

*PITTSBURGH MANCHESTER*

## **Student Handbook 2024-2025**



**Pittsburgh Manchester**  
1612 Manhattan Street  
Pittsburgh, PA 15233  
Phone: (412) 529-3100  
Fax: (412) 323-3015  
[www.pghschools.org/PghManchester](http://www.pghschools.org/PghManchester)



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## SUPERINTENDENT'S WELCOME

Dear Pittsburgh Manchester Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Manchester's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Manchester's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Manchester.

An electronic copy of the school handbook is also available on Manchester's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters  
Superintendent

## **PRINCIPAL'S WELCOME**

Greetings Pittsburgh Manchester Community:



On behalf of the faculty and staff at Pittsburgh Manchester, I wanted to take a moment to welcome new and returning families to the 2024-2025 school year. Along with faculty and staff, our scholars and families are the most important members of our school community. I look forward to a year of communication and collaboration to create a highly successful and memorable year of learning and growth for each scholar. A dynamic group of Manchester staff including the administration team and educators worked together to analyze data around culture, systems, and instruction to create a School Improvement Plan (SIP) that commits to equipping faculty and staff to address the needs of all scholars at Manchester. Our district's focus on Elevating Equity, Action, and Impact has helped guide and frame our work for the new school year.

We are committed to providing a socially just learning environment that embraces the values of equity and high-quality teaching and curricula that allow students to feel safe, seen, heard, and valued.

Many updates to policy center around this focus to provide access for all to rigorous grade-level instruction and a safe and inclusive learning environment. Please take some time to review these policies and personally reflect on the goals shared in this handbook.

Thank you for your support as we continue this journey together. I encourage you to utilize our school website to access resources and receive the latest school information.

Warm regards,

*Angelique Benjamin*

Angelique Benjamin, MEd  
Principal, Pittsburgh Manchester PreK-8

## **SCHOOL VISION AND MISSION**

# **Together We're Manchester**



# **We Are.....**

**Students Expecting Great Things**

**Teachers striving to make a Difference**

**Parents getting involved in our child's  
education**

**Community supporting our neighborhood  
school**

***TOGETHER WE'RE HELPING OUR  
STUDENTS SUCCEED***

# SCHOOL CONTACT INFORMATION

## **Pittsburgh Manchester**

1612 Manhattan Street

Pittsburgh, PA 15233

Phone: (412) 529-3100

Fax: (412) 323-3015

[www.pghschools.org/PghManchester](http://www.pghschools.org/PghManchester)

Please find listed below contact information for key departments at Pittsburgh Manchester. All information for other staff members is contained in the staff roster portion of this handbook.

Please be advised that the hours for communication are 8:30 AM - 4:30 PM. Throughout the day, staff are working with students and unable to answer phone calls and emails immediately. Please note that phone calls, emails and Talking Points messages will be returned in 24 hours.

If you have an urgent need, please contact the main office at (412) 529-3100. Please note that the heaviest call volume is between 8:45 AM - 9:30 AM and 3:00 PM - 4:00 PM. Please anticipate call delays at the aforementioned times.

For school policy, safety, or general concerns:  
Angelique Benjamin, Principal, [abenjamin2@pghschools.org](mailto:abenjamin2@pghschools.org)  
(412) 529-3100

For attendance or student support services:  
Cheryl Dennis, School Counselor, [cdennis1@pghschools.org](mailto:cdennis1@pghschools.org)  
(412) 529-3311

For medical or health related issues:  
Lauren Ficorilli-Diederich, School Nurse, [lficorillidiederich1@pghschools.org](mailto:lficorillidiederich1@pghschools.org)  
(412) 529-3313

For registration, change of address or records:  
Kimberly Rolon, SDSS, [krolon1@pghschools.org](mailto:krolon1@pghschools.org)  
(412) 529-3100

For general inquires:  
Kimberly Rolon, School Secretary, [krolon1@pghschools.org](mailto:krolon1@pghschools.org)  
(412) 529-3100

# COMMUNICATION PROCEDURES

We value open and effective communication with you to ensure the success and well-being of your child in Pittsburgh Manchester. Please take note of the following procedures to facilitate clear and timely communication.

### **Updating Contact Information**

Please ensure that your contact information, including phone numbers and e-mail addresses, on file with the school office is up to date. Prompt updates allow for effective communication between school and home. You may reach out to our SDSS, Ms. Rolon at [krolon1@pghschools.org](mailto:krolon1@pghschools.org) to review this information. You may also use the Home Access Center ([HAC](#)).

### **Primary Points of Contact**

- **Teachers:** Your child's teacher is the primary point of contact for academic progress, classroom activities, and behavior concerns. You may contact them via e-mail, TalkingPoints, or schedule meetings as needed.
- **School Office:** For administrative matters, attendance concerns, or general inquiries, please contact the office during regular business hours.

### **Communication Channels From School**

- **Regular Paper Communication:** via your child
- **Electronic Communication:** via Blackboard Phone Communication System
- **Newsletters and E-Mail Updates:** We regularly send out newsletters, TalkingPoints, and e-mails to keep you informed of school events, important dates, and academic updates. Please be sure to read all communications in its entirety.
- **School Website:** Our school website contains important information, including school policies, calendars, PSCC notes, and other resources.
- **Social Media:** We post regular updates and peaks into the class via social media. You can find us on Facebook at [www.facebook.com/PittsburghManchesterSchool](http://www.facebook.com/PittsburghManchesterSchool)

### **Parent Teacher Conferences**

Scheduled conferences provide an opportunity to discuss your child's progress in detail. Annual Parent Teacher Conferences occur in October. If you would like to conference with your child's teacher outside of this time, please reach out to them directly.

*We respect you and your child's privacy. All discussions regarding your child will be held in a private space with a respectful manner.*

### **Emergency Notifications**

In the event of an emergency, school closure, or urgent situation, you will be notified through our emergency notification system. Please ensure you have updated your contact number, and all emergency contact forms are filled out with accuracy.

### **Behavior and Discipline**

If there are behavioral concerns, your child's teacher or school administration will reach out to discuss any issues and work together on a solution.

### **Special Services**

If your child receives special services (e.g. special education, ESL) the relevant staff member will communicate with you regularly to discuss progress and any adjustments to services.

### **Feedback and Suggestions**

Your feedback is valuable to use as a continuously evolving school. We regularly send out surveys after family events as well as important times during the school year. If you have immediate suggestions or concerns, please do not hesitate to reach out to your child's teacher or school administration. We are committed to continuous improvement.

You may also reach out to our Family and Community Engagement (FACE) specialist, Ms. Rolon. She may be contacted at [krolon1@pghschools.org](mailto:krolon1@pghschools.org) or you may call the main office and leave a message.

*Thank you for your partnership in your child's education. By working together, we can ensure a positive and productive school experience for every student, every day.*



## STAFF ROSTER

<b>Staff</b>	<b>Grade/Room</b>	<b>Email</b>
Ms. Benjamin	Principal	<a href="mailto:abenjamin2@pghschools.org">abenjamin2@pghschools.org</a>
Ms. Rolon	Secretary/SDSS	<a href="mailto:krolon1@pghschools.org">krolon1@pghschools.org</a>
Ms. Dennis	Social Worker	<a href="mailto:cdennis1@pghschools.org">cdennis1@pghschools.org</a>
Nurse Lauren	Nurse	<a href="mailto:lficorillidiederich1@pghschools.org">lficorillidiederich1@pghschools.org</a>
Mrs. Hines McGee	Prekindergarten	
Ms. Long	Kindergarten	<a href="mailto:msumlinlong1@pghschools.org">msumlinlong1@pghschools.org</a>
Mr. Karel	1 <sup>st</sup> /2 <sup>nd</sup> Grade ELA	<a href="mailto:skarel1@pghschools.org">skarel1@pghschools.org</a>
Ms. Hamm	1 <sup>st</sup> /2 <sup>nd</sup> Grade Math	<a href="mailto:shamm1@pghschools.org">shamm1@pghschools.org</a>
Mrs. Terlecki	3 <sup>rd</sup> Grade	<a href="mailto:sterlecki1@pghschools.org">sterlecki1@pghschools.org</a>
	4 <sup>th</sup> Grade	
Mrs. Skelton	5 <sup>th</sup> grade	<a href="mailto:eskelton1@pghschools.org">eskelton1@pghschools.org</a>
	6 <sup>th</sup> -8 <sup>th</sup> Science	
Mrs. Duranczyk	6 <sup>th</sup> -8 <sup>th</sup> ELA	<a href="mailto:aduranczyk1@pghschools.org">aduranczyk1@pghschools.org</a>
Mrs. Johnson	6 <sup>th</sup> -8 <sup>th</sup> Math	<a href="mailto:njohnson1@pghschools.org">njohnson1@pghschools.org</a>
Mrs. Smith	K-5 <sup>th</sup> MDS	<a href="mailto:tsmith1@pghschools.org">tsmith1@pghschools.org</a>
Ms. Larrow	K-2 <sup>nd</sup> AS	
Mrs. Gera	3 <sup>rd</sup> -5 <sup>th</sup> AS	<a href="mailto:agera1@pghschools.org">agera1@pghschools.org</a>
Mrs. Granger	6 <sup>th</sup> -8 <sup>th</sup> AS	<a href="mailto:cgranger1@pghschools.org">cgranger1@pghschools.org</a>
	Physical Education	
	Music	
Mr. Weinand	Art	<a href="mailto:rwienand1@pghschools.org">rwienand1@pghschools.org</a>
Mrs. Dwyer	Library	<a href="mailto:mdwyer1@pghschools.org">mdwyer1@pghschools.org</a>
	Learning Support K-2 <sup>nd</sup>	





# BELL SCHEDULES

Manchester PreK-8 Bell Schedule  
2024-2025



Student Start Time: 9:10 am  
Student Drop Off: 9:00 am

Student End Time: 3:55 pm  
Student Pick Up: 3:55 pm

Homeroom/Morning Meeting	9:15 am – 9:25 am
Period 1	9:25 am – 10:10 am
Period 2	10:10 am – 10:55 am
Period 3	10:55 am – 11:40 am
Period 4	11:40 am – 12:25 pm
Period 5 (K-4 <sup>th</sup> Lunch)	12:25 pm – 1:10 pm
Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)	1:10 pm – 1:55 pm
Intervention	1:55 pm – 2:25 pm
Period 7	2:25 pm – 3:10 pm
Period 8	3:10 pm – 3:55 pm
Dismissal	3:55 pm

## Half-Day Bell Schedule

Student Start Time: 9:10 am

Student End Time: 12:21 pm

180 minutes

Start-End Times	Half Day Schedule A	Half Day Schedule B	Half Day Schedule C
9:15 – 9:30	Homeroom & Morning Meeting	Homeroom & Morning Meeting	Homeroom & Morning Meeting
9:30 – 10:10	Period 1	Period 3	Period 7
10:10 – 10:50	Period 2	Period 4	Period 8
10:50 – 11:30	Period 5 (K-4 <sup>th</sup> Lunch)	Period 5 (K-4 <sup>th</sup> Lunch)	Period 5 (K-4 <sup>th</sup> Lunch)
11:30 – 12:10	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)
12:10 – 12:21	Homeroom/ Dismissal	Homeroom/ Dismissal	Homeroom/ Dismissal

## Two Hour Delay Bell Schedule

Student Start Time: 11:10 am

Student End Time: 3:55 pm

285 minutes

Start-End Times	2 Hour Delay Schedule A	2 Hour Delay Schedule B	2 Hour Delay Schedule C	2 Hour Delay Schedule D
11:10 – 12:25	Period 4	Period 4	Period 4	Period 4
12:25 – 1:10	Period 5 (K-4 <sup>th</sup> Lunch)	Period 5 (K-4 <sup>th</sup> Lunch)	Period 5 (K-4 <sup>th</sup> Lunch)	Period 5 (K-4 <sup>th</sup> Lunch)
1:10 – 1:40	Intervention	Intervention	Intervention	Intervention
1:40 – 2:25	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)	Period 6 (5 <sup>th</sup> – 8 <sup>th</sup> Lunch)
2:25 – 3:10	Period 7	Period 7	Period 7	Period 7
3:10 – 3:55	Period 8	Period 1	Period 2	Period 3
3:55	Dismissal	Dismissal	Dismissal	Dismissal

# PPS CALENDAR

## 2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 12, 2025



### Calendar Key (All dates may be subject to change.)

- First/Last Days of School
- Professional Development
- Days All PPS Employees
- Holidays School Only
- Vacation Days Clinical Days
- Parent-Teacher Conference Days  
Fri 6-5, Wed 8-6  
Monday, October 13, 2025
- 6-12 High School Special  
Fri 7:30am, October 18, 2024  
School Board Meetings
- Quarter Interim Progress Report
- Report Card Distribution
- High School Graduation
- Snow Make-Up Days TBD
- Pay Date: 1-Month Semimonthly
- Pay Date: Bi-weekly
- ▲ Pay Date: Non-Administrator Semimonthly

# ATTENDANCE PROCEDURES

## [PPS Policy 204](#)

Terms:

- **Unexcused Absence:** When Student is not in attendance at school and a written excuse is not provided within 3 days.
- **Tardy:** Arriving after the posted start time for class or school without a written excuse.
- **Truant:** Student has had 3 or more unexcused absences. Habitually Truant Student has had 6 or more unexcused absences.
- **SAIC:** School Attendance Improvement Conference, where reasons for missing school are reviewed to improve a student's attendance.
- **SAIP:** School Attendance Improvement Plan, the plan outlining efforts to improve student's attendance.

Any student who has more than six absences in a report period will receive a failing grade for the report period. If a student's absences are legally excused and they have received failing grades due to failure to meet the attendance standard, the student shall be entitled to receive a better grade provided that the following requirements are met:

- The student has completed all course requirements and assignments
- The student, at the direction of the teacher, has made up any missed course work, and/or testing within a reasonable period of time
- The student passes the final yearly or semester examination, if any
- The student has provided appropriate documentation to verify the reason for the absences i.e. notes from dentists, doctors, courts, etc. Students who have more than six illegal absences will receive a failing grade for the report period and will not be permitted to makeup assignments. Principals and teachers will continue to consider special, unusual and extenuating circumstances when applying these attendance standards, and grant exceptions when warranted.

For more information, please refer to the [Code of Student Conduct](#).

### **Early Dismissal**

Any student requesting an early dismissal should present a written request to the office after reporting to homeroom. The request should include the student's name, homeroom, date, time, reason for early dismissal, a parent or guardian's signature and a telephone number at which the parent may be reached. At the time designated, the parent must report to the main office to complete the sign out process.

The student will be expected to report to the office at the requested time. No student will be dismissed to anyone other than his/her legal guardian, unless a written request is submitted by said guardian and approved by the administration.

### **Tardies to School or Class**

Arriving on time to school and class is an important factor to school engagement and success. Repeated unexcused absences or their equivalent, including unexcused tardy minutes, constitute truancy as defined in this guide. Schools will provide interventions and support for class and school tardies before assigning disciplinary consequences.

After the second tardy to class, the teacher notifies the parent of the situation. On the fourth tardy to class, the teacher submits a referral which results in a week of lunch detention for the student. In the case where a school bus is late, the student is marked as a "bus tardy," and this does not count against the student's accumulation of tardies.

## **ACADEMICS**

Students participate in all core academic subjects: Reading, Language Arts (Spelling, Grammar and Handwriting) Mathematics, Science and Social Studies. Additionally, students participate in Library Science, General Music, Visual Arts, and Physical Education classes. During Intervention (RTI) Students also receive instruction on Social Emotional Learning on one day out the six-day rotation with the other five days weekly. Students in grades 4 and 5 may choose to participate in the instrumental music program. The instrumental music program meets once in a 6-day rotation.

## **ACADEMIC INTEGRITY**

### [PPS POLICY 226](#)

The Board adopts a system-wide policy to promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments. A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours. Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as your own, and the unauthorized use of aids during examinations, projects and assignments. Pittsburgh Manchester will work with students and families to provide education around the use of the internet, AI and other forms of support students may utilize to support their learning.



# DRESS CODE

[PPS POLICY 221](#)

## Pittsburgh Manchester PreK-8 School

### Dress Code

Students must arrive and depart in the appropriate attire. Please read and see below dress code expectations. Students are prohibited from wearing any articles of clothing and jewelry that advocate and/or promote the use of alcohol, drugs, violence, racial/gender discrimination, and/or sexual activity. Additionally, any student wearing clothing that is too revealing will be asked to change. If you a student is in violation of the above information, please let our School Social Workers know immediately.

### DOs and DON'Ts of the Manchester Dress Code

#### Do wear:

- appropriately length shorts
- shirts fully covering midriff
- shoes (see below)

#### Do NOT wear:

- extra ripped holey jeans
- crop tops
- hats or bonnets
- slippers/house shoes
- pajamas
- Sunglasses



### Shoe Requirements

Closed toe shoes with a back are required for Physical Education classes. Students may bring a change of shoes for PE. Students in violation of appropriate PE and Recess shoes will not receive full PBIS points per class period.



## **ELECTRONIC DEVICES**

### [PPS POLICY 216](#)

An electronic device is classified as any device that can take photographs, record or store audio or video data; store, transmit or receive messages, images or data; or provide a wireless, unfiltered connection to the Internet. Examples of electronic devices include, but shall not be limited to, cellular telephones, smartphones (e.g. iPhones and Android devices, telephone paging devices/beepers; global positioning system (GPS) devices; laptop computers; portable game units; mp3 players; personal digital assistants (PDAs); digital cameras; tablet personal computers (e.g. iPads), as well as any new technology developed with similar capabilities. All personal electronic devices are turned into the main office upon entering the building where they are then stored in a safe location throughout the school day. During 8th period, all phone bins are returned to the homeroom teachers by a responsible adult. As students are dismissed from their homeroom, all electronic devices are returned to the students by a responsible adult. If you need to reach your child in case of an emergency during the school day, please call the main office.

If a student is found using their cell phone, they will receive a warning. If students use their cell phone again after the warning, the phone will be taken to the main office for the parent to pick up the cell phone.

## **EXTRA CURRICULAR OFFERINGS**

### [PPS Policy 119](#)

Manchester supports clubs and activities for students at various times of the year. Student participation in these activities is subject guided by the Manchester administration and The Student Code of Conduct. The same policies and procedures apply after school hours as do during school hours. Students may be removed from these activities at the discretion of the Manchester administration. Students participating in these activities MUST have written permission from a parent. In the event of a cancellation of the activity a member of the Manchester staff will contact you.

## **GRADING**

[PPS Policy 209](#)

Families can check their student's grades on the eSchoolPLUS Home Access Center ([HAC](#)) at any time. Parents/families can view real-time information through a convenient web portal anywhere. Information that can be found include:

- Schedules
- Attendance
- Published Assignments
- Quick links to communicate with teachers.
- Class averages
- Report card information
- Transcript grades

Interim grades may be viewed on HAC and will not be distributed to students. If you would like a paper copy of interims, please contact Ms. Kimberly Rolon, SDSS. Report cards will continue to be printed out and distributed to students.

Please contact the school's Main Office if there are any issues.

Families can also reach out to the [Parent Hotline](#) by phone 412.529.HELP (4357), or by email [parenthotline@pghschools.org](mailto:parenthotline@pghschools.org).

A HAC User Assistance Guide can be found at [www.pghschools.org/page/5012](http://www.pghschools.org/page/5012)

## **HOMEWORK PROCEDURES**

[PPS Policy 115](#)

Homework assignments may come from any of your child's teachers (homeroom, academic subjects, related arts subjects, etc.) and are used to help reinforce the lessons taught in the classroom. Students bring their work home in folders, and assignments are either written in newsletters, communication from the teachers (flyers, Talking Points messages, emails, etc.). Students are generally assigned homework Monday – Thursday, with some exceptions. If you have any questions regarding your student's homework assignments, we encourage you to please reach out to that teacher with your questions.

## **HEALTH SERVICES**

### [PPS Policy 206](#)

Should your child be injured or become ill at school, we will make him/her comfortable, take appropriate first-aid measures, and contact you immediately. If you cannot be reached, we will contact the emergency number that you have listed on the Student Emergency Form.

Please make sure that if your child takes medication during lunch time, or any time during the school day, or requires daily medication such as rescue inhalers or epi-pens, that you provide those medications, copies of the prescriptions, medical forms, doctor forms, etc., to the Main Office at the beginning of the school year.

If a parent would like the student to administer their own rescue inhalers independently, that student must be able to show competency. Please contact the school nurse for further information.

Please always keep the school updated on medication changes. Students **are not permitted** to transport medication themselves to school; all medication needs to be brought in by the parent/guardian in its original container.

For more information, please contact the school administration. You may also review the Board of Education's policy on Medication via [Code 229](#).

# INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[Pittsburgh Public Schools Office of Information Technology Acceptable Use Form](#)

For the 2024-2025 School Year, each student has been assigned a school technology device. Students will be responsible for keeping their electronic devices charged and bringing their device home and back to school on an as needed basis.

All families will be required to sign the Acceptable Use Policy.

Please read the Pittsburgh Public Schools Acceptable Use Policy. Upon reviewing that policy, please complete this form to indicate that you agree with the terms and conditions as stated.

The signature of **a parent/guardian is mandatory** before students will be allowed access to any PPS computer or technology-based resource. This form is required annually of all students in the Pittsburgh Public Schools. This document reflects the entire agreement and understanding of all parties.

## **Introduction**

We are pleased to offer our students at Pittsburgh Public Schools (PPS) a safe, stable, relevant and productive technical experience with the use of all district technologies. The district aims to provide a rich set of technical capabilities that are unique to each learning community among our full portfolio of schools. These capabilities include but are not limited to 1-to-1 laptop, tablet or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets and the use of labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and district printers, scanners and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all district technologies. Misuse of PPS equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the district and family. Inappropriate use may result in cancellation of permission to use district equipment which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary

learning environment have a wide range of benefits for the learner, as well as the learner's family and school community.

Every student in PPS will have access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form to acknowledge the PPS Acceptable Use Policy. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign where appropriate. Any questions or concerns about this permission form, or any aspect of the computer network, should be referred to your school's administration.

A copy of the related technology policies can be found in the Boards 900 series that includes related topics such as our Student Code of Ethics, Internet Safety Guidelines, Network Use Guidelines and Mobile Computing Guidelines.

#### **Guidelines: General Use**

- DO NOT Change the local configuration of the desktop, laptop or tablet
- DO NOT deface or change the physical appearance of any district device
- DO NOT use any logon and password other than your User Account
- Users are not allowed to do the following unless given permission by an administrator:
  - Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software
  - Install and / or play personal music, videos, or games
  - Use unauthorized programs installed on the laptop
- Report any damage – accidental or not, immediately
- DO NOT attempt to bypass PPS security or content filtering at any time.

Food and drink may not be consumed next to or near a PPS device at any time.

# STUDENT SUPPORT SERVICES

The Office of Student Support Services is the hub that connects schools, students, families, and community with the necessary resources and supports to assure the academic, social, behavioral and emotional well-being and success of all students.

The Office of Student Support Services includes the following areas:

- District-wide supervision and technical assistance in the areas of Student Discipline and Alternative Education
- Attendance Awareness, Monitoring, and Tracking Efforts
- Student Registrations, Transfers, and School Enrollment/Assignments including the Magnet Office
- Work Permits
- Health Services
- Interscholastic Athletics
- Student Assistance Program (SAP)
- Bullying and Sexual Harassment Prevention/Intervention Crisis Intervention and enrollment and servicing of homeless youth
- Coordination for a variety of mental, behavioral and physical health partnerships
- Oversight of Counselors and Social Workers
- Professional development for Administrators, Counselors, Social Workers, Nurses, Dental Hygienists, Student Services Assistants and other staff in all Student Support Service-related areas.
- Oversight of the acquisition and disbursement of supplemental funds to support the 'Be a Middle School Mentor' Initiative, Out-of-School Time Activities/Initiatives (i.e. After-School Programs, Summer Dreamers Academy, and Credit Recovery), Education Leading to Employment and Career Training (ELECT) Teen Parenting Program, and College Ready Indicator System (CRIS).

## **Education for Children and Youth Experiencing Homelessness (ECYEH)**

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

To read more about Education for Children and youth Experiencing Homelessness please visit [www.pghschools.org/Page/5130](http://www.pghschools.org/Page/5130).

To read more information regarding PPS student services, please visit [www.pghschools.org/studentervices](http://www.pghschools.org/studentervices).

## **Student Expectations/Procedures**

[Policy 212](#)



## PPS Code of Conduct

### **Positive Behavior and Interventions and Supports (PBIS)**

It is essential that Pittsburgh Manchester establishes and maintains a safe and effective learning environment for every student. Rules and clear expectations for every area of the school will be reviewed frequently with all students at the beginning of the school year and revisited at specific times throughout the year.

Pittsburgh Manchester utilizes a Positive Behavioral Intervention System (PBIS) to proactively teach behavioral expectations and recognize positive student behavior. The goal of our PBIS program is to create a learning environment where students can learn and grow.

**R – Respectful**  
**O – Organized**  
**A – Accountable**  
**R – Resourceful**

We will also follow Pittsburgh Public School District's [Code of Conduct](#) and [Prohibition of Bullying/Harassment Policy](#). The Code of Student Conduct provides important expectations and procedures for such issues as – cell phone use, teasing, fighting, disorderly behavior on school bus, etc.

### **Daily Behavior Management**

All classrooms at Pittsburgh Manchester will use PBIS Rewards to monitor student conduct throughout each school day. Each classroom teacher will enforce school-wide rules and expectations along with any unique rules for their classroom or content area. Each teacher will share more specific details and procedures with students and families in their beginning of the year welcome letter. When students meet or fail to meet expectations there is a consistent set of actions to which teachers will respond. If students are making good choices and meeting or exceeding expectations, then they may receive a PBIS point, privilege or other positive recognition. If a student is making poor choices and/or not responding to redirection, then the teacher might intervene by re-teaching the procedure/expectation, using a restorative approach. For more information on the district's policy please see the [Code of Student Conduct](#). We will constantly strive to provide effective interventions that uplift the dignity of each student, restore relationships, and promote a safe and respectful learning environment.

### **Social-Emotional Learning (SEL)**

Social Emotional Learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Pittsburgh Manchester utilizes the district approved Wayfinder program to teach SEL lessons.



### **Restorative Practices (RP)**

Restorative Practices is a system of formal and informal processes that build and sustain a culture of kindness, respect, responsibility and justice. This is achieved through emphasizing the importance of trusting relationships as central to building community and repairing relationships when harm has occurred.

### **Student Code of Conduct**

A copy of the student code of conduct is mailed to families at the beginning of the school year. The code of conduct is also posted on the school webpage.

## **VISITOR POLICY**

[PPS Policy 1104](#)

### [Visitors](#)

We are requesting that parents/guardians make an appointment to meet with a staff member at least 24 hours in advance. Prescheduled appointments will ensure staff members are available at an agreed-upon time and ample space is available for a safe in-person meeting. We will continue to utilize virtual meeting platforms such as Teams to hold meetings as needed. Unfortunately, we are unable to accommodate “drop in” teacher or principal conferences during the school day. Please schedule such conferences in advance.

## **ADDITIONAL PPS DISTRICT POLICIES**

- Please click on the link below to learn more about our District's Code of Conduct
- [Code of Conduct](#)
- Please click on the link below to learn more about our District's Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)
  
- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)

## ADDITIONAL SCHOOL INFORMATION

### Field Trips for Students

We believe that learning experiences outside the classroom through field trips are an essential element of our instructional program. When students participate in field trips, Pittsburgh Manchester will plan engaging trips to reinforce skills and concepts being taught in the classrooms.

To participate in a field trip, students must have a signed permission slip from their parent or guardian and meet the eligibility requirements. On the day of the field trip permission over the phone will not be accepted.

The staff has the discretion to determine if your child needs a parental chaperone. If this is the case, the parental chaperone is responsible for his/her child during the entire field trip. We welcome parent volunteers to assist during field trips, and teachers will send out requests prior to the field trip. Volunteers must have clearances on file in the main office prior to the field trip.

### Parental Involvement Opportunities

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

- **Parent School Community Council (PSCC)** provides numerous opportunities for the parents to participate in parenting workshops, computer education, curriculum instruction and understanding, and community engagement and outreach. The PSCC meets monthly. The meetings will be published on the student calendar and Talking Point reminders will be sent.
- **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. All family members need the appropriate [clearances](#) to volunteer at Pittsburgh Manchester. Please reach out to Ms. Rolon for inquiries about your clearance status or the clearance process.
- **School Events** – There will be opportunities for families to network. Additional details will be communicated about the scheduled events as they become available.