QUICK REFERENCE GUIDE
WILSON

Dr. Rachel Gray, Principal
724.695.3300

Attendance/Call Off

If your child is going to be absent please call the Wilson Call Off Number or email the teacher and Ms. DeFazio to inform them of the absence.

Wilson's Call Off Number: **724-695-1548**

Ms. DeFazio's email address: adefazio@westasd.org

Excuses
When your child is absent, please send in an Excuse for Absence Form within 3 school days from the date they return, stating the child's first and last name and the reason for the absence. If your child is seen by a medical professional, please request a note from them to submit to the school. This will code the absence as medical.

Early Dismissal

Please send an Early Dismissal Form in with your child if your child will be leaving school early. The note should indicate the student's first and last name, the name of the homeroom, as well as the date, time and purpose of the early release.

When you arrive, please call the main office at **724-695-3300** to inform the office that you have arrived to pick up your child. Our school staff will walk your child out and check for identification.

Student pick-up in the front of the building can only occur prior to 2:45 p.m., due to dismissal/bus traffic. After that time, please plan on picking your child up from the pick-up line at 3:20 pm.

Bell Schedule

Elementary School Day Schedule

This link includes the Regular Bell Schedule, Early Release Bell Schedule and Two-hour Delay Bell Schedule.

Lunch Account & Menu

School Café Menus and Payments Meal Prices Free and Reduced Meals

Item Drop Off

Please call the main office, **724-695-3300** and inform Ms. DeFazio that you have an item for drop off.
The item can be left on the picnic table labeled with the student's name and homeroom.

Calendars

District Calendar At a Glance Athletic Schedule

Transportation

For questions regarding your child's bus or stop, please contact Monark Student Transportation at **724-695-4000**. Please note that students are not permitted to have passes to ride another bus home.
In the event of a bus emergency, please contact Ms. DeFazio at mdefazio@westasd.org or 724.695.5273 to make alternate transportation arrangements.

Nurse

Please contact the school nurse, Mrs. Michelle Psaros, at mpsaros@westasd.org for any health related questions or concerns.

School Counselor

Mrs. Taylor is on site every day, and she can help students and families in a variety of ways. If you have any questions or concerns she can help with, please email her at ktaylor@westasd.org.

Technology Support

West Allegheny parents have access to two information platforms, Canvas and PowerSchool, to engage with and monitor their child's academic experience. To learn more about how to use these platforms, please visit the Canvas/PowerSchool Guide for Parents. Students experiencing technical difficulties with their District-provided device are encouraged to visit the front office for support. Students and parents can also contact the Technology Team at wahelpdesk@westasd.org for support or questions.

School Delays & Cancellations

West Allegheny School District will delay/close schools for either an emergency or for inclement weather. In the case of emergency situations, students from the impacted school(s) would be instructed to follow the District's Remote Learning Plan. For inclement weather closures, all five West Allegheny schools would be notified if it is a snow day with no classes or a Remote Learning Day after snow days have been exhausted. If it is a Remote Learning Day, students would be directed to log on through Canvas at 9:00 a.m. and follow the designated schedule.

In the case of school delays/closures, West Allegheny will communicate the information via phone, text, Facebook, and the District website as well as KDKA, WTAE and WPXI TV. To ensure that your family receives the phone notifications, please review your contact information in PowerSchool. If you would like to receive text messages, please follow the directions found HERE.

Educational Trips

Although discouraged during the school year, if your family is going on an educational trip, please submit an Educational Trip Form at least one week prior to departure. Educational trips are equal to no more than five (5) days in a school year. In addition, trips will not be approved during state standardized testing period and/or for students with ten (10) or more absences.

Volunteer

To volunteer at your child's school, please visit the Volunteer Link to learn more about required clearances.

For additional volunteer opportunities, please visit Wilson Elementary PTA.

District App

For convenience and accessibility, the District encourages families to download the West Allegheny App using the QR code to the left.