



---

WOODLAND HILLS  
**SCHOOL DISTRICT**

# Building Information

## 2019-2020 Building Principal's/Phone Extensions

### Edgewood Elementary STEAM Academy (412-731-2238)

Principal: Ms. Kelly Mann (x2120)  
241 Maple Avenue  
Pittsburgh, PA 15218

Assistant Principal (x2122)  
Main Office (x2110)

Social Worker (x2130)  
Nurse (x2150)

---

### Wilkins Elementary STEAM Academy (412-824-3231)

Principal: Ms. Allison Kline (x2320)  
362 Churchill Road  
Pittsburgh, PA 15235

Assistant Principal (x 2322)  
Main Office (x2310)

Social Worker (x2351)  
Nurse (x2350)

---

### Turtle Creek Elementary STEAM Academy (412-824-2450)

Principal: Dr. Jean Livingston (x4120)  
126 Monroeville Avenue  
Turtle Creek, PA 15145

Assistant Principal (x 4122)  
Main Office (x4110)

Social Worker (x4131)  
Nurse (x 4150)

---

### Woodland Hills JR High Building (412-351-0698)

Principal: Mr. Chad Burnheimer  
7600 Evans Street  
Pittsburgh, PA 15218

Assistant Principal (x4222)  
Main Office (x4210)

Social Worker (x4230)  
Nurse (x4250)

---

### INFORMATION

Students are permitted in the building at 8:55.

Students entering the building after 9:15 are considered tardy.

## TABLE OF CONTENTS

Woodland Hills School District .....	1	Parent-Teacher Organizations .....	22
Woodland Hills School District .....	2	Parent Requests for Teachers.....	22
Academic Progress .....	3	Parties .....	22
Admissions/Registration .....	5	Photo Release .....	24
Attendance.....	6	Pupil Services .....	25
Bus Transportation.....	8	Recess .....	26
Computer Use Guidelines .....	10	Title I Program .....	26
Custody .....	12	Safe Schools .....	26
Daily Schedule .....	13	School Closings- Snow Days /	
Discipline Code.....	14	Inclement Weather .....	27
Dress Code .....	14	School Pictures.....	27
Emergency Care Card .....	15	Testing .....	27
Emergency Drills.....	16	Valuables.....	28
Emergency Situations.....	16	Vandalism .....	28
Field Trips .....	17	Visiting Schools .....	28
Insurance Program .....	17	Volunteers .....	28
Health Services.....	18	Who to Contact.....	29
Homeless Assistance .....	20	Withdrawals.....	30
Meal Programs .....	21		

# WOODLAND HILLS SCHOOL DISTRICT

## Administrative Office Directory

531 Jones Avenue North Braddock, PA 15104

Phone: 412-731-1300 Fax: 412-273-3602

Administration	Extension
<b>Mr. James Harris, Superintendent</b>	<b>0183</b>
<b>Ms. Teresa Hawthorne Executive Assistant</b>	<b>0189</b>
<b>Dr. Juliette Pennyman Assistant Superintendent</b>	<b>0178</b>
Business Manager	0133
Director of Pupil Services	0154
Director of Curriculum and Instruction	0155
Director of Special Education	0135
Human Resources	0111
Supervisor of Facilities	0192
Transportation Coordinator /Food Services	0185
Technology Department	0103/0107

# WOODLAND HILLS SCHOOL DISTRICT

## Administration

Superintendent  
Assistant Superintendent

Mr. James Harris  
Dr. Juliette Pennyman

## School Board of Directors

Jamie Glasser, President  
Michael Belmonte, Vice President

David W. Graves, Jr.  
Jeff Hanchett  
Terri Lawson  
Paige Strasbaugh

Chardae Seligsohn  
Jeff Hildebrand  
Ronna Currie

## School Board Meetings

The Woodland Hills Board of School Directors holds two regularly scheduled meetings each month; both are open to the public. The second Wednesday of each month is an Agenda Setting Meeting. The third Wednesday of each month is the Legislative Meeting. All meetings are scheduled at the Woodland Hills Administration Building at 7:00 p.m. unless advertised otherwise.

## Parent Alert System

Woodland Hills School District utilizes an up-to-date Parent Alert System to quickly communicate important information to parents. The Parent Alert System through Blackboard Connect is an elite, industry-leading, rapid communication service designed specifically for the Pre-K-12 community. With this system you will be notified of any time-sensitive information in the event of a lockdown, relocation, evacuation or other emergency, as well as changes in meeting times and other communication materials that parents need to know. Please keep the district updated with your current phone numbers so that you will not miss any important messages.

# ACADEMIC PROGRESS

## Promotion Guidelines

A student who successfully completes the school term in a Woodland Hills Pre K-5 school will be promoted to the next grade level. If a student has not made satisfactory progress, a decision to promote or retain the child in that grade will be based upon the best educational interests of the child. Retention of a student is an extremely individualized situation. Individual potential, social adjustment, and absentee rate, etc., are factors that need to be considered.

Parents will be notified when a potential retention is being considered as early as possible in the school term and invited to meet with school personnel.

Prior to retention, steps will be taken to identify and correct a child's areas of deficiency. Building staffing and adequate evaluations will occur during this period. The classroom teachers, RTI specialist, nurse, principal, school psychologist, and parents may be included in this process.

## Grading System

*Major Areas Assessed:* ELA, Mathematics, Science, Social Studies, Music, Art, Physical Education/Health, and Characteristics of a Successful Learner.

Kindergarten through third grade students will receive a Standards Based Report Card. This report card provides parents/ guardians with a more detailed explanation of the skills their child is working to master. Rather than a traditional letter grade, progress will be measured using one of three qualifiers:

**Exceeds Standard (E)**, meaning that the student has demonstrated mastery beyond grade level requirements;

**Meets Standard (M)**, meaning that the skill has been mastered;

**Progressing toward Standard (P)**, meaning that the student has yet to master the skill; and

**Needs Improvement (N)** meaning the student demonstrated minimal progress & is at risk of not meeting the grade-level standard.

Fourth and fifth grade students will use the grading scale listed below:

A - 100% - 90%

B - 89% - 80%

C - 79% - 70%

D - 69% - 60%

F - 59% - 50%

## Grading Period

Marking Periods	Marking Period Ends	Report Card Distribution
1st	October 29	November 14
2nd	January 21	February 5
3rd	March 27	April 15
4th	June 8	June 10

## Parent- Teacher Conferences

During the school year, conferences will be held in the fall and winter. Parents will be notified of specific conference dates, early dismissals and in-service days. While specific reporting period conferences are scheduled, parents are encouraged to arrange for additional conferences with their child's teacher if problems occur during the year.

### Parent-Teacher Conference Dates:

Parent-Teacher Conference-	Mon. November 4	9:00 AM-4:30 PM
Parent-Teacher Conference-	Thurs. February 13	9:00 AM-4:30 PM

## ADMISSIONS/REGISTRATION

Registration forms are available on the district website ([www.whsd.net](http://www.whsd.net)).

Central Registration is in the District Administrative Center at Fairless in North Braddock. Please call 412-731-1300 extension 0110 to schedule an appointment.

A copy of the following information is required for registration:

Residency Proofs:

- Current deed or lease agreement or Notarized Affidavit of Residency.

Any one (1) of the following must be provided in addition to the above:

- Valid PA Department of Transportation: license or identification with current district address.
- Valid PA automobile registration.
- Current (within thirty (30) days) utility bills (gas, electric, cable, water) with district address.
- Current tax statements with district address.
- Current check stubs from wages with district address.
- Copy of state/federal program enrollment.
- Current credit card bill.

Child(ren)'s proofs:

- Birth or baptismal certificate or current passport with child(ren)'s date of birth. Prior school record indicating date of birth.
- Proof of immunization required by law – acceptable documentation includes:
  - a. Student's immunization record.
  - b. Written statement from prior school district or a medical office that the required immunizations have been administered or that a required series is being administered.
  - c. Verbal assurances from prior school district or a medical office that required immunizations have been completed, with records to follow.
- Notarized Affidavit of Guardianship, if applicable. (Sworn Statement of Resident in support of free school privileges for nonresident child)

Kindergarten registration with kindergarten screenings are done in the spring at the elementary schools. Children must be 5 years of age by September 1st of the year they plan to start school.

All new students entering the Woodland Hills School District must register at the Woodland Hills School District registration office.



# ATTENDANCE

The Board requires that school age students enrolled in District schools attend school regularly, in accordance with state laws. The classroom environment is the most meaningful and essential component of the instructional process. Class absence limit opportunities for classroom interaction and participation in learning activities. Regular class attendance is an integral part of the student's educational program.

## Definitions:

- Absence is defined as nonattendance in school, an individual class or combination of both situations.
- Unlawful Absence is defined as an unexcused absence under school policies or State Code. The district may file truancy charges with the local magistrate for students deemed unlawfully absent from school.
- Chronic absenteeism—or missing at least 10 percent of school days in a school year for any reason, excused or unexcused
- Truancy is defined as the occurrence of a child subject to compulsory school laws having three (3) or more school days of unexcused absences during the current school year. The district may file truancy charges with the local magistrate for students deemed truant from school.
- Habitual Truancy is defined as the occurrence of a child subject to compulsory school laws having six (6) or more school days of unexcused absences during the current school year. The district may file truancy charges with the local magistrate for students deemed habitually truant from school.

## Types of Absences:

Excused – Absences for clearly established mental, physical, or other urgent reasons such as, bereavement, religious holidays or court appearances. The determination as to what constitutes an “urgent reason” under this policy shall be made by the building administrator. In the case of excused absences, the student will be expected to make up any assignments or tests that have been missed and, for this purpose, will be granted a period of time equal to the length of the absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- \* Illness
- \* Quarantine
- \* Recovery from accident
- \* Required court attendance
- \* Death in family
- \* Family educational trips with prior approval of the Superintendent or designee
- \* School District sponsored educational tours and trips
- \* College Visits or Military Recruiting Trips with prior approval of the Superintendent or designee
- \* Religious holiday / religious instruction
- \* Participation in Statewide or Countywide 4-H and /or FFA Project with prior approval of the Superintendent or designee

## Late to School/Sign-in Policy

Students will be considered officially late to school if they are not in their homerooms by the designated time. (School starts at 9:15 A.M.)

Students who arrive tardy must be signed in by a parent/guardian in the school office.

## Early Dismissal/Sign-out Policy

A written request for early dismissal must be made and signed by the parent/guardian. Parents must report to the office and show photo identification to sign out students with an early dismissal.

# BUS TRANSPORTATION

All school district rules and policies are in effect on district provided transportation. In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous, cooperative, and restrained. Students are permitted to ride only the bus they are assigned by the school district.

If you have questions regarding transportation times and/or the bus stop, please contact the Transportation office at 412-731-1300 x0185.

## Conduct on School Buses and Vans

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous and cooperative.

The following is the **Woodland Hills School District Transportation Code**:

### Student Responsibilities:

#### *When Waiting at a Bus Stop –*

1. Report to the bus stop ten (10) minutes ahead of schedule.
2. Stand in orderly and safe groups avoiding traffic
3. Remain at a safe distance until the bus stops
4. Board the bus quickly and carefully. All regular seats may need to accommodate three (3) students.
5. Remain seated while the bus is in motion.
6. Do not distract the driver.
7. Keep hands, arms and head inside the windows.
8. Disembark quickly and carefully and move away from the bus.
9. If you must cross the street, walk in front of the bus and watch for traffic.

#### *When Boarding –*

1. Students may not bring animals, alcoholic beverages, firearms or any considered weapon or explosives onto the bus.
2. All foods and beverages must be in a container and are not consumed on the bus. Glass containers must be safely packed and encased in a break-resistant container.
3. Students may board only the assigned bus. Students will not be permitted to board a later bus either going to school or returning home.

#### *When Riding –*

1. Students must conduct themselves in an acceptable manner at all times. Vulgarity, profanity, fighting or other improper conduct is not permitted.
2. Students may not block the aisle or emergency door with musical instruments, lunch boxes, books or other possessions.
3. Students must not extend arms or heads out of windows at any time.
4. Students must remain seated while the bus is in motion of if the bus is delayed on the road.
5. Students may not operate the bus door or tamper with the emergency door.
6. Students may not use the emergency door except in the case of an emergency.
7. Students may not eat, drink, smoke, or play radios on the bus.
8. Every student who rides a bus must get on and off at the assigned bus stop. Exceptions will be made only through the assistant principal/principal's office when a written parental request has been made and is signed by the principal or his/her designee and the request verified in writing.
9. Any student who wishes to ride a bus other than his/her regular school bus must have a written request signed by the assistant principal/principal's office when a written parental request has been made and has been signed by the principal or assistant principal and the request verified in writing.

### *When Departing –*

1. Students may not depart the bus in the morning before it arrives at the designated school of the student.
2. Students may not depart the bus in the afternoon except at their designated bus stop.
3. Students who must cross a street after alighting from the bus shall cross only in front of the bus on the signal by the driver.

## Discipline Procedures:

Students are subject to suspension per Policy 233 if they are involved in disrupting action jeopardizing the safety and welfare of their fellow students or any infraction of the stated rules of conduct.

Violation of the standards for bus conduct shall be subject to the following penalties:

1. **First Offense:** Conference with student and warning letter to parents/guardians. A principal may suspend a student from the bus on the first offense if the first offense is serious in nature.
2. **Second Offense:** Suspension of bus riding privileges of one (1) day.
3. **Third Offense:** Suspension of bus riding privileges of three (3) days.
4. **Subsequent Offenses:** Permanent suspension may occur from school bus riding privileges for the balance of the school year.
5. The authority for suspension is vested solely in the building principals.

## Parent Responsibilities:

- Parents are not to board the bus. Unauthorized school bus entry is prohibited. Unauthorized entry is illegal.
- Transportation provided by the Woodland Hills School District is **NOT** a right, but a privilege extended by the District and this privilege can be revoked at any time.
- To know all the rules, regulations, and expectations for student conduct and behavior as outlined in the Student and/or Parent Handbooks and publications from the Woodland Hills School District Transportation Office.
- Parents are responsible for the transportation of their child to and from the bus stop daily.
- Kindergarten students will NOT be left at the bus stop without a parent/guardian present to take them home. The child will be taken back to the school and the parent will need to pick them up.

## Use of Video and Audio Equipment

### Notice to Students and Parents

Student safety on school buses is a priority. To help ensure safety of all bus riders and drivers, video camera(s) and audio recording equipment may be installed at random throughout the school district fleet of school buses and may be found on school buses contracted from an outside provider. The District may use the videotapes and audio recordings for investigatory purposes. For more information on the use of audio/video equipment please see School Board Policy 810.1.

# COMPUTER USE GUIDELINES

*The Woodland Hills School District provides computer technology and network connectivity to improve the processes of teaching and learning as well as facilitate improvements in communication between all members of the learning community.*

*In order to obtain access to technology resources, students and their parents/guardians must first read and understand the following computer use guidelines. This is a non - inclusive list and is not intended to limit the applicability of any other district policy or discipline procedure.*

## Acceptable Uses of District Technology and Networks

### Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political work.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Use of the network to access material that advocates illegal acts, violence or discrimination unless such access is made by an adult for bona fide research or other lawful purposes.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted or non-copyrighted materials.
8. Use of the network to access obscene or pornographic material or child pornography.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to transmit material likely to be offensive or objectionable to recipients.
11. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws and/or plagiarism.
14. Loading or use of unauthorized games, programs, files or other electronic media.
15. Use of the network to disrupt the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting personal communications in a public forum without the original author's prior consent.
18. Engaging in spamming; i.e., an annoying or unnecessary message to a large number of people.
19. Access by students, staff, and Network Guests to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.

20. Use of chat rooms, message boards, guest books, Internet surveys and other forms of direct electronic communications (e.g. instant message services), except for a curriculum-related purpose, where directly monitored by teachers or staff.

## Security

System security is protected using passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students, staff, and Network Guests shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system or go beyond their authorized access.
5. Users shall immediately notify the building principal or system administrator if they have identified a possible security problem.

## CUSTODY

The building principal/social worker needs to be aware of all custody issues. A copy of the custody order and an explanation of how this impacts the school should be provided by the custodial parent to the principal/social worker. Please keep the principal/social worker informed of any changes throughout the year.

# DAILY SCHEDULE

The instructional day for students is as follows:

## **School Day**

8:55 Students are permitted in the building

9:15 Students entering the building considered tardy.

3:40 Dismissal Begins

## **Two Hours Delay Schedule**

10:55 Students are permitted in the building

11:15 Students entering the building considered tardy.

Dismissal - same as above



# DISCIPLINE CODE

In general, the District maintains a preference for in-class management of behavior, counseling, and discipline, supported by home contacts. Limited removal of students from classrooms should be focused on supporting in-class efforts and facilitating return of the student to the classroom environment. More extended separations from classrooms are less preferred, should be occasioned only by continuing or serious behavioral problems, and should be associated with appropriate guidance or other referrals.

## Student Responsibility

All District students have the responsibility to:

- know and exhibit the “5 P’s”: Prompt, Prepared, Productive, Polite, and Proud.
- contribute to maintaining a safe and orderly school environment that is conducive to learning and respect all members of the school community.
- be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
- attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
- work to develop ways to respectfully handle all situations.
- ask questions when they do not understand and seek help in solving problems that might lead to a disruption in the learning environment.
- accept responsibility for their actions.
- conduct themselves as representatives of the District when participating in or attending school functions and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

All discipline matters will be handled in accordance with the Code of Student Code.

## DRESS CODE

Students in pre-kindergarten through eighth grade are required to wear uniforms to school. The Dress Code includes the following:

### **Shirts:**

- Collar shirts of any solid color
- Long or short-sleeved with a collar
- With the exception of school approved logos, shirts may not have insignias, logos, labels, words or pictures
- Must be appropriately sized
- Shall be long enough to cover the midriff when sitting or standing
- Students may wear shirts under collared shirts (white, navy or light blue).
- Undergarments may not be visible at any time.

### **Bottoms:**

- Navy, Black or Khaki Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

- No denim of any color is allowed.
- Must be free of graphics and embroidery
- Shorts, skirts, skorts and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three inches above the top of the knee when standing.
- Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No “low-rise” clothing is allowed. Pants must be worn with the waistband at or above the hipbone.
- **NO** yoga pants, stretch pants or leggings. Leggings are only to be worn under a skirt or jumper.

**Outerwear:**

- Students may wear plain sweaters or vests over school uniforms. The items **MUST BE** solid white or navy.
- Items with a hood are **NOT** permitted to be worn during the school day.

Dress down days may occur during the school year. They will be communicated to the students and families using the School Website, the robocall system and a letter home.

***Please adhere to the Woodland Hills Dress Code for student clothing.***

**CLOTHING CLOSET:** Spare clothing is kept on hand if a child has an accident requiring a change of clothes. Clothing items borrowed from the clothing closet should be laundered and returned to the school office within a week. If your child has outgrown any clothing feel free to donate it to the clothing closet.

## EMERGENCY CARE CARD

**IMPORTANT:** Please keep the school informed of changes or additions to the Emergency Care Card. These cards are kept on file in our office in case of an emergency. Please realize that your child will only be released to those persons identified on the Emergency Care Card. If someone else is to pick up your child, written notification must be submitted to the main office in advance. Those who are picking up children should have proper picture identification (driver’s license, etc.). Telephone numbers at home and work should be kept current. Change of address must be changed at the District Administration Office. New health problems, allergies, etc. should be called in to the nurse during the school year. A student can obtain an “Emergency Care Card” from their teacher or in the school office.

## EMERGENCY DRILLS

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Staff and students will participate in drills to practice emergency procedures.

### Evacuations (including Fire Drills)

Evacuation / Fire drills are conducted in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area. Children are directed to these designated areas as soon as possible in a safe, quiet, and orderly manner.

### Bus Evacuation

Periodically students will participate in bus evacuations. Proper procedures for safely evacuating the school bus in the event of an emergency are reviewed with students.

### Other Types of Drills

Other types of drills are reviewed with students throughout the school year. These discussions may include severe weather, intruder, and lockdown procedures.

The District has trained staff with the principles of ALICE, which provides preparation and a plan for individual on how to more proactively handle the threat of an aggressive intruder. Whether it is an attack by an individual person, ALICE Training option-based tactics have become the accepted response, versus the traditional “lockdown only” approach.

## EMERGENCY SITUATIONS

In an emergency, the district will utilize its mass notification phone messaging system. If an emergency would occur in our school, parents will be notified through the messaging system. The emergency alert will include basic information about the nature of the emergency. In the event of an evacuation, you will be notified of where the students are being transported and where you can reunite with your children. Depending upon the situation, we will establish a reunification point and notify you of the specific details.

### How Parents Can Help in Emergency Situations

For the safety of everyone, parents are asked to wait for instructions from the District on how to reunite with their child.

- Please refrain from calling the school during an emergency.
- If a reunification is enacted, please pick-up your child at the reunification point. We understand that emotions are high, and we will follow our protocols to get the students to the reunification point as safely and quickly as possible. Arriving at the school may interfere with responders.
- We encourage parents to talk with their children about safety and emergency situations.

## FIELD TRIPS

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Individuals who volunteer to chaperone field trips must follow the guidelines for clearances as set forth under Woodland Hills Policy No. 916 – Volunteers. The entire Woodland Hills Volunteer Policy is available online at [www.whsd.net](http://www.whsd.net).

## INSURANCE PROGRAM

This insurance plan explains how you can help guard against certain unexpected events. Plans are designed to help supplement any insurance you have by satisfying deductibles or co-insurance requirements or limiting the possible financial impacts of an injury if you have no other insurance. Remember that the more active your child is, the more valuable this coverage can be. More information is available online at [www.whsd.net](http://www.whsd.net).

# HEALTH SERVICES

## Pennsylvania State Requirements

A **physical examination** is required for students entering school for the first time in kindergarten or first grade and the sixth and the eleventh grades.

A **dental examination** is required for students entering school for the first time in kindergarten, first, third and seventh grades. Families are encouraged to have their own family doctors and dentists perform these examinations. The school does arrange for school examinations, once each term, for children who do not have their own doctor or dentist. Students not returning a PRIVATE PHYSICIAN REPORT will be scheduled for an examination by the school physician.

## Medications and Medicines

Before any medication may be administered to any student during school hours, the Board shall require the written order of the licensed prescriber, which shall include the purpose of the medication, the dosage and the time at which the medication shall be administered. A written request from the parent/guardian is required which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.

In order for any prescribed medication to be administered to any student by the school nurse, there must be a written order from a licensed prescriber. This written permission will include:

- Name of child.
- Date of prescription.
- Name of medication.
- Dosage and route of administration.
- Specific time, or special circumstances, in which the medication shall be administered.
- Specific length, period, or amount of medication prescribed.
- Signature of the prescriber.

## Immunization Requirements

Pennsylvania Immunization Laws require all students to have proof of immunizations as a condition of attendance at school. The exact day/month/year of the immunizations should be sent to the school nurse. The following minimum immunizations are required at all grade levels:

### All student in grades K-12 must now have

- 4 doses of tetanus (1 dose after the fourth birthday)
- 4 doses of diphtheria (1 dose after the fourth birthday)
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella
- 3 doses of hepatitis B
- 2 doses of Varicella or written statement from physician indicating the month and year of disease or serologic proof of immunity.

In addition, all students entering **Grades 7-12** must have:

- **1 dose of tetanus/diphtheria/pertussis (Tdap)**
- **1 dose of meningitis vaccine (MCV4)**

## Communicable/Contagious Diseases

To minimize the occurrence of contagious diseases among our students, we are asking for your cooperation in observing the following guidelines.

**Please keep your child home if he/she has any of these symptoms:**

- **FEVER** - elevated temperature (**above 100.8 F**) usually indicates the presence of an infection. Tylenol relieves the fever, but not the disease.

Children should remain at home at least for twenty-four hours after a fever subsides.

- **UNCONTROLLED COUGH**
- **PROFUSE SINUS AND NASAL CONGESTION**
- **NAUSEA AND/OR VOMITING** - within 12 hours prior to school
- **DIARRHEA** -within 12 hours prior to school
- **PAIN** - sore throat, severe stomachache, headache or body aches

If there are any questions or concerns, please contact the school nurse.

## Health Screening

The Woodland Hills School District provides the following health examinations and screenings:

Dental examination - grades K-1, 3, and 7

Physical examinations - grades K-1, 6, 11

Hearing - grades K, 1, 2, 3, 7, 11

Height and weight - All grades

Vision - All grades

Scoliosis screening - grades 6, 7, 8

Body Mass Index (BMI)- for all grades

## Standing Orders

Standing orders are medical directives written by the school's physician. These orders may authorize administration of specific over-the-counter (OTC) medications such as acetaminophen or antacids and/or emergency medications such as epinephrine (Epi-pen) to students according to a defined protocol. Although parent/guardian approval (consent) is not needed for the administration of medications during a life threatening emergency, consent is required for the administration of over-the-counter medications.

## School Health Record

A Pennsylvania Health Record is kept on file for each student. Information concerning the student's physical condition should be given to the school nurse by the parents or the family physician. Health records are **confidential**, and information is shared with professional staff on a need-to-know basis.

## First Aid

If a student becomes ill or is injured at school, he/she will be cared for by the nurse. The parent/guardian will be contacted. If the parents cannot be contacted, the persons listed on the Emergency Care Card will be called. If necessary, local Emergency Medical Services will be contacted.

First aid in the school is limited to injuries that occur at school. (NOTE: INJURIES THAT OCCUR IN THE HOME ARE THE RESPONSIBILITY OF THE PARENTS/GUARDIANS AND MUST BE TREATED BEFORE SENDING THE CHILD TO SCHOOL.)

**Transportation of ill or injured students is the responsibility of the parents.**

**Ambulance service in extreme emergencies will be at the expense of the parents.**

**Please keep the school nurse informed**, if your child develops medical problems or conditions that require special attention. The physician should write information and directions to be sent to the school nurse so the school nurse can develop an individual care plan.

## HOMELESS ASSISTANCE

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Woodland Hills School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a hotel, motel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc...).

Children who are experiencing homelessness may qualify for assistance with free school lunches, school supplies/materials, tutoring and transportation so they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Kellie Irwin at 412-244-1100 ext. 5131.

If your living situation changes during the school year and you and your children become homeless, please be sure to contact the social worker at your child's school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

## MEAL PROGRAMS

Woodland Hills School District participates in the National School Breakfast and Lunch Programs. **The cafeteria serves a free breakfast and lunch each day. However, students may bring lunch from home. Soft drinks and glass containers are not allowed.**

A reimbursable meal is mandated by USDA and every school participating in the National School Lunch and/or Breakfast Program must offer certain components to students every day. Below are the component requirements set by USDA based on meal and grade.

- Lunch
  - PreK - 8th Grade
    - Fruit - 1/2 cup
    - Vegetables - 3/4 cup
    - Grains - 1 oz
    - Meat/Meat Alternate - 1 oz
    - Milk - 1 cup

For lunch, each plate must have at least 3 components and 1 component must be a fruit or vegetable to be counted as reimbursable.

- Breakfast
  - Prek - 12th Grade
    - Fruit - 1 cup (including 1/2 cup juice)
    - Grains - 1 oz
    - Milk - 1 cup

For breakfast, each plate must have at least 3 items and 1 item must be a fruit. 4 items must be offered to students each breakfast.

Woodland Hills School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called [MySchoolBucks.com](http://MySchoolBucks.com). This money would be used for snacks offered during lunch periods.

Parents having any concerns or questions may call the Department of Food and Nutrition at (412)731-1300 x 5170 or email the Director of Food Service Kyleene Mclean-Blake at [mcleky@whsd.net](mailto:mcleky@whsd.net).



# PARENT-TEACHER ORGANIZATIONS

## HUGS

**H.U.G.S. (Helping Unconditionally by Giving Support)** is a program of the Woodland Hills Foundation. H.U.G.S. volunteers are active in all buildings of the Woodland Hills School District in a variety of capacities - copying/laminating, lunchroom assistance, H.U.G.S. recess activities, supporting PTO/PTA events, etc. Wherever there is a need, teachers/administrators/parent groups/etc. can reach out to request volunteer assistance and H.U.G.S. reaches out to the pool of volunteers to fulfill those needs. H.U.G.S. also hosts a number of district-wide community events throughout the year, including Trunk-or-Treat and Drive-N-Dine. You can sign up to join at <http://www.whsd.net/Content/hugs>. Once you sign up, you will be notified of upcoming training dates. After attending a brief training session covering policies and how volunteering will fit into your schedule, you will receive a weekly email of all of the volunteer opportunities in the district. You can follow H.U.G.S. on Facebook at WHSD HUGS or contact them at [volunteers@whsd.net](mailto:volunteers@whsd.net).

## PTA

**PTA (Parent Teacher Association)** is the building specific parent-teacher organization. PTA helps bring special activities to our students that are over and above what the school generally provides by offering a means of support through which the parents, school, and teachers can work cooperatively, as well as offering financial support for programs funded outside of the annual school budget. We hope that every family can help PTA make each year special for our students. Families can help by volunteering for events throughout the year and assisting with our fundraisers however possible. We welcome involvement in any capacity.

## PARENT REQUESTS FOR CLASSROOM TEACHERS

Students will be assigned to heterogeneous classroom groups by the administrator and school staff. School staff considers many factors when making classroom assignments. For example, they consider range of academic abilities, social mixture, gender balance, individual learning styles, student personality and interaction, students benefiting from being together or separated, overall student behavior, student/teacher considerations, class size, etc. The objective of this process is to produce a well-balanced “workable” classroom. These decisions for classroom placement contribute significantly to the creation of a positive classroom environment, which enables students to function to the fullest of their abilities. Please rely on our professional judgment, and trust that we will group and provide children with the best possible learning environment.

Students and parents will be informed of class assignments in August.

## PARTIES

We enjoy honoring students on their birthday by announcing their name on the morning announcements. **Please do not send cupcakes, doughnuts, sheet cakes, or pizza for your child’s birthday treats.** Items that are individually wrapped such as goldfish are acceptable. Please check with your child’s teacher for any allergies of students in the classroom.

We are strongly encouraging families to send non-food items on birthdays. Instead of a food item, please consider sending something for the class to enjoy such as:

- A game for the classroom
- A classroom book (A nice touch would be having your child pick it out, sign it, and date it.)
- A classroom set of items for each child to keep such as pencils, pens, erasers, markers, etc.

Please refrain from sending invitations to parties to your child's classroom unless **all students** in the classroom are invited. Invitations must be given to the classroom teacher to be passed out to children as they dismiss. Addresses and phone numbers of employees and students are private and will not be provided to parents. Please do not send flowers or balloons or gifts to your children at school.

# PHOTO RELEASE

## **Use of Student Photos**

Use of Student Names/Photos: The District procedure regarding the use of student photographs for news releases, brochures, the website, the community magazine, "In Woodland Hills," and on the Internet requires a WHSD signed permission form. A permission form will be sent home to be signed by a parent or guardian and returned to the child's school no later than the end of the first week of school. If this permission form is not on file, then your child's photograph will not be used to promote the District or individual student achievements and your child will not be able to use the Internet at the school to create web pages, use Skype in the classroom, or search the internet while at school. The District requires that this permission form be signed every year. Thank you for your cooperation.

# PUPIL SERVICES

## Services for School Age Students- Special Education/ Gifted Education

The Woodland Hills School District provides a free, appropriate public education to students with disabilities or mental giftedness according to state and federal rules. To be eligible, the child must:

Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual must document the request and ask for the request in writing. Once the request is made the school psychologist shall provide a permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.

### WOODLAND HILLS SCHOOL DISTRICT PUBLIC NOTICE SPECIAL EDUCATION

*Woodland Hills School District provides a free, appropriate, public education (FAPE) to exceptional students consistent with the Individuals with Disabilities Education Act (IDEA) of 2004 (P.L. 108-446) and Reauthorization 2006. To qualify as an exceptional student, the child must be of school-age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment including Deafness, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment including Blindness, and in the case of a child that is of pre-school age, Developmental Delay.*

*Identification procedures ensure that eligible students receive an appropriate program consisting of individualized special education and related services. At no cost to parents, these services are provided in compliance with local, state and federal laws and planned to ensure meaningful educational benefit and student progress.*

*To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities may include: hearing, vision, physical and speech/language screening; a review of group-based data (cumulative academic records, ability and achievement test scores, enrollment records, report cards, and health records); and a review by the building-level team. When screening results suggest that a student may need special education services, Woodland Hills School District will, with written parent consent, conduct an evaluation. Parents who suspect their child may need special education services may also submit a written request for an evaluation to the school principal in any of our school buildings.*

*Services designed to meet the needs of exceptional students include: a timely evaluation and the annual development of an individualized Education Program (IEP). Parents are considered to be an integral and equal partner in the IEP process. We strongly recommend that you should be present at IEP meetings. Woodland Hills School District will make every effort to ensure parent participation and satisfaction.*

*The extent of special education services and the location for the delivery of those services are determined by the IEP team and based on several factors, primarily upon the student's identified needs and abilities. Consideration is also given to the student's chronological age and level of intensity of the specified intervention. The district provides supplementary aids and services, such as transportation, physical therapy and occupational therapy, as necessary for the student to benefit from the special education program.*

*Parents may obtain additional information about special education services and programs and parental due process rights by contacting the child's school principal or the Special Education Office at [412-731-1300](tel:412-731-1300) ext. 0147.*

## RECESS

Weather permitting, students have an outdoor recess period twice a day. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Shorter outside times are scheduled on very cold days. Always dress your child for outside recess. Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. The staff in charge permits games, reading, or other activities.

## TITLE I PROGRAM

### What is Title I?

According to the PA Department of Education, Title I is a 100% federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics.

The Title I Reading program includes administrators, teachers, and parents working as a team to accomplish the following:

- identify students most in need of help in reading related areas;
- set goals for improvement;
- measure student progress
- develop instruction that adds to or supplements the regular classroom instruction;
- involve parents in all aspects of the program;
- create successful reader who see the value and experience the pleasure of reading

### Parent Right to Know

Your child attends a school which receives Federal Title I funds to assist students in meeting state achievement standards. This is to inform you about your right to request information about the qualifications of the classroom staff working with your child. We are happy to provide this information to you. At any time, you may ask:

(1.) Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching, (2.) Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, (3.) and what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

## SAFE SCHOOLS

The primary responsibility of the Woodland Hills School District is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack daily – not only for school communication but to ensure that inappropriate items are not carried to or from school.

Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher and the principal. Every effort will be made to address these issues.

Parents, please be advised that during school hours all outside doors of the school will be locked. In order to gain admittance into the elementary buildings, you must check in at the main entrance of the school.

## SCHOOL CLOSINGS- SNOW DAYS / INCLEMENT WEATHER

When weather conditions are questionable, check the district website, local news, or building Facebook pages for all weather-related delays/closings.

## SCHOOL PICTURES

Individual student pictures will be taken near the beginning of the school year, usually in September. Make- up day for absentees occur at a later date. The purchase of student pictures is optional.

## TESTING

Assessment tests are also administered during the school term. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to teachers and counselors in diagnosing strengths and weaknesses in order to provide more effective individualized instruction. Among the various tests administered are the, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and benchmark assessments. Students in grades 3 thru 5 participate in the Pennsylvania System of School Assessment (PSSA), which assesses students in reading and mathematics. Students in grades 4 also participate in PSSA science assessment.

The scores of these tests will be checked carefully and maintained in the school record as long as the child attends schools in Woodland Hills. No individual or agency outside of the school system will be permitted to inspect the child's record without written parental permission. Should parents wish to examine their child's record file at any time, they may arrange to do so by making an appointment with the school principal, teacher, or counselor. Specific information concerning tests may be obtained through the building principal.

## Assessment Calendar (Testing Windows)

### PSSA Testing Window

PSSA ELA Window	April 20-25
PSSA Math Window	April 27-May 8

PSSA Science Window	April 27-May 8
PASA	February - April

## VALUABLES

School personnel cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (e.g., lunch money) or other important possessions to school, students are responsible for these items.

## VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include suspension. The school requires that students who damage property or equipment pay for damage. If a student accidentally causes damage, he or she should report it to the classroom teacher or principal, so that the damage is not misconstrued as vandalism. (CARE OF SCHOOL PROPERTY POLICY #224)

## VISITING SCHOOLS

All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given.

### Raptor Visitor Management System

All school visitors will be asked to present identification, such as a driver’s license, which will pass through a scanner. Parents and other volunteers who visit regularly or participate in field trips only need to do this once. If you don’t have government-issued identification, we will enter the information manually. Within a few seconds, the Raptor system will check a visitor’s name and date of birth against a national database of registered sex offenders to ensure that offenders aren’t entering a school without our knowledge. No other information from the ID will be gathered or recorded.

Once an entry is approved, Raptor issues a visitor badge. Should the system find a match in the offender database, however, the school administrative assistant will receive a notification but no details. Only the assistant superintendent of human resources will have access to the results.

## VOLUNTEERS

The Woodland Hills School District approves and encourages the use of volunteers in our elementary schools. Each school administration has the responsibility to direct and monitor

individuals working with students. Parent and community volunteers work under the direct supervision of principals and teachers.

Individuals who would like to volunteer in our schools or with our students should contact the principals of the individual schools to offer their services. Many volunteers, especially those working in classrooms or directly with students, must have the following three clearances before they can volunteer: **PA Acts 34 & 151 Clearances** and an **FBI Federal Criminal History Clearance**. Information about these clearances, how to obtain them, and the costs associated with them can be found on the District website ([www.whsd.net](http://www.whsd.net)) under the Employment Opportunities tab. Interested individuals can also call the school principal or call the District Personnel Department at 412-731-1300, extension 0114.

In addition to working with students in our schools, there are booster organizations that utilize volunteers such as the school PTO/PTA, the Woodland Hills High School Band Parents Organization, the Wolverine Football Boosters Association and the booster groups for various varsity sports teams. Volunteers for these groups should also follow the District volunteer procedure.

Outside organizations such as OASIS and H.U.G.S. that have volunteers who work in our schools under the direction of school principals must also have clearances. Parents and guardians who help with annual activities, such as school fun days or classroom parties, are not, at this time, required to have the volunteer clearances. If you are interested in sharing your time and talents with our students, please contact the school principals to determine if you will need to obtain the proper clearances.

## WHO TO CONTACT

When parents have questions about the operations of the schools or concerns with the education of their child, it is important that those questions be properly answered in the most expedient manner possible. For that reason, it is imperative that the chain-of-command be followed when attempting to resolve problems that may arise during the school year.

Problems are best solved at the level where they initially occur. To provide parents with proper information, it is recommended that discussion take place on a one-to-one basis with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within the Woodland Hills School District.

- Contact the teacher first and schedule a meeting or a telephone conference.
- Problems not resolved at the teacher level should be taken to the assistant principal or building principal.
- Concerns with testing should be addressed to the student's principal.
- Concerns not resolved through the above channels should be referred to the Assistant Superintendent at 412-731-1300 x 0178.



## WITHDRAWALS

The school should be notified in advance of any students who are moving. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.