



Pittsburgh Westwood PreK-5

Student Handbook 2026-2027

Table of Contents

SUPERINTENDENT’S WELCOME	2
PRINCIPAL’S WELCOME	3
SCHOOL INFORMATION	4
VISION AND MISSION	5
COMMUNICATION PROCEDURES	6
BELL SCHEDULES	8
SCHOOL CALENDAR	9
ATTENDANCE	10
ACADEMICS	13
ACADEMIC INTEGRITY	14
ATHLETICS/EXTRACURRICULAR ACTIVITIES	15
DRESS CODE	16
ELECTRONIC DEVICES	18
GRADING	19
HOMEWORK PROCEDURES	21
HEALTH SERVICES	22
INFORMATION TECHNOLOGY/ACCEPTABLE USE	24
STUDENT SUPPORT SERVICES	26
STUDENT EXPECTATIONS/PROCEDURES	28
VISITORS	29
ADDITIONAL PROCEDURES	30
ADDITIONAL INFORMATION	33
APPENDIX	37

SUPERINTENDENT'S WELCOME

Dear Pittsburgh Public Schools Parents, Students, and Families,

Welcome to the 2026-2027 school year! Whether you are joining Pittsburgh Public Schools for the first time or returning for another exciting year, I am honored to welcome you to a community committed to helping every student learn, grow, and thrive.

At Pittsburgh Public Schools, we believe every student deserves access to a high-quality education in a safe, supportive, and inclusive learning environment. Our dedicated educators and staff are committed to preparing students for success in college, career, and life by fostering curiosity, creativity, critical thinking, and a lifelong love of learning.

This school handbook is an important resource designed to help you navigate the school year. Inside, you will find valuable information about District policies, school expectations, student supports, attendance, academic programs, extracurricular opportunities, health and safety procedures, and ways to stay connected with your school community. I encourage every family to review this handbook together and refer to it throughout the year.

A successful school year is built on strong partnerships between schools, families, and the community. We know that students achieve more when the adults in their lives work together to support their learning and well-being. We invite you to stay engaged by attending school events, participating in Parent School Community Council (PSCC) meetings, communicating regularly with your child's teachers, and taking advantage of the many opportunities to share your voice and partner with us.

As we continue implementing our PPS Future-Ready Plan, we remain focused on creating learning environments where every student feels welcomed, valued, supported, and inspired to reach their full potential. Together, we are building stronger schools and brighter futures for every child.

Thank you for entrusting Pittsburgh Public Schools with your child's education. We look forward to a school year filled with learning, growth, achievement, and meaningful connections.

On behalf of the Board of Public Education and the entire Pittsburgh Public Schools team, welcome to an outstanding school year!

Yours in Education,



Dr. Wayne N. Walters

Superintendent, Pittsburgh Public Schools



PRINCIPAL'S WELCOME

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) invites 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, Westwood PreK-5

SCHOOL INFORMATION



Pittsburgh Westwood PreK-5

508 Shadyhill Rd, Pittsburgh, PA 15205

Phone: 412-529-6570

Fax: 412-928-6577

Office Email: westwoodes@pghschools.org

Website: pghschools.org/schools/k-5/westwood

School Colors Red and Grey

School Mascot Wildcats

[Staff Directory](#)

VISION AND MISSION

Vision

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.

Mision

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.

COMMUNICATION PROCEDURES

Parental/Family Communication

Our school uses a variety of methods to share important information with families. Below, you'll find details on how you can communicate with staff members.

Contacting the School

If you need to get in touch with the school, please call the main office at 412-529-6570.

Below are the phone numbers for the principal, social worker, and nurse.

Dr. Perella, Principal	412-529-6570
------------------------	--------------

Mrs. Peck, Social Worker	412-529-6582
--------------------------	--------------

Ms. Hornezes, School Nurse	412-529-6573
----------------------------	--------------

To reach a specific staff member, please refer to the staff directory

<https://www.pghschools.org/about/directory>

To connect directly, first dial the main office number (412-529-6570) and then enter the staff member's extension when prompted.

A staff member will make every effort to return your call within 24 hours. You may also reach out to a staff member through TalkingPoints for assistance.

Update Contact Information

To ensure we can reach you with important updates and information, please contact the school as soon as possible if your contact information changes during the school year.

Accurate contact information helps us keep you informed and support your student effectively.

Home Access Center

The Home Access Center (HAC) is a great way for families to check on your child's academic progress. Families can check if students are completing assignments, review their child's grades, and check attendance. The HAC can be accessed at pghschools.org/hac. If you need log-in information, please contact the main office.

ClassDojo

ClassDojo is an essential tool in our schoolwide Positive Behavioral Interventions and Supports (PBIS) program.

By logging into ClassDojo, you can:

- Monitor your child's progress towards earning monthly PBIS incentives.
- Stay updated on their classroom behavior and achievements.
- Engage with teachers to support your child's learning journey.

If you haven't yet set up your ClassDojo account, please reach out to your child's teacher for access details.

Talking Points

Staff members utilize Talking Points to send quick text messages to families to share information about student assignments, academic progress, and reminders about upcoming events. Talking Points is a great way for families to communicate directly with their child's teacher. Families are automatically enrolled into Talking Points. You can also download the APP on to your phone: pghschools.org/talkingpoints.

Westwood Student Folder

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.

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.

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 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.

BELL SCHEDULES

Breakfast: 8:25-8:40 AM

Daily Schedule		Half Day				Two-Hour Delay		
Period	Time	A	B	C	Time	A	B	Time
Homeroom	8:40 – 8:49	Homeroom			8:40 – 8:49			
Period 1	8:49 – 9:33	P1	P3	P7	8:49 – 9:27			
Period 2	9:33 – 10:17	P2	P4	P8	9:27 – 10:05			
Period 3	10:17 – 11:01	P5			10:05 – 10:50	HR	HR	10:40 – 10:49
Period 4	11:01 – 11:45	P6			10:50 – 11:35	P1	P3	10:49 – 11:30
Intervention	11:45 – 12:15	Homeroom			11:35-11:55	P2	P4	11:30 – 12:15
Period 5 Lunch (K-2)	12:15 – 1:00					P5 Lunch (K-2)		12:15 – 1:00
Period 6 Lunch (3-5)	1:03 – 1:46					P6 Lunch (3-5)		1:03 – 1:48
Period 7	1:48 – 2:32					P7		1:48 – 2:32
Period 8	2:32 – 3:16					P8		2:32 – 3:16
Homeroom	3:16 – 3:25					HR		3:16 – 3:25
Dismissal	3:25 PM	11:55 AM				3:25 PM		

Remote Learning Schedule

Daily Schedule	
Period	Time
Homeroom	8:40 – 8:49
Period 1	8:49 – 9:33
Period 2	9:33 – 10:17
Period 3	10:17 – 11:01
Period 4	11:01 – 11:45
Intervention	11:45-12:15
Period 5 Lunch K-5	12:15 – 1:00
Period 6	1:03 – 1:46
Period 7	1:48 – 2:32
Period 8	2:32 – 3:25
Dismissal	3:25 PM

Please note: On Remote Learning Day's all grades will eat lunch 5th period. Teachers will send home additional information and expectations for remote learning.

SCHOOL CALENDAR

The 2026-2027 District Calendar can be found [HERE](#).

Event	Date
#PittsburghForPPS Back to School Event	8/17/2026
First Day of School: All Grades Except Kindergarten	8/24/2026
First Day of School: Kindergarten	8/27/2026
No School: Labor Day	9/7/2026
4th Annual Take a Child to School Day	9/17/2026
Half Day	9/18/2026
No School: Yom Kippur	9/21/2026
Q1 Interim Progress Report	10/6/2026
Parent-Teacher Conferences (6-12, 9-12, Special, South Hills, EHS)	10/12/2026
Parent-Teacher Conferences (Early Childhood, PreK-5, PreK-8, 6-8)	10/16/2026
Half Day	10/23/2026
No School: Election Day	11/3/2026
No School: Veterans Day	11/11/2026
Q1 Report Cards Distributed	
Half Day	11/20/2026
Thanksgiving Break 11/26/2026-11/27/2026	
Q2 Interim Progress Report	12/15/2026
Half Day	12/18/2026
Winter Break 12/24/2026-1/1/2027	
No School: MLK Day	1/18/2027
No School	1/19/2027
No School	1/20/2027
Q2 Report Cards Distributed	2/1/2027
Half Day	2/12/2027
Black Men Read	2/25/2027
Half Day	2/26/2027
Q3 Interim Progress Report	3/2/2027
Parent University	3/6/2027
No School: Eid al-Fitr	3/10/2027
Half Day	3/12/2027
Spring Break 3/22/2027-3/26/2027	
Women Who Lead	3/31/2027
Q3 Report Cards Distributed	4/15/2027
Q4 Interim Progress Report	5/12/2027
29th Annual Take a Father to School Day	5/14/2027
No School: Election Day	5/18/2027
No School: Memorial Day	5/31/2027
Breakfast of Champions	6/7/2027
Last Day of School	6/8/2027
Q4 Report Cards Distributed	6/17/2027

Testing Dates	
Keystone Exams Winter	1/4/2027-1/15/2027
PSSAs English Language Arts	4/26/2027-4/30/2027
PSSAs Math, Science, Make-ups	5/3/2027-5/7/2027
Keystone Exams Spring	5/17/2027-5/28/2028

School Board Meetings		
Agenda Review	Public Hearing	Legislative Meeting
8/19/2026	8/24/2026	8/26/2026
9/16/2026	9/22/2026	9/23/2026
10/21/2026	10/26/2026	10/28/2026
11/18/2026	11/23/2026	11/24/2026
12/16/2026	12/21/2026	12/23/2026
1/20/2027	1/25/2027	1/27/2027
2/18/2027	2/22/2027	2/24/2027
3/17/2027	3/29/2027	3/31/2027
4/20/2027	4/26/2027	4/28/2027
5/19/2027	5/24/2027	5/26/2027
6/23/2027	6/28/2027	6/30/2027
7/21/2027	7/26/2027	7/28/2027

ATTENDANCE

Absences

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

- Illness or injuries 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 or legal guardian 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.

Chronic Absenteeism

This year, Pittsburgh Westwood PreK-5 is making a special effort to ensure that all students full benefit from their education by attending school regularly. Research indicates that consistent attendance will help children do better in school.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Last year, Pittsburgh Westwood's overall student attendance decreased and the number of students that were chronically absent increased. The staff at Pittsburgh Westwood is striving to decrease the number of students that are chronically absent by over 50%. We need your help! We are asking for your assistance in ensuring your child is in regular attendance.
- Absences can add up quickly. A child is chronically absent if he or she misses just two (2) days every month!! If your child misses a total of eighteen (18) school days, they are considered to be chronically absent.

We realize some absences are unavoidable due to health problems or other circumstances. Regular attendance is not a problem for most our students; however, there are small steps that all parents can take to monitor and limit absences thereby enhancing their child's academic success.

- Strive to make appointments (doctors, dentists, etc.) during after-school hours.
- Do not let your child take time off from school from minor ailments. Pittsburgh Westwood will have a full-time nurse school this year. If your child becomes ill at school, the nurse will contact you.

Let the school know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information, please feel free to contact me.

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 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, Illustrative Mathematics, 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 Autistic Support Classroom is available for primary students in grades K-2 and for intermediate students in grades 3-5.
- 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 1st through 5th grade will receive a laptop for daily instruction.
- Students can sign up for instrumental in 4th through 5th grade.

ACADEMIC INTEGRITY

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.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Athletics

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:

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

Pittsburgh Westwood offers the following Interscholastic Programs:

- After School Intermural Program
- 4th/5th Grade Track
- 4th/5th Grade Flag Football

Extracurricular Activities

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

- Girls Inc. – 3rd – 5th Grade Students
- CLO – Creative Vision Learning Program – 3rd Grade Students

DRESS CODE

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

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 8th 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.

GRADING

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

Percentage Earned	Grade	GPA
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
50-59%	E	0.0

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 the main office.

Interim Progress Reports

Communication between teachers and parents is 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. Families can access their child's interim report via the Home Access Center (HAC). If you need assistance accessing your HAC account, please contact support at **412-529-HELP** or support@pghschools.org. After reviewing your child's interim report, if you have any questions or concerns regarding your child's academic performance, please contact your child's teacher to schedule a conference.

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 quarterly report cards.

Families can access their child's report card via the Home Access Center (HAC). If you need assistance accessing your HAC account, please contact support at **412-529-HELP** or support@pghschools.org. After reviewing your child's report card, if you have any questions or concerns regarding your child's academic performance, please contact your child's teacher to schedule a conference.

HOMEWORK PROCEDURES

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

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.

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

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 1st through 5th 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

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. Students are recognized monthly for demonstrating positive student behavior.

VISITORS

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 the 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 are required to present a valid photo ID for the Raptor visitor management system before entering the building. Once a visitor's badge has been issued, visitors should report to the main office for assistance. 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 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.
- For early dismissal, please ring the bell at the main entrance. A staff member will meet you at the door and 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.

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 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. 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, 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's 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.

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 you ride 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.

ADDITIONAL INFORMATION

Emergency Plan School Information

To ensure the safety of all students, staff and visitors, Pittsburgh Westwood follows the district's visitor procedures outlined below and has a comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/ emergency. In addition, throughout the year, students participate in various safety drills to ensure students and staff are prepared in the event of an emergency. Safety drills may include fire, lockdown, bus, and severe weather.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh Westwood be placed in a Hold, Secure, and Lockdown or evacuate to an alternative site. The procedures for these actions are listed below:

Hold: Students and staff will return to their classroom. Instruction will continue as normal.

Secure: This means 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 Secure, entry and exit to the school will be restricted and only individuals with a pre-existing appointments are permitted to enter the school facility. A Secure may be called when there is a community issue that is external to the school and not directed at the school.

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 a lockdown, students will be kept safe in their 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 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. Different evacuation sites will be utilized depending on the type of emergency situation. You will be notified as to where students will be located if they have to be evacuated from the school.

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.

Students will be held at this location until parents/guardians arrive or until the school district gives the okay to leave the premises and return to the school building.

Communication with Families During an Emergency

If Pittsburgh Westwood is placed on Secure, Lockdown or is required to Evacuate to an alternative site, an attempt will be made by personnel at Westwood or the District to contact families as quickly as possible through the phone messaging system. This communication will be sent when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

While it is important for us to quickly update parents, it is also important that the information we send is accurate. Please be aware that emergency situations are fluid and always changing, and that information received from non-District sources such as the news media and social media may be inaccurate. Depending on the type of emergency, the district may also utilize its website, Facebook and Talking Points accounts to provide timely information to families.

When receiving a phone call that Pittsburgh Westwood has been directed to be placed on secure, lockdown or has been evacuated, please remain calm and do not attempt to come to the school. We understand that the first reaction of many families is to come to the school, however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may actually hinder the emergency

response and could jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.

Keeping Primary/Emergency Contact Information Up to Date

Please remember to ensure your primary and emergency contact information is up to date at all times. Having working telephone numbers is important for staff at Westwood to be able to reach you or your designated family or friends in the event of an emergency with your child or at the school. It is important to that you keep your contact and emergency contact information up to date. Please contact the main office to update contact information when contact information changes throughout the school year.

Please share our visitor procedures and school safety information with all of the individuals you designate as an emergency contact. A child's emergency contact is the person who is responsible for picking up your child in the event that you or your child's additional guardian is unavailable. As a school, we take the releasing of any child to an unknown adult very seriously. Therefore, it is important to make sure each of your child's emergency contacts know the following when visiting our school.

- Must show proof of identification. A child will not be released to an individual that does not show proper identification or if the identification does not match the information in the district's student information system.
- Must understand the visitor procedures. All visitors must use the main entrance of the school building and sign in in the main office. No visitors are permitted to visit classrooms or walk in the hallways or main areas of the school without signing in.
- Must understand reunification procedures and know child's school reunification location. Each school has an alternative location for pick-up in the event of a school-based emergency. Any individual wishing to pick up a child from an alternative location must be listed as parent/guardian or emergency contact and must show proof of identification.

Please know the safety of your child is a priority of the staff at Pittsburgh Westwood. The steps listed above have been put in place to ensure your child is safe during an emergency.

Safety Drills

At Pittsburgh Westwood, the safety and well-being of our students and staff are our top priority. As part of our ongoing commitment to ensuring a secure and prepared school environment and in compliance with Pennsylvania School Code 24 p.s. § 15-1517, we will be conducting a school security drill using the Standard Response Protocol (SRP).

The SRP is a nationally recognized safety plan that involves practicing specific actions in response to different types of emergencies. During this drill, students and staff will practice the following three SRP actions:

- **SECURE:** Bringing everyone inside the building and securing external doors.
- **HOLD:** Keeping students and staff inside classrooms and clearing hallways.
- **LOCKDOWN:** Locking doors, turning off lights, and ensuring students are out of sight.

These drills are crucial in preparing our students and staff to respond calmly and effectively in the event of an emergency. Please know that these drills are conducted in a controlled and supportive environment, and staff will be on hand to guide students throughout the process.

Fire Drills

Fire Drills are conducted monthly. All classrooms have a Fire Drill poster that outlines the evacuation route. Students will be escorted by the assigned teacher out of the room, through the exit, and to their designated area outside of the school.

APPENDIX

Policy 115 – Homework

This policy establishes expectations for meaningful, purposeful homework aligned to instructional goals. Homework should reinforce learning, be developmentally appropriate, and not excessive.

Policy 119 – Athletics & Extracurricular Activities

This policy governs student participation in athletics and extracurricular activities, including eligibility, academic expectations, conduct standards, and equitable access to programs.

Policy 204 – Attendance

Students are required to attend school regularly in accordance with Pennsylvania law. The policy outlines excused and unexcused absences, documentation, and procedures to support consistent attendance.

Policy 206 – Health Services

Outlines school health services including screenings, medical support, and procedures that ensure student health, safety, and readiness to learn.

Policy 209 – Grading and Reporting

Defines how student performance is assessed and communicated, including grading practices, report cards, and expectations for fairness and consistency.

Policy 211 – Graduation Requirements

Specifies the credit requirements and criteria students must meet to earn a diploma, aligned with state regulations.

Policy 212 – Student Code of Conduct

Establishes behavioral expectations and outlines disciplinary procedures to maintain a safe and respectful learning environment.

Policy 215 – Anti-Bullying

Prohibits bullying and harassment and outlines reporting, investigation, and intervention procedures to protect students.

Policy 216 – Electronic Devices

Governs student use of electronic devices. Devices may be used for educational purposes but are restricted during the school day to maintain a focused learning environment.

Policy 221 – Dress Code

Ensures student dress supports a safe, respectful, and inclusive environment while allowing appropriate self-expression.

Policy 226 – Academic Integrity

Prohibits cheating, plagiarism, and other forms of academic dishonesty, reinforcing ethical academic behavior.

Policy 231 – Homeless Students

Ensures educational stability and access for students experiencing homelessness in alignment with the McKinney-Vento Act. The policy outlines rights related to enrollment, transportation, and support services.

Policy 1004 – School Visitors

This policy outlines procedures for visitors entering school buildings, including sign-in requirements, identification, and approval processes to ensure a safe and secure environment for students and staff.

Annual Child Find Notice

Pittsburgh Public Schools conducts ongoing 'Child Find' activities to identify, locate, and evaluate children who may be eligible for special education services under the Individuals with Disabilities Education Act (IDEA). This includes children ages 3–21, including those who are homeless, wards of the state, or attending private schools. Families can request an evaluation if they suspect a disability impacting learning.



Students first
Always, in all ways.



Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: Rachel Beers, Office of Employee Relations rbeers1@pghschools.org | 341 S. Bellefield Ave, Pittsburgh, PA 15213 | 412-529-HELP (4357)