



PITTSBURGH
Woolslair
PreK-5
— A STEAM Magnet —



STUDENT HANDBOOK 2022-2023



Pittsburgh Woolslair PreK-5



Dear Woolslair Families:

We welcome all students and parents to Pittsburgh Woolslair K-5. At Pittsburgh Woolslair, we will provide student-focused, innovative, and collaborative learning while providing a safe and supportive environment. All students will enter Middle School prepared to achieve at high levels. 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 is committed to providing every child with the opportunity to grow academically and emotionally through innovative teaching, project-based learning, enrichment activities, and programs geared to promote thinking, learning, and STEAM.

We hope this handbook will provide you with the necessary information that you are looking for about the school. The school-wide uniform policy, electronics policy, and Positive Behavior Intervention and Support (PBIS) plan are 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) and Parent Teacher Organization (PTO) members invite new members to join them in planning programs and activities for the new school year!

Pittsburgh Woolslair PreK-5 has been a beacon in the neighborhood for more than 125 years and we have a fine history of academic and extracurricular accomplishments. This year we are celebrating our 125th anniversary. We strive to form strong partnerships with students, parents, and community stakeholders to ensure that all our Woolslair students receive an outstanding education. I look forward to getting to know you and working with you this school year. Together we can make sure our students achieve. We welcome the opportunity to help your child become a successful student that is known, valued, and inspired.

Please feel free to contact me if you have any additional questions about the school or the information in the handbook.

Sincerely,

Ms. Kimberly Safran, Principal

Ksafran1@pghschools.org

Pittsburgh Woolslair PreK-5

Student Handbook

School Procedures

Arrival Procedures

Walkers and bus students enter the school through the main entrance on the Liberty Ave side of the building. Parents that drive their students to school are asked to drop their children off on Howley St. Please note that Woolslair staff report for arrival duty at 8:55 a.m. Please do not drop off students prior to 8:55 a.m. Fortieth Street drop-off is for buses only. More details of the morning routine are outlined below:

- Staff report to morning duty at 8:55 a.m.
- Students who eat breakfast will report to the cafeteria at 9:00 a.m.
- All students report to the morning meeting in the gymnasium at 9:13 a.m.
- The morning meeting begins at 9:15 a.m.
- Teachers will escort students to class at 9:23 a.m.
- Students that bring cell phones are to give their cell phones to their homeroom teacher until dismissal.

Dismissal Procedures

All students are dismissed by their homeroom teacher or escorted to the bus room. Students will be escorted to the buses by a staff member. Students that walk home can be received outside of the school in the courtyard. Please sign your child out with the homeroom teacher.

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

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. Please do not attempt to pick up your child in the bus lane (Fortieth Street). Parents can park on Howley St. to pick up their children.

Dress Code for Woolslair K-5

Pittsburgh Woolslair does have a dress code policy. Please refer to the dress code policy on Page 6 of the student handbook.

Cell Phones/Electronic Devices (except Laptop or IPAD)

Cell phones and electronic devices will be collected when students enter the building. Please refer to the electronic device policy on Page 11 of the student handbook. Students will receive their items when they are dismissed from school.

Lunch/Breakfast

Breakfast is served daily from 9:00 until 9:15. Students should report directly to the cafeteria after entering the building. Lunch is served to students daily. The school has two lunch periods. Students in grades K-2 eat the first lunch from 12:17 – 12:40 and students in grades 3 -5 eat the second lunch from 12:42 – 1:02. All students can eat both breakfast and lunch for free. Students that do not want to eat the lunch provided by the school can pack their lunch. School menus are posted monthly on the district website.

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Recess

Students will have 25 minutes of recess daily. Students will go outside for recess (weather dependent) or to the gymnasium. When students are unable to go outside for recess, they will have indoor recess.

Transportation

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

Bus Safety

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

If riding the bus, follow these rules:

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

School Departments and Programs

Course Offerings

Pittsburgh Woolslair K-5 students who are eligible for special education services are supported through the Program for Students with Exceptionalities.

- Speech and Language services are available for eligible students.
- Art, Music, Gym, and Library, are available for all students. We have a computer lab available to all classes.
- Instrumental music is integrated into the curriculum for grades 3.
- Students can sign up for instrumental in grades 4 and 5.

Student Schedule

Students will receive a copy of their homeroom schedule at the beginning of the school year. Pittsburgh Woolslair follows a six (6) day schedule. The school calendar always indicates the rotation day number on the calendar.

Bell Schedule

On Pages 7-9 of the student handbook, you will find a copy of the bell schedule.

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.

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Before/After School Programs

There are opportunities for students to participate in after-school programs. Pittsburgh Woolslair currently offers the following programs:

- **Neighborhood Learning Alliance**-Afterschool program that supports students with completing their homework and STEAM programming.
- **STEAM Club**-Afterschool program run by Woolslair teachers.
- **Junior Chapter of The National Society of Black Engineers (NSBE Jr.)**-Sponsored by The Links Inc. (grades 3-5 before school)
- **Intramurals**- Students can participate in intramurals after school.
- **Strong Women, Strong Girls** - Local University students offer a mentoring program for girls in grades 4 and 5. (Spring Semester)

Please check the list for updated after-school program offerings.

School Rules

The administration and staff of Pittsburgh Woolslair 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.

- Ready and Safe
- Respect
- Responsibility

PBIS, SEL, and Efficacy

Pittsburgh Woolslair utilizes a Positive Behavioral Interventions and Supports (PBIS) system 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 shared on the school website. Students are recognized daily for demonstrating positive student behavior. Students receive PAWS tickets for demonstrating the 3Rs.

Every month students learn a Social and Emotional Learning (SEL) skill to support our school improvement goal on school culture. Teachers utilize SEL lessons from ReThink Ed.

Woolslair participates in the PPS Student Envoy program. The Student Envoy Project focuses on mobilizing students directly, engaging them as active and essential partners in improving their academic performance and impacting classroom and school culture. This program builds a group of student leaders called Student Envoys, who are trained and provided with support to lead a cultural change with their peers throughout the building.

Student Code of Conduct

A copy of the student code of conduct is posted on the district's webpage. It is also available via this link: <https://www.pghschools.org/conduct>

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Parental Involvement Opportunities

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

- **Parent Teacher Organization (PTO)** - Pittsburgh Woolslair K-5 has a PTO. The PTO conducts fundraising activities, special award recognition ceremonies, and field trips for the students.
- **Parent School Community Council (PSCC)** provides numerous opportunities for parents to participate in decision-making at the school level, curriculum instruction and understanding, and community engagement and outreach. The PSCC meets monthly. Information is shared on the school webpage and via Talking Points.
- **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 must be met prior to volunteering at the school.

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Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares it to be the policy of the district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit:

<https://www.pghschools.org/nondiscrimination-policy>

For information about our Title IX procedures, please visit:

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

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BELL SCHEDULE 2022 - 2023

Breakfast	9:00 - 9:15	15 minutes
Morning Meeting	9:15 – 9:25	10 minutes
1st period	9:25 – 10:08	43 minutes
2nd period	10:08 – 10:51	43 minutes
3rd period	10:51 - 11:34	43 minutes
4th period	11:34 – 12:17	43 minutes
LUNCH	12:17 – 1:02	45 minutes
Tier Time	1:02 - 1:34	32 minutes
6th period	1:34 – 2:17	43 minutes
7th period	2:17 – 3:00	43 minutes
8th period	3:00 - 3:43	43 minutes
Homeroom	3:43 – 3:45	02 minutes
Dismissal	3:45 – 3:55	10 minutes

335 total minutes of instruction

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HALF DAY SCHEDULE 2022 - 2023

No afterschool programs on half days.

Breakfast	9:00 - 9:15	15 minutes
Morning Meeting	9:15 – 9:25	10 minutes
Class period	9:25 – 10:08	43 minutes
Class period	10:08 – 10:51	43 minutes
Class period	10:51 - 11:34	43 minutes
LUNCH	11:34 – 12:19	45 minutes
Homeroom	12:19 – 12:21	02 minutes
Dismissal	12:21 – 12:30	09 minutes

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2 HOUR DAY SCHEDULE 2022 - 2023

No breakfast, and afterschool programs on snow-delay days.

Student Arrival	11:00 – 11:15	15 minutes
Morning Meeting	11:15 – 11:25	10 minutes
Class period	11:25 – 12:08	43 minutes
LUNCH	12:08 – 12:53	45 minutes
Class period	12:53 – 1:36	43 minutes
Class period	1:36 – 2:19	43 minutes
Class period	2:19 – 3:02	43 minutes
Class period	3:02 – 3:45	43 minutes
Homeroom	3:45 – 3:47	02 minutes
Dismissal	3:47 – 3:55	08 minutes

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Uniform Policy 2022-2023

Pittsburgh Woolslair PreK-5 is a uniform school. All students that attend Woolslair must wear the school's uniform. The school's uniform colors are navy blue, light blue, yellow, and white. The Woolslair uniform policy, created and adopted by parents, is an integral part of creating an atmosphere that is focused on learning. Students are expected to always follow the dress code. Failure to follow the dress code is a breach of the expectations in place at Pittsburgh Woolslair PreK-5.

A student's clothing should fit appropriately and meet the guidelines indicated below.
Pittsburgh Woolslair Uniform Guidelines:

Tops: Solid color Navy, Light Blue, Yellow, or White polo shirts, collared shirts, or sweaters. (Woolslair school spirit t-shirts are also permitted.)

Bottoms: Solid color Khaki or Navy pants. Jumpers and skirts are also acceptable in the required color combination. Knee-length shorts of the appropriate color are also acceptable during warm weather (August, September, May, and June).

Socks: Must be always worn.

Shoes: Sandals with a back strap, casual, or dress shoes.

The following are NOT permitted:

- Jeans, hats, or hoodies
- Shorts that are not knee length
- Undershirts, exposed undergarments, midriff tops, tank tops, or halters
- Flip flops, open-toed shoes, or slippers
- Pictures, words, or graphics on any piece of clothing
- Coats, scarves worn inside during the school day



When available, uniforms will be provided to students, not in uniform. When not available, parents will be called to bring a uniform to school. Please do not hesitate to contact Ms. Kimberly Safran, Principal with any questions or concerns regarding the uniform policy.

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Cell Phone Policy 2022-2023

At Pittsburgh Woolslair, we want our students focused on learning every day. Additionally, we also want to create the safest learning environment possible. It is important for students to be free from distractions as well as safe while learning in class and moving throughout the building for lunch, recess, or other activities.

For these reasons, we are reinforcing the Pittsburgh Woolslair electronic device policy. Electronic devices include all cell phones, Air Pods, headphones, etc. Beginning on the first day of school, Monday, August 29th, all students are required to turn in all electronic devices brought to school during homeroom. Student electronic devices will be kept in a locked cabinet in the Homeroom teacher's classroom. At the conclusion of the school day during Homeroom, all electronic devices will be returned to the student. In the case of a scheduled early dismissal, students will be able to receive their devices in their classes.

Students found in violation of this procedure will be asked to surrender the device to the principal and must return to school with a parent in order to have the electronic device returned.

We are implementing this procedure in order to improve the overall instructional climate and to ensure a safe learning community. This new procedure will reduce classroom distractions during instruction and allow all students to be fully engaged in class. We are asking for total cooperation from all families in order to achieve 100% compliance from the students.

As a parent of four children, I understand that we live in a very uncertain world. Therefore, I am committed to ensuring that if you need to reach your child or your child needs to reach you, this can be done through the main office. Parents may call 412-529-8800 and leave a message for their child. Likewise, if a child needs to reach a parent, they will be permitted to use the phone with a note to the office.

We strongly discourage students from bringing any type of electronic device to school. Neither the school nor the district is responsible for any lost, damaged, or stolen electronic devices that are brought into the building. If you have any questions or concerns, feel free to contact Ms. Safran, Principal at 412-529-8800. We thank you in advance for your assistance and cooperation.

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Community Resource Guide

Family Resources

Alliance for Community Respite Care - 1(888) 954-2424

A collaborative network of families, providers, community members and advocates who work to ensure the availability of quality respite care.

www.classcommunity.org/how-we-help/alliance-community-respite-care

Allegheny Family Network (AFN) - 1(888) 273-2361

Supports and partners with families raising children with emotional and mental health needs to improve their quality of life.

www.alleghenyfamilynetwork.cfsites.org

Carnegie Library of Pittsburgh - (412) 622-3114

The Carnegie library has multiple branch locations offering special services such as job career and educational centers.

www.clpgh.org

Child Care Information Services - CCIS of Allegheny County – (412) 261-2273 or 1(800) 392-3131 CCIS serves as a primary resource to assist families with child care referrals, emergency childcare, subsidized care for qualifying families, and promotes quality child care by offering training in subjects such as early literacy.

<http://www.dhs.state.pa.us/findfacilsandlocs/childcareinformationservices/>

Children’s Health Insurance Program - CHIP - 1(800) 986-5437

Pennsylvania’s program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance.

www.chipcoverspakids.com

Family Resources - (412) 363-1702

Family Resources offers many services to help parents and children improve their relationship along with youth enrichment activities at its centers.

www.familyresourcesofpa.org

The Mentoring Partnership of Southwestern Pennsylvania - (412) 281-2535

Helps mentoring programs by providing training, recruiting, quality assistance, and support to increase the number of mentors in the community.

www.mentoringpittsburgh.org

Parent Education & Advocacy Leadership (PEAL) Center - (412) 281-4404

The PEAL Center is an organization of parents of children with disabilities reaching out to assist other parents and professionals.

www.pealcenter.org

Pittsburgh Public Schools - (412) 529-4357 (Parent Hotline)

The Pittsburgh Public Schools believes in regular, two-way, meaningful communication connecting student academic learning and other school activities; to this end the Parent Hotline is one of a number of resources to assist parents and families in engagement.

www.pps.k12.pa.us

Right to Education Task Force – (412) 529-2300

The Local Task Force provides opportunities for parents, guardians and community members to ask questions about special education services as well as address concerns that affect students with disabilities in the Pittsburgh Public School District.

Program for Students with Exceptionalities PSE/Oliver
2323 Brighton Rd.

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Pittsburgh, Pa. 15212
ltf2pgh@gmail.com
<http://on.fb.me/1vtwvYK>

United Way of Allegheny County - 211 (HelpLine), (412) 261-6010

United Way of Allegheny County provides information to families through their online resource Help Connections; agency funding, planning, and community problem solving for health and human services agencies operating with in Allegheny County.

www.unitedwaypittsburgh.org

Children's Services

Achieva - (412) 995-5000

A world-renowned leader in the field of disabilities, known for its innovative programs, and dedication to children with disabilities and their families.

www.achieva.info

Alliance for Infants and Toddlers - (412) 885-6000

This program provides service coordination, screenings, assessments, family support services, and early intervention service coordination to families with children between the ages of birth to three years of age.

www.afit.org

Big Brothers Big Sisters of Greater Pittsburgh - (412) 363-6100

Big Brothers Big Sisters increases the self-confidence of children and the probability that they will become fully integrated members of society, leading productive and rewarding lives through mentoring and enrichment programs.

www.bbbspittsburgh.org

Boys and Girls Clubs - (412) 782-5710

The BGC is a unique organization consisting of 8 Club facilities, a Charter H.S., Outlet Connection retail venture, Campfire USA, and extension programs. Our goal is to provide every child with the essential tools needed for a successful & bright future.

www.bgcwpa.org

Catholic Charities, Child Care Support Services - (412) 456-6999

Catholic Charities provides counseling, refugee resettlement, respite care, utility assistance, emergency relief, tangible assistance services and makes referrals for clients. In 2007 it expanded services by opening a Free HealthCare Center.

www.ccpgh.org

Children's Institute - (412) 420-2400

The Children's Institute is a nonprofit pediatric rehabilitation facility which provides education services for children ages two to 21 with cognitive or physical disabilities with in-home services for children and families with special needs.

www.amazingkids.org

Girl Scouts - Trillium Council - (412) 566-2570 or 1(800) 248-3355

The Girl Scouts inspires girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.

www.gswpa.org

Greater Pittsburgh Council Boy Scouts of America - (412) 471-2927

The Boy Scouts trains young people in citizenship, service, and physical fitness through the Cub Scouting, Boy Scouting, Venturing programs, & more.

www.gpc-bsa.org

Junior Achievement of Southwest PA Inc. - (412) 208-4747

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JA's purpose is to educate and inspire young people to value free enterprise and understand business & economics to improve the quality of their lives.

<https://www.juniorachievement.org/web/ja-westernpa>

Parks and Recreation - (412) 255-2539

Parks and Recreation offers a wide variety of recreational programs and facilities for use by Pittsburgh citizens.

<http://pittsburghpa.gov/citiparks/>

Pittsburgh Toy Lending Library - (412) 682-4430

The Pittsburgh Toy Lending Library, a cooperative run by volunteers, is an indoor play-space for children, prekindergarten, and their caregivers.

www.pghtoys.org

Urban League of Greater Pittsburgh - (412) 227-4802

The Urban League is the largest social and educational service provider and advocacy agency devoted to empowering African Americans to enter the economic and social mainstream community in Pittsburgh through its diverse programs.

www.ulpgh.org

YMCA - (412) 227-3800

YMCAs serve America's children, families and communities by "building healthy spirit, mind and body for all."

www.ymcaofpittsburgh.org

Youth Places - (412) 434-0851

Youth Places promotes the positive cognitive, social, physical, emotional and moral development of youth by providing a safe place for them to engage in a range of activities.

www.youthplaces.org

Youth Works Inc. - (412) 281-6629

Youth Works builds a community solution to help young people whose potential might be overlooked to pursue employment and career development opportunities.

www.youthworksinc.org

YWCA Greater Pittsburgh - (412) 391-5100

YWCA works to improve our community by increasing the status of women, girls, families and advancing racial justice by tackling homelessness, childcare needs, unemployment, fair housing and civil rights issues.

www.ywcapgh.org

Cultural Organizations

The August Wilson Center - (412) 258-2700

The August Wilson Center for African American Culture is a not-for-profit organization that presents performing, visual and education programs that celebrate the contributions of African Americans within the region and the impact of cultural expression from Africa to the African Diaspora.

<https://culturaldistrict.org/venues/august-wilson-center>

Carnegie Museums of Pittsburgh - (412) 622-3131 Natural History & Art, (412) 237-3400 Science Center, (412) 237-8300 Andy Warhol

A collection of four dynamic, distinctive museums, and the Pittsburgh region's home for great art and science exploration.

www.carnegiemuseums.org

Children's Museum of Pittsburgh - (412) 322-5058

Children's Museum of Pittsburgh provides innovative museum experiences that inspire joy, creativity and curiosity.

www.pittsburghkids.org

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Fort Pitt Museum - (412) 281-9284

Through exhibits and programs, the museum also addresses the important role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh.

<http://www.heinzhistorycenter.org/fort-pitt/>

The History Center - (412) 454-6000

The Senator John Heinz History Center is an affiliate of the Smithsonian Institution and the largest history museum in the state of Pennsylvania.

www.heinzhistorycenter.org

Manchester Craftsmen's Guild - (412) 322-1773

Manchester Craftsmen's Guild is a multi-discipline, minority directed, center for arts and learning that employs the visual and performing arts to foster a sense of accomplishment and hope in the urban community.

www.mcgyouthandarts.org

National Aviary - (412) 323-7235

The National Aviary is America's only independent indoor nonprofit bird zoo. It is home to 600+ birds of more than 200 species.

www.aviary.org

Phipps Conservatory and Botanical Gardens - (412) 622-6914

Encounter the wonders of the natural world. Tour through the jewel-like Conservatory and visit exotic lands and ancient worlds with vivid colors, natural oddities, and surprises around every corner of the botanical gardens.

www.phipps.conservatory.org

Pittsburgh Zoo & PPG Aquarium - (412) 665-3640

The Pittsburgh Zoo & PPG is a 77-acre facility that is home to thousands of animals representing hundreds of diverse species. The Pittsburgh Zoo & PPG Aquarium is one of only six major zoo and aquarium combinations in the country.

www.pittsburghzoo.org