



Pittsburgh Woolslair PreK-5

Student Handbook 2026-2027

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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

Dear Pittsburgh Woolslair Community,

Welcome to the 2026–2027 school year at Pittsburgh Woolslair PreK–5! We are excited to partner with our students and families for a year that celebrates our rich history while creating new opportunities for learning, growth, and success.

This school year holds special significance. As outlined in Pittsburgh Public Schools' Future Ready Plan, Woolslair will close at the end of the 2026–2027 school year. For more than 125 years, this historic school has been a cornerstone of the Bloomfield community, inspiring generations of students to learn, grow, and achieve. While this chapter in Woolslair's history is coming to a close, our commitment to our students has never been stronger.



Our focus this year is simple: **making this the best year ever for every Woolslair student.**

Every child deserves an outstanding educational experience filled with engaging learning opportunities, meaningful relationships, joyful memories, and the support they need to thrive. Our dedicated staff remains committed to providing innovative, student-centered instruction in a safe, welcoming, and supportive environment where every student is known, valued, and encouraged to reach their full potential.

Attendance continues to be a priority as part of our School Improvement Plan. We encourage every student to be a **HERO—Here Every day, Ready, and On time.** When students attend school consistently, they build stronger relationships, develop confidence, and maximize every learning opportunity. We ask every parent and caregiver to partner with us by helping their child become a HERO each day.

Throughout the year, students will engage in enriching academic experiences, project-based learning, STEAM (Science, Technology, Engineering, Arts, and Mathematics) instruction, leadership opportunities, and school traditions that celebrate the unique spirit of Woolslair.

This handbook contains important information regarding school policies, procedures, uniforms, attendance, Positive Behavioral Interventions and Supports (PBIS), and other resources designed to help your child have a successful school year. Please take time to review it together and contact us if you have any questions.

Family partnerships have always been at the heart of Woolslair's success. We invite you to volunteer, attend school events, participate in our PTO and PSCC, and join us in making this a truly memorable year for every child.

Thank you for entrusting us with your child's education. Together, let's honor Woolslair's remarkable legacy by creating a school year filled with excellence, kindness, achievement, and unforgettable memories. **Let's make this the best year ever!**

Warm regards,

Dr. Kimberly Safran

Principal, Pittsburgh Woolslair PreK-5, A STEAM Academy

SCHOOL INFORMATION



Pittsburgh Woolslair PreK-5

501 40th St, Pittsburgh, PA 15224

Phone: 412-529-8800

Fax: 412-623-8810

Office Email: woolslaires@pghschools.org

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

Staff Directory: [Directory - Pittsburgh School District](#)

School Colors Yellow and Blue

School Mascot Wolf

School Motto Here, Every Day,
Ready, On Time

VISION AND MISSION

Vision

Pittsburgh Woolslair will provide student-focused, innovative, and collaborative learning in a safe and supportive environment. All students will enter Middle School prepared to achieve high levels.

At Pittsburgh Woolslair, students are at the center of our mission to prepare all learners for success in middle school and beyond. We believe every child deserves access to a safe, supportive, and inclusive environment where they are known, valued, and inspired to achieve their personal best.

Through our vision of student-focused, innovative, and collaborative learning, students engage in meaningful experiences that spark curiosity and promote critical thinking. Our **STEAM** approach—integrating Science, Technology, Engineering, Arts, and Mathematics—empowers students to explore, create, and grow through hands-on learning that connects to the real world.

Most importantly, we believe that learning should bring joy. From the excitement of discovery to the pride of accomplishment, we nurture a culture where students feel encouraged to take risks, work together, and celebrate progress. At Woolslair, our students don't just learn—they thrive.

Mision

To prepare ALL students for success in Middle School.

COMMUNICATION PROCEDURES

Contacting the School

Please see the previously listed phone number, fax number and office email address to contact our school.

Social Media

We use Facebook to celebrate student learning, share important updates, and highlight upcoming events at Pittsburgh Woolslair PreK–5. Follow our official page to stay informed and connected throughout the school year.

- Like and follow us on Facebook: facebook.com/PPSWoolslair/

Newsletter

Instead of a traditional newsletter, we provide families with a monthly calendar that includes key dates, reminders, and important school information. The calendar is sent home in student folders and posted on our school website. It's a great way to stay up to date on everything happening at Woolslair.

- View the calendar online at: pghschools.org/k-5/woolslair

Talking Points

TalkingPoints is our primary method of communication with families. This two-way messaging platform allows teachers and staff to send updates, reminders, and important information directly to parents in their preferred language. Whether by text or app, it's an easy and reliable way to stay connected with your child's school experience.

- Download the TalkingPoints for Parents app or receive messages via SMS.
- Learn more at: talkingpts.org

Class Dojo

ClassDojo is another method of communication that allows us to communicate with families through a messaging platform and to send announcements. We also use this platform to give students "Dojo Points" for following the Three-Rs which students can spend at our Paw Shop at the end of each month.

- Download the ClassDojo app to start communicating with teachers
- Learn more at classdojo.com

Parental Involvement

We believe each child's education is a shared responsibility between school and family. We encourage parents to actively participate in their child's education by attending events, volunteering, and staying informed. Parent involvement is essential to student success.

Updating Contact Information

Please notify the main office at 412-539-8800 if your phone number, address, or email changes. Keeping your contact information current ensures you receive important updates, emergency alerts, and communication from school staff.

Messages for Students

To relay a message to your child during the school day, call the main office at 412-59-8800. Please do not call or text your child directly—students must turn off their cell phones and hand them in to their homeroom teacher each morning.

Cancellation/Delay Announcements

For weather-related delays or school closures, check:

- TalkingPoints messages
- PPS Social Media
- Local news outlets
- District website: pghschools.org

Communication Expectations

Families should contact their child's teacher first with any classroom concerns. If additional support is needed, please reach out to the principal. All communication must remain respectful and constructive—verbal abuse or belittling of staff will not be tolerated.

Ways to Communicate with Teachers

- * TalkingPoints (preferred method)
- * ClassDojo
- * Direct Email
- * Phone call to the main office with a message left for the teacher.

BELL SCHEDULES

Breakfast: 9:10-9:25 AM

Secretary-8:30-4:30

SDSS-8:30-4:30

Teachers-8:40-4:10

Paraprofessional-8:40-4:10

Daily Schedule		Half Day		Two-Hour Delay	
HR/Morning Meeting	9:25-9:35	Clubs	9:35-10:10		
Intervention	9:35-10:05	P1	10:10-10:48		
Period 1	10:05-10:48	P2	10:48-11:31		
Period 2	10:48-11:31	P3	11:31 – 12:14		
Period 3	11:31-12:14			HR/Morning Meeting	11:10-11:31
Period 4 Grades: 5 th , K-1 Lunch	12:14-12:59	Dismissal	12:15 – 12:25	Rotating Periods (1,2,3)	11:31-12:14
Period 5 Grades: 2-4 Lunch	12:59-1:44			P4 Grades: 5 th , K-1 Lunch	12:14-12:59
				P5 Grades: 2-4 Lunch	12:59-1:44
Period 6	1:44-2:27			P6	1:44-2:27
Period 7	2:27-3:10			P7	2:27-3:10
Period 8	3:10-3:53			P8	3:10-3:53
Homeroom	3:53-3:55			HR	3:53-3:55
Dismissal	3:55	12:15		3:55	

- * **Note:** On half-days students are provided with a bagged lunch to take and eat at home. On 2-hour delay days there is no breakfast for students. Students should eat at home.

Woolslair Elementary Synchronous Learning Schedule

Homeroom:

- **9:25 - 9:35**
 - Students will begin their day by logging into **CLEVER**, accessing **Schoology**, and clicking the **TEAMS link** within Schoology to join their homeroom session.

Synchronous Learning Block:

- **9:35 - 12:15**
 - All students will participate in live, synchronous learning sessions. These sessions will include instruction, collaborative activities, and teacher-guided learning.

Lunch Break:

- **12:15 - 1:00**
 - Students will have a lunch break to recharge for the remainder of the day.

Afternoon Support & Office Hours:

- **1:00 - 3:53**
 - **Office Hours:** Woolslair teachers will be available to support students who need additional help with their learning tasks. Students are encouraged to reach out to their teachers during this time.
 - **Small Group Support:** Teachers will also reach out to specific students to provide targeted, small-group instruction or individualized support as needed.

SCHOOL CALENDAR

The 2026-2027 District Calendar can be found [HERE](#). There will be a monthly calendar sent home physically at the end of each month in addition to being sent electronically via Talking Points.

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

Why Attendance Matters

Regular attendance is essential for academic success and student well-being. At Pittsburgh Woolslair, we expect students to be HEROES—Here Every day, Ready, and On time. When students are present, they build strong learning habits, receive consistent instruction, and feel connected to the school community.

Excused Absences

Per Pittsburgh Public Schools policy, the following are considered excused absences with written documentation submitted within three school days of the absence:

- Illness or injury
- Health appointments or quarantine
- Family emergency or death in the family
- Religious holidays or instruction
- Weather emergencies
- School-approved activities (field trips, mentoring, support groups)
- Pre-approved educational travel (with principal approval)

Students are permitted up to 10 excused absences per year with a parent/guardian note. After 10, a doctor's note is required. Requests for educational travel should be submitted in writing to the principal before the trip.

Unexcused Absences

Absences not meeting the criteria above will be marked unexcused. After three unexcused absences, the school will schedule a School Attendance Improvement Conference (SAIC) with the family and the social worker to develop a plan. Continued unexcused absences may result in:

- Legal notices
- Truancy citations
- Referral to community or child welfare services (for habitual truancy)

Tardiness

Students must arrive between 9:10–9:35 AM. Anyone arriving after 9:35 AM is marked tardy and must be escorted to the main entrance by a parent/guardian. Tardy students will take a note to their teacher. Excessive tardiness will result in a parent conference and possible attendance interventions.

Communication & Procedures

- **Absence Notes:** Parents must provide a written note for all absences. Notes should be submitted to the student's homeroom teacher within three school days of the absence.
- **Support Services:** If your family is in need of support, please contact our school social worker, Ms. Candice Johnson, at cjohnson6@pghschools.org. Ms. Johnson is available to assist both students and families with attendance and other needs.

ACADEMICS

At Pittsburgh Woolslair, we are committed to providing a rigorous, engaging, and inclusive academic experience for all students. Our curriculum is aligned to the Pennsylvania State Standards and supports critical thinking, creativity, and joyful learning across all grade levels.

Core Curricula

- **Literacy:** Open Court Reading
- **Mathematics:** Illustrative Mathematics
- **Science:** Carolina Science

In addition to core subjects, all students participate in STEAM (Science, Technology, Engineering, Arts, and Mathematics), Art, Music, Physical Education, and Library to support a well-rounded education.

Instructional Structure

Students in grades K–1 are in self-contained classrooms, meaning they stay with their homeroom teacher for all core academic subjects.

Students in grades 2–5 follow a departmentalized schedule, rotating between teachers for different academic content areas.

Specialized Supports and Services

Students eligible for special education services are supported through the Program for Students with Exceptionalities (PSE).

- Speech and Language services are available for qualifying students.
- Students may also be evaluated for and receive services through Gifted Education, based on eligibility.
- Students in grades 3–5 may enroll in instrumental music instruction.

Technology Access

- Kindergarten students receive an iPad.
- Students in grades 1–5 receive a laptop for daily instruction and digital learning.

Student Schedules

Woolslair follows a 6-day rotating schedule. Students receive a printed schedule at the start of the school year. Families can view up-to-date schedules via the [Home Access Center \(HAC\)](#).

ACADEMIC INTEGRITY

At Pittsburgh Woolslair, we believe that being Ready and Safe, Respectful, and Responsible—our 3Rs—is the foundation for success in school and in life. Academic integrity is a key part of living out these values in the classroom.

As outlined in Pittsburgh Public Schools Policy 226 and the K–5 Student Code of Conduct, students are expected to do their own work and always try their best. Academic dishonesty includes:

- Copying someone else’s work or letting others copy your work
- Using help during a test or assignment that hasn’t been approved by the teacher
- Submitting work that isn’t your own (plagiarism)
- Sharing or accessing answers or test materials in advance
- Taking credit for someone else’s ideas or writing

When students are Responsible, they complete their own work. When they are Respectful, they honor the efforts of others. And when they are Ready and Safe, they know the rules and follow them during learning activities.

At Woolslair, we teach students what academic honesty looks like and provide support when they need help. Students who do not follow the expectations for academic integrity will receive consequences according to the Student Code of Conduct, which may include reteaching, loss of credit, or other disciplinary actions.

We are committed to helping every student grow into a learner who is proud of their own work and always does the right thing—even when no one is watching.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Athletics

Pittsburgh Woolslair PreK–5 offers intramural sports during the fall, winter, and spring seasons. These programs provide students with opportunities to develop teamwork, sportsmanship, physical fitness, and school spirit in a fun and supportive environment.

Students participating in intramural sports are expected to demonstrate appropriate behavior, maintain regular school attendance, and meet any participation expectations established by the sponsoring staff member. Information regarding eligibility, practice schedules, meeting times, and student responsibilities will be communicated by the respective staff member at the beginning of each season.

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Eligibility Guidelines

To be eligible for participation in PPS elementary athletics, students must:

- Maintain satisfactory academic performance
- Demonstrate appropriate school behavior aligned with Woolslair’s 3Rs: Ready and Safe, Respectful, and Responsible
- Have consistent school attendance, with no patterns of unexcused absences or tardiness

School Responsibilities:

- Woolslair staff will verify eligibility for any student participating in District athletics.
- The school will communicate with families and athletic coordinators if concerns about a student’s eligibility arise.
- Families must submit all necessary permission forms and health documentation required by the district for athletic participation.
- Student Responsibilities:
- Students are expected to keep up with their schoolwork and follow behavior expectations at all times.
- Students who are not meeting expectations may be temporarily removed from athletic participation until improvements are made.

For more details about district athletic opportunities and requirements, please visit the Pittsburgh Public Schools Athletics page at pghschools.org/athletics

Extracurricular Activities

At Pittsburgh Woolslair, we believe that learning extends beyond the classroom. We are proud to offer a variety of extracurricular programs that support student growth, leadership, and engagement. These programs take place before or after school and are designed to enrich students' academic and social experiences.

Current offerings include:

- **STEAM Club** – An afterschool program led by Woolslair teachers that engages students in hands-on science, technology, engineering, arts, and math activities.
- **Girls Inc** – A mentoring program led by local university students for girls in grades 3–5, focused on building confidence, leadership, and empowerment.
- **Student Envoys (Grades 3–5)** – A leadership group representing Woolslair students at school events and helping promote positive school culture.
- **NSBE Jr. (Grades 3–5)** – The Junior Chapter of the National Society of Black Engineers, sponsored by The Links, Inc., offers STEM enrichment and leadership opportunities.
- **Neighborhood Learning Alliance (NLA)** – An afterschool program supporting students with homework help and engaging STEAM-based activities.
- **First Robotics** – A robotics program where students explore engineering and coding by designing and programming robots for friendly competition and teamwork.

Additional extracurricular opportunities may be offered throughout the year. Families will be notified as new programs become available.

For more information, please contact the school office at 412-529-8800.

DRESS CODE

Pittsburgh Woolslair PreK–5 is a uniform school. All students are required to wear the school uniform each day. This policy, developed in collaboration with families, helps create a school environment that reflects our 3Rs: Ready and Safe, Respectful, and Responsible.

The Woolslair uniform policy supports equity, minimizes distractions, and promotes school pride. Students are expected to arrive dressed in uniform and ready to learn.

Uniform Guidelines

Shirts:

- Solid-colored polo shirts, collared shirts, or sweaters in any solid color (red, blue, yellow) or neutral tones (white, black, gray, navy)
- Woolslair spirit wear t-shirts are allowed on any school day

Pants/Bottoms:

Solid-colored uniform style pants, skirts, jumpers, or knee-length shorts in any primary or neutral color (e.g., red, blue, yellow, khaki, gray, black, navy)

Footwear & Accessories:

- Socks must be worn daily
- Shoes must be closed-toe with a back strap (sandals with a strap, dress shoes, casual shoes)
- Athletic shoes are required for Physical Education
- Crocs are not permitted for PE class and recess, even if they have straps

Not Permitted

- Jeans, sweatpants, leggings, or jeggings (unless worn under a skirt or jumper)
- Hats, hoodies, or non-uniform outerwear worn indoors
- Shorts that are above the knee
- Tank tops, halter tops, midriff tops, or visible undergarments
- Flip-flops, open-toed shoes, slippers, or Crocs

Enforcement Procedures

Students who arrive out of uniform will:

1. Receive a gentle reminder about uniform expectations
2. Be provided with a uniform to wear for the day
3. Have families contacted if uniform issues are frequent or ongoing; repeated noncompliance may result in a referral to administration

If your family needs assistance with uniforms, please contact the main office at 412-529-8800. We are here to help ensure every student is ready to learn each day.

ELECTRONIC DEVICES

At Pittsburgh Woolslair, we are committed to providing a learning environment that is focused, safe, and free from distractions. To support our 3Rs—Ready and Safe, Respectful, and Responsible—we follow a clear policy for the use of electronic devices on school property.

Electronic devices include, but are not limited to:

- Cell phones
- AirPods, Earbuds, and Headphones
- Smartwatches and other wearable technology
- iPads/tablets

All devices must be powered off upon entering school property and turned into the homeroom teacher each morning. Devices will be stored securely and returned to students at dismissal. On early dismissal days, students will receive their devices before leaving their classrooms.

Progressive Discipline for Violations

Woolslair uses a progressive discipline approach for violations of the electronics policy:

1. **First Offense:**
 - a. Device is confiscated.
 - b. Parent/guardian is notified.
 - c. Device will be returned to the student at dismissal with parent permission.
2. **Second Offense:**
 - a. Device is confiscated.
 - b. Parent/guardian must come to the school to retrieve the device.
3. **Third Offense:**
 - a. Device is confiscated.
 - b. Parent/guardian must retrieve the device.
 - c. Student will receive an appropriate disciplinary consequence in accordance with the PPS Student Code of Conduct.

Communication During the Day

If you need to contact your child during school hours, please call the main office at 412-529-8800. If a student needs to contact a parent, they may request to use the office phone with staff permission.

Additional Reminders

We strongly discourage students from bringing electronic devices to school. The school and District are not responsible for lost, stolen, or damaged devices.

This policy ensures that all students can focus on learning and remain safe throughout the day. Thank you for your cooperation and support.

For questions, please contact Dr. Kimberly Safran, Principal, at 412-529-8800

GRADING

Pittsburgh Woolslair follows the grading guidelines established by Pittsburgh Public Schools. These guidelines outline how student progress is measured and reported consistently across the district.

Teachers assess student learning regularly through classwork, projects, tests, and participation. Parents and guardians are encouraged to monitor student grades and attendance through the [Home Access Center \(HAC\)](#).

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

Report Cards

Report cards are issued four times per year, approximately every nine weeks. They provide a summary of a student's academic achievement and behavior in each subject.

Letter Grades: A, B, C, D, E reflect academic performance

Citizenship Marks: O (Outstanding), S (Satisfactory) U (Needs Improvement)

Parents must sign and return the report card verification form each quarter to acknowledge receipt. The first three report cards are sent home with students. The fourth and final report card is mailed home after the school year ends.

Note: Grades close approximately 10 days before report cards are issued. Any improvements after that time will be reflected in the next grading cycle.

Progress Reports

Midway through each grading period, teachers review student progress. Interim Progress Reports are mailed home only if a student is not performing to their potential, or if a student's grade drops significantly (typically two letter grades) from the previous report card. If needed, parent-teacher conferences may be scheduled to support student success before grades are finalized.

Honor Roll and Recognition

Woolslair celebrates student achievement with Academic and Citizenship Honor Rolls:

Honor Roll: GPA of 3.00 to 3.49

High Honor Roll: GPA of 3.5 to 4.00

Citizenship Honor Roll: All Outstanding (O) citizenship marks

Students who earn Honor Roll, High Honor Roll, or Citizenship recognition will receive a certificate and be acknowledged for their efforts. We believe in nurturing academic excellence and strong character.

HOMEWORK PROCEDURES

At Pittsburgh Woolslair PreK–5, we believe that homework is an extension of classroom learning and plays an important role in helping students develop independence, responsibility, and academic confidence. Homework provides students with meaningful opportunities to practice, reinforce, and apply what they have learned during the school day.

Homework may be assigned daily or weekly, depending on the teacher and grade level. Assignments are thoughtfully designed to support classroom instruction and encourage independent thinking. Consistent completion of homework helps students build strong study habits and enhances long-term academic growth.

Expectations for Students

- Complete homework to the best of your ability
- Submit assignments on time according to your teacher’s instructions
- Ask questions if you do not understand the assignment
- Be responsible for bringing completed work to school

Each teacher will communicate specific homework procedures and expectations at the start of the school year. Students are expected to follow their classroom homework routines as part of being Responsible and Ready learners.

Family Support

Families are encouraged to:

- Set up a quiet, distraction-free space for students to complete homework
- Establish a regular homework routine at home
- Offer support and encouragement—but allow the student to do their own work
- Check in on progress and reach out to the teacher with questions or concerns

By working together—students, families, and teachers—we can ensure homework is a positive and purposeful part of each child’s educational journey.

HEALTH SERVICES

At Pittsburgh Woolslair, student health and safety are top priorities. We follow Pittsburgh Public Schools policies and state regulations to ensure the safe administration of medication and support for students with medical needs.

Medication at School

Before any prescription or over-the-counter medication can be administered at school, a **Consent for Administration of Medication and Medical Order form** must be completed and signed by both the parent/guardian and the student's licensed healthcare provider. This form is valid for the current school year only.

All medication must be brought to school by an adult in the original, labeled container and will be stored securely in the school office or health room.

Allergies

Students with diagnosed allergies (e.g., food, insect stings, latex) must have a completed Anaphylactic Allergy Action Plan signed by both a physician and parent/guardian. Any prescribed rescue medications (e.g., EpiPens, Benadryl) must be provided by the family and kept at school.

Students who require accommodations for food allergies will also need a Medical Plan of Care for School Food Service, completed by a healthcare provider and the parent/guardian.

Asthma

Students with asthma must provide a consent form and medical order for inhaler use. A labeled inhaler or prescribed rescue medication must be kept at school, available for use as needed.

Over-the-Counter Medications

Parents can give consent for the school nurse or nurse practitioner to administer select over-the-counter medications (such as Tylenol or antacids) by completing the Emergency Care Form. This form is available on the PPS website and must be updated annually.

No over-the-counter medication will be given without written parent/guardian permission.

Health Monitoring and Records

The school nurse monitors student health, conducts screenings (e.g., vision, hearing, height/weight), and maintains confidential health records separate from academic files. These records are only shared when necessary to protect student safety or with parent/guardian consent, as required by law.

Important Reminders

- All required health and medication forms must be renewed each school year.
- All medications must be brought to school by an adult—students may not carry medication unless specifically authorized for self-administration (e.g., inhalers, EpiPens with proper documentation).
- If your child has a medical condition that may require emergency care or accommodation, please contact the school nurse or main office immediately.

For questions or assistance, please call 412-529-8800.

INFORMATION TECHNOLOGY/ACCEPTABLE USE

At Pittsburgh Woolslair, we believe that technology is a powerful tool for learning when used responsibly. All students are expected to follow the Pittsburgh Public Schools Acceptable Use of Technology Policy whether using school-issued devices at school, home, or elsewhere.

Student Expectations

- Laptops are the property of Pittsburgh Public Schools and may be collected at any time.
- Students must bring their laptops to school fully charged each day. Chargers may be brought to school if needed, but extras are not available.
- All devices must be handled with care. Accidental damage may be covered by warranty, but negligence, loss, or intentional damage may result in disciplinary action and financial responsibility.
- Students may not repair, remove, or tamper with any part of the laptop or software.
- Network accounts are for individual use only. Sharing login credentials is prohibited.
- Students must check Schoology and Microsoft Teams daily for classwork, updates, and school announcements. These platforms are for school-related use only.
- Students must not delete or alter files they did not create.
- Woolslair staff may monitor device use, internet activity, email, and Schoology content to ensure appropriate use.

Family Responsibilities

- Monitor your child's use of the laptop at home, especially online activity.
- Help your child establish a regular charging routine and a safe place to store their device.
- Review the PPS Acceptable Use Policy with your child and support its expectations.

Caring for Your Laptop

Transport & Handling:

- Use a padded case or backpack to transport the laptop.
- Never lift the device by the screen or place items on top of it.
- Do not touch the screen or leave objects on the keyboard (pens, pencils, etc.).
- Clean only with a soft, dry cloth—no liquids or cleaning products.

Charging

- Charge overnight at home on a flat, dry surface near a wall outlet.

- Label your charger—do not engrave it.
- Batteries should be run to “low battery” before recharging for best performance.
- Put the laptop to sleep or hibernate when not in use, and power down daily.

Lost or Stolen Devices

If a laptop is believed to be stolen:

- A police report must be filed immediately with Pittsburgh Public Schools Police.
- A copy of the police report must be given to Woolslair administration as soon as possible.

Students are responsible for keeping their devices safe and secure at all times.

STUDENT SUPPORT SERVICES

At Pittsburgh Woolslair PreK–5, we are committed to the academic, emotional, and social well-being of every student. In alignment with Pittsburgh Public Schools’ commitment to whole-child development, Woolslair provides a range of support services to ensure students feel safe, supported, and ready to learn each day.

School Social Work Services

Our full-time school social worker, Ms. Candice Johnson, supports students and families with a variety of services including:

- Social-emotional support
- Assistance with housing, food, and other community-based services
- Family engagement and communication support
- Crisis response and referrals to appropriate agencies

Families are encouraged to reach out to Ms. Johnson for support or questions regarding their child’s well-being at cjohnson6@pghschools.org.

Mental Health Services

Through our partnership with Mercy Behavioral Health, Woolslair offers school-based mental health support such as:

- Individual and group therapy
- Emotional wellness coaching
- Crisis intervention services

Enrollment in these services is voluntary and requires caregiver consent. Please contact the school or Ms. Johnson for more information.

Reset Room

The Reset Room, facilitated by Ms. Brittany Boyd, Woolslair’s Project Assistant, provides a safe, supportive space for students to:

- Practice self-regulation and calming strategies
- Reflect on behavior and restore readiness to learn
- Receive structured, short-term support before returning to class

The Reset Room supports our commitment to proactive behavior management and student wellness. For questions or to learn more, contact Ms. Boyd at bboyd1@pghschools.org.

Student Assistance Program (SAP)

Woolslair's SAP Team—made up of trained school personnel—identifies and supports students who are facing academic, emotional, behavioral, or substance-related challenges. SAP services are confidential and family-centered. Caregivers are welcome to refer their child at any time by contacting Ms. Johnson or the school office.

By working in partnership with our staff, families, and community partners, we ensure every Woolslair student has the support they need to thrive.

STUDENT EXPECTATIONS/PROCEDURES

At Pittsburgh Woolslair PreK–5, we are committed to maintaining a safe, respectful, and joyful learning environment for every child. Consistent with Pittsburgh Public Schools Board Policy and the PPS Code of Student Conduct, students are expected to follow schoolwide rules and procedures at all times—on school grounds, at school-sponsored events, during transportation, and in any instance where their behavior may impact the school community. Our schoolwide behavioral expectations are grounded in the 3Rs, which serve as the foundation of our Positive Behavior Interventions and Supports (PBIS) program:

- Ready and Safe
- Respectful
- Responsible

Supporting Positive Student Behavior

All Woolslair students are taught the 3Rs explicitly and are given multiple opportunities to practice and demonstrate them. Every classroom includes a calm-down area where students can take space, reflect, and reset as needed. Teachers establish their own classroom-specific rules aligned to the 3Rs and support student reflection through Think Sheets.

We use a progressive discipline model that emphasizes reflection, restoration, and accountability. When further intervention is needed, students may participate in:

- **Restorative Lunch:** where they reflect on their actions and discuss how to make better choices
- **Peer Mediation:** a student-led process that helps resolve conflicts
- **Restorative Circles:** facilitated by teachers to build classroom community and solve problems together

Restorative Approach to Discipline

When serious behavioral incidents occur, we respond with appropriate consequences while staying grounded in restorative practices. In the event of a suspension, students will participate in a Reintegration Meeting upon their return. This meeting includes the student, relevant staff, affected individuals, and parents/guardians. Its purpose is to:

- Welcome the student back to the school community
- Reflect on the behavior that led to the suspension
- Develop a plan for future success

At Woolslair, we believe all students can learn from their mistakes and grow. By centering our expectations in care, structure, and accountability, we support every child in becoming a thoughtful, empowered member of our learning community.

VISITORS

At Pittsburgh Woolslair PreK-5, we welcome families and community members and value your involvement in our school community. To maintain a safe, respectful, and productive learning environment for all students, we have clear expectations for school visits.

All visitors are required to:

- Enter through the front Liberty Avenue entrance only. All other entrances remain locked during the school day.
- Check in at the Main Office using the Raptor Visitor Management System.
- Present valid photo identification to ensure a smooth check-in process.
- Wear a visible visitor badge issued by the Raptor System at all times while inside the building.
- Sign out at the Main Office before leaving the premises.

Visitors must schedule an appointment in advance. Staff members you may wish to speak with—such as teachers, support staff, or administrators—may be engaged in instruction, meetings, or other responsibilities and may not be available for unscheduled visits. Visitors who arrive without an appointment may be asked to return at a later time. Due to our unique building layout, all visitors must be escorted to and from their appointment by a staff member. After the visit, the staff member will escort the visitor back to the Main Office to sign out and exit.

Student learning is our priority at all times. We appreciate your cooperation in supporting a safe and focused school environment for all.

ADDITIONAL PROCEDURES

Arrival

To ensure a safe and smooth start to the school day:

- Walkers and bus riders enter through the main entrance on 40th Street
- Parent drop-off is on Howley Street only. Fortieth Street is reserved for buses only—please do not drop off or park in the bus lane.

Staff report for duty at 9:10 a.m. Students should not be dropped off before that time, as no supervision is available.

Morning Routine

9:10 a.m. – Breakfast students report to the cafeteria. Students who eat at home report to the gymnasium to read quietly.

- 9:25 a.m. – All students attend Morning Meeting in the gym.
- 9:33 a.m. – Teachers escort students to their classrooms.

All electronic devices (cell phones, AirPods, headphones, smartwatches) must be powered off and turned into the homeroom teacher upon arrival.

Dismissal

- Students are dismissed by their grade-level homeroom teacher or escorted to their bus rooms.
- Bus riders are escorted to their designated locations by staff.
- Walkers meet their guardians in the courtyard. Please make sure a staff member sees you before taking your child.

Important Dismissal Reminders:

- Dismissal changes must be communicated in writing. Phone calls will only be accepted in the event of an emergency.
- If someone not listed on the emergency contact form is picking up your child:
- A written note is required.
- The person must bring valid ID to verify their identity.
- Do not park on sidewalks. As community members, we must maintain accessibility for all—especially for our neighbors with disabilities who rely on unobstructed sidewalks.
- Do not jaywalk or cross between parked cars or buses. Please use the crossing guard on Liberty Avenue for everyone's safety.

- Do not park or stop in the bus lane on Fortieth Street. Use Howley Street or nearby Liberty Avenue for parking. Early dismissals will not be permitted after 3:30 p.m.

After-School Programs

Students enrolled in after-school programs report to the library at dismissal.

Thank you for your cooperation in keeping our students safe and our school community strong.

ADDITIONAL INFORMATION

At Pittsburgh Woolslair, we believe that reading is the foundation for all learning. Strong reading skills are critical not only for academic success but for success in life. That's why we are committed to creating a school culture where reading is celebrated, practiced, and valued every single day.

To reach this goal, we need our families as partners. When children read at home every day, even for just 20 minutes, they grow their vocabulary, comprehension, and fluency. Just as important, daily reading fosters curiosity, imagination, and a lifelong love of learning.

We ask every parent and guardian to:

- Set aside dedicated time for reading at home each day.
- Read with your child or encourage your child to read independently.
- Talk to your child about what they are reading to build understanding and connection.
- Help make reading a fun and enjoyable part of your family routine.

Your involvement makes a big difference. With your support, we can ensure that every student becomes a confident, capable reader—ready for success in middle school and beyond.

Together, let's build a community of joyful readers!

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)