please return the completed form to the school.

## **Asthma:**

Students with **active Asthma** need to provide the school with an inhaler to be used either for treatment or as a rescue medication. Again, consent for administration of medication and a medical order signed by parent and physician is necessary.

If you have any questions regarding the information above, please contact Nurse Hornezes.

## **Immunization Requirements**

Effective July 2008, but enacted on September 30, 2009, the Allegheny County Health Department mandated that all public, private, parochial, cyber and home-school students in Allegheny County will not be permitted to attend school without proof of receiving the required immunizations.

### **Immunizations required for students in all grades K-12:**

- 4 doses of tetanus vaccine (1 dose must have been given on or after the 4th birthday)
  - *Note: If series is started after 7 years of age, only 3 doses are required.*
- 4 doses of diphtheria vaccine (1 dose must have been given on or after the 4th birthday)
  - *Note: If series is started after 7 years of age, only 3 doses are required.*
- 4 doses of polio vaccine (Dose 4 is not necessary if dose 3 was administered at age 4 or older and at least 6 months after the previous dose)
- 2 doses of measles, mumps, rubella vaccine (Usually given as MMR)
- 3 doses of hepatitis B vaccine (Dose 2 must be given at least 1 month after the dose 1. Dose 3 must be given at least 2 months after dose 2 and at least 4 – 6 months after dose 1.
- 2 doses of varicella vaccine, or written statement from physician/designee indicating month and year of disease or serologic proof of immunity
- 

**It is very important that students receive all required immunizations.** Students that do not have the doses listed above must receive the required dose within the first five days of school or risk exclusion. If the next dose is not the final dose of a series, parents must provide a medical plan within the first five days of school. Children failing to show official documentation or a medical plan within the first five days of school will be unable to attend school.

## **INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY**

[Pittsburgh Public Schools Office of Information Technology Acceptable Use Form](#)

Every student at Westwood will have access to a district provided electronic device, district computer network resources, and electronic mail. **Students in Kindergarten will receive an IPAD and students in 1<sup>st</sup> through 5<sup>th</sup> grade will receive a laptop computer.**

To use these resources, all students must sign and return **the Pittsburgh Public Schools Office of Information Technology Acceptable Use Form**. If you have any questions or concerns about this permission form, or any aspect of the computer network, please contact Dr. Perella.

### **Guidelines: General Use**

- DO NOT Change the local configuration of the desktop, laptop or iPad.
- DO NOT deface or change the physical appearance of any district device.
- DO NOT use any logon and password other than your User Account

- Users are not allowed to do the following unless given permission by an administrator:
  - Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software.
  - Install and / or play personal music, videos, or games.
  - Use unauthorized programs installed on the laptop.
- Report any damage – accidental or not, immediately.
- DO NOT attempt to bypass PPS security or content filtering at any time.

Food and drink may not be consumed next to or near a PPS device at any time.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Participating in any of the following is prohibited and may result in loss of technology privileges as outlined in the student code of conduct.

### **Damage**

When a student device is damaged, the district will cover parts and repairs for up to two (2) times per school year. After a device is damaged a third time, a \$100 service fee will be charged for replacement. The school year is defined as August 1 – to July 31. If a student loses a device, the cost for replacement is \$200. A stolen device with a copy of a police report will be fully covered by the district. Lost chargers are \$47 for HP laptops, \$28 for iPads.

## **STUDENT SUPPORT SERVICES**

### **Student Assistance Program (SAP)**

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

Pittsburgh Westwood SAP Program meets twice a month. For more information regarding the SAP Program, please contact Mrs. Peck, Social Worker.

### **Bullying**

## A Shared Responsibility Model in Bullying Prevention

All parents want their children healthy and safe in our schools. In Pittsburgh Public Schools community, we share the vision and responsibility of ensuring that our schools are orderly, that peer to peer interactions are healthy, that problem behaviors are reported and addressed promptly using our policies and procedures, and that our teaching and learning environments are positive and nurturing.

Through the vision of a shared responsibility model, each and every parent, child, school professional, community partner, and school volunteer has a role to play in making sure that our school environments and activities are respectful and welcoming.



Over the last decade, one behavior that has gripped the attention of school boards, law enforcement officials, parents and so many others across America is **bullying**.

***Bullying is defined as intentional, aggressive behavior[s] that may be verbal, physical, written or electronic, aimed at another student or students, for the purpose of creating fear or intimidation by harming physically, mentally or emotionally. It may be direct or indirect, with face-to-face interactions or by spreading rumors, sharing inappropriate pictures or demeaning a student using social media.***

### **Reporting and Investigation of Bullying / Harassment**

Students and others who have been the victim of, or have information about, bullying or harassment are strongly encouraged to make a report to the school. A teacher, counselor, school social worker or school administrator will field complaints and ensure that they are properly addressed under the District's Bullying & Harassment Policy and administrative procedures.

### **School Based Mental Health Partnership**

Pittsburgh Westwood does have an established school based mental health partnership that can provide services at the school. If you are interested in more information regarding this program, please contact Mrs. Peck, Social Worker.

## **Student Expectations/Procedures**

[Policy 212](#)  
[PPS Code of Conduct](#)

## School Rules

The staff of Pittsburgh Westwood K-5 have developed three universal rules for all students in Grades K-5. Classroom teachers may also utilize supplemental rules while in their classroom at their own discretion.

- Respect
- Responsibility
- Readiness

## PBIS

Pittsburgh Westwood utilizes a Positive Behavioral Intervention System (PBIS) to recognize positive student behavior. The goal of our PBIS Program is to create a learning environment where students can learn and grow. The PBIS behavior matrix is uploaded on the school website. A copy of the Matrix is listed on the school web page. Parents can also request a copy.

Every month students learn about a character or SEL trait to support our PBIS Program. Students are recognized monthly for demonstrating positive student behavior.

## Student Code of Conduct

Please click on the link below to learn more about our District's Code of Conduct [Code of Conduct](#)

## VISITOR POLICY

[\*PPS Policy 1104\*](#)

Families are welcomed and encouraged to visit Pittsburgh Westwood as a means of establishing effective home-school communications.

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. **Meetings/appointments should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee in case of an emergency.**

There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment. Principals will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request.

All visitors must report to the main office to sign in prior to the scheduled meeting. All visitors are required to receive and wear a visitor's badge. Upon completion of the visit, visitors are expected to sign out and return the badge to the main office.

## Visitors Expectations:

During a School Visit It is expected that all visitors will acknowledge the school's responsibility for the health, safety and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events. **No visitor shall be permitted to photograph, record audio, or videotape any person or any part of the building or to tape record any conversation.**

## 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**

## **School Procedures**

### **Arrival Procedures**

Walkers and bus students enter the school through the main entrance. All students must pass through metal detectors. All book bags, lunch bags and/or instrument cases will be searched by school personnel.

- Students can enter the building at 8:25 AM. Cell phones are collected when entering the building.
- Students who eat breakfast will report to the cafeteria.
- All students who do not eat breakfast will report to the auditorium.
- Teachers will escort students to class at 8:40 AM

### **Dismissal Procedures**

All students are dismissed from their homeroom. Students will be escorted to the buses by a staff member. Students that walk home can be received outside of the entrance.

Students who attend the after-school program will report to the cafeteria.

If your child will not be taking the bus home or will be picked up by an adult not on their emergency care form, you must send a letter to school with your child. All changes must be approved by the school administration. Phone calls will not be accepted for any dismissal changes unless we receive written correspondence.

### **Leaving School Early/Arriving Late**

- Medical appointments should be scheduled outside of school hours. However, students may leave with a parent for these appointments with prior notice to your child's teacher. Please send your child's teacher a note stating when your child will be checked out.
- If arriving late, please escort your student to the office, where they receive a late slip to be admitted to class.
- The office staff will meet you at the door and will bring your child to you. All students must be signed out through the main office.
- Only parents/guardians are permitted to pick up students. All other adults must be given written permission through the Emergency Care Form. Emergency Contacts will be asked to show ID when picking up your child.

### **School Delays/Closings**

School closings or delays due to inclement weather usually occur a few times during the school year. When this happens, tune into your local news. You may also check the PPS website at

<http://www.pghschools.org>. When we dismiss early, we will activate the automated phone messenger. **School begins at 10:40 on 2-hour delay days. Breakfast is not served when students have a delay.**

## **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. Students are dismissed at 11:45 AM. Students will eat breakfast and lunch on these days.

## **Transportation Changes**

Please be sure to send a note with your child if there is a change to the way they go home for the day. For example, if your child normally rides the bus, but you plan to pick them up by car, they will need a note from home. **We prefer that these messages be sent as a note to your child's teacher; however, in emergency situations we will accept a phone call before 3:00 pm.** (Please do not make it a routine to call in transportation changes).

## **Recess**

Students will have 25 minutes of recess daily. Students will go outside for recess (weather dependent). When students are unable to go outside for recess, they will have indoor recess. Students will go outside for recess during the cold months. Please make sure students have winter coat, hat, and gloves.

## **Birthday Celebrations**

We appreciate all of our students and look forward to celebrating their birthdays with them. We have included some guidelines to help streamline birthday celebrations so that we may have them, but still maximize instructional time. Birthday treats should be for the entire class. Please work with your child's teacher to be mindful of any allergies. Due to the pandemic, there is no food sharing. If anything is sent in, it must be individualized and pre-packaged. You may send in any single serve items such as pretzels, cookies, packaged snacks like chips, fruit roll ups or packaged fruit. Please do not send in items such as sheet or round cakes, ice cream, any refrigerated item, drinks, balloons or presents.

## **Transportation**

Students that live at least 1.5 miles from Pittsburgh Westwood will receive transportation. Transportation information is mailed to families by the district transportation office. Information is usually mailed by mid-August.

Questions regarding bus stops, bus drivers, and schedules should be directed to Pupil Transportation at 412-529-8125 or to your student's assigned bus company per the following



assignments:

## **Bus Safety**

**It is important for students to follow the rules on the school bus in order to ensure the safety of all students.**

If riding the bus, follow these rules:

- Follow the directions of the bus driver.
- Remain in your seat, do not change seats.
- Keep your head, hands, and body inside the bus.
- Refrain from throwing objects inside or outside of the bus.
- Talk with an inside voice. No screaming/yelling.
- Keep hands and unkind words to yourself.

## **Parental Involvement Opportunities**

Pittsburgh Westwood 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 School Community Council (PSCC)** provides numerous opportunities for the parents to participate in parenting workshops, computer education, curriculum instruction and understanding, and community engagement and outreach. The PSCC meets monthly. Please call the school for more information.
- **Volunteering Opportunities Within the School** –Please contact the school if you are interested in finding out how you can volunteer at the school. There are certain criteria that has to be met prior to volunteering at the school.
- **Quarterly Events** – There will be opportunities for families to network. Additional details will be communicated about the scheduled events as they become available.