



Pittsburgh Spring Hill K-5

Student Handbook 2026-2027

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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Public Schools Parents, Students, and Families,

Welcome to the 2026-2027 school year! Whether you are joining Pittsburgh Public Schools for the first time or returning for another exciting year, I am honored to welcome you to a community committed to helping every student learn, grow, and thrive.

At Pittsburgh Public Schools, we believe every student deserves access to a high-quality education in a safe, supportive, and inclusive learning environment. Our dedicated educators and staff are committed to preparing students for success in college, career, and life by fostering curiosity, creativity, critical thinking, and a lifelong love of learning.

This school handbook is an important resource designed to help you navigate the school year. Inside, you will find valuable information about District policies, school expectations, student supports, attendance, academic programs, extracurricular opportunities, health and safety procedures, and ways to stay connected with your school community. I encourage every family to review this handbook together and refer to it throughout the year.

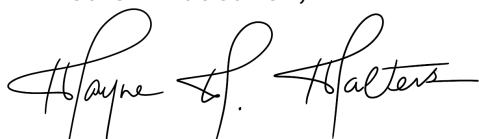
A successful school year is built on strong partnerships between schools, families, and the community. We know that students achieve more when the adults in their lives work together to support their learning and well-being. We invite you to stay engaged by attending school events, participating in Parent School Community Council (PSCC) meetings, communicating regularly with your child's teachers, and taking advantage of the many opportunities to share your voice and partner with us.

As we continue implementing our PPS Future-Ready Plan, we remain focused on creating learning environments where every student feels welcomed, valued, supported, and inspired to reach their full potential. Together, we are building stronger schools and brighter futures for every child.

Thank you for entrusting Pittsburgh Public Schools with your child's education. We look forward to a school year filled with learning, growth, achievement, and meaningful connections.

On behalf of the Board of Public Education and the entire Pittsburgh Public Schools team, welcome to an outstanding school year!

Yours in Education,



Dr. Wayne N. Walters

Superintendent, Pittsburgh Public Schools



PRINCIPAL'S WELCOME

Dear Students and Families,

Welcome to Pittsburgh Spring Hill K-5 Elementary! It is my pleasure to welcome you to a new school year and to our wonderful school community. At Spring Hill Elementary, we are committed to providing every child with a safe, supportive, and engaging learning environment where all students are encouraged to achieve their fullest potential.

Our dedicated staff works each day to ensure that students receive high-quality instruction while developing the skills necessary to become confident learners, responsible citizens, and compassionate individuals. We believe that strong partnerships between home and school are essential to student success, and we value the trust you place in us as we work together to support your child's academic, social, and emotional growth.

At Spring Hill Elementary, we are proud of our school motto:

"Where Students Work Hard, Stay Positive, and Get Smart."

We also strive to foster a culture built on our PBIS expectations:

- **Respect Others**
- **Respect the Environment**
- **Respect Self**

This handbook has been prepared to provide important information about our school procedures, expectations, and programs. I encourage you to review it carefully and refer to it throughout the school year. Open communication between families and the school is vital, and we welcome your questions, concerns, and involvement.

Together, we can ensure that every student experiences a successful and rewarding school year. Thank you for being an important part of the Spring Hill Elementary family. I look forward to partnering with you and celebrating the many accomplishments our students will achieve.

Sincerely,

Dr. Erin L. McClay

Principal

Pittsburgh Spring Hill K-5 Elementary

"Where Students Work Hard, Stay Positive, and Get Smart."

SCHOOL INFORMATION



Pittsburgh Spring Hill K-5

1351 Damas St, Pittsburgh, PA 15212

Phone: 412-529-3000

Fax: 412-323-3008

Office Email: springhilles@pghschools.org

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

School Colors Blue and Gold

School Mascot Leopards

School Motto Work Hard, Stay Positive, Get Smart

[Staff Directory-Spring Hill \(link\)](#)

VISION AND MISSION

The vision of Pittsburgh Spring Hill is to provide all students with academic, social, and emotional skills so that they will be able to successfully realize and fulfill the Pittsburgh Public Schools vision- All students will graduate high school, college, career and life ready, prepared to complete a two-or four-year college degree or workplace certification.

COMMUNICATION PROCEDURES

Contacting the School

Please click the School Directory link to see the staff roster on the schools' website. [School Directory](#)

Pittsburgh Spring Hill is committed to open, transparent communication. The methods of communication used to facilitate such communication are:

- Talking Points for Schools (Multi-lingual text messaging application)
- Black Board Connect (Automated phone system)
- Take Home Written Communication (letters, memorandums, flyers, etc.)
- U.S. Mail
- Website
- Email (Complete list of teacher emails is included in this handbook)
- Phone Calls (List of important phone numbers included in this handbook)
- Scheduled Meetings (In-Person or Virtual options available)

BELL SCHEDULES

Staff Meetings: 7:40-8:05 Monday -Friday

Breakfast: 8:05-8:20

Daily Schedule **

Period	Time
Homeroom	8:20-8:30
Period 1	8:30-9:13
Period 2	9:13-9:56
Period 3	9:56-10:39
Period 4	10:39-11:22
Period 5	11:22-12:05
Period 6 (First Lunch)	12:05-12:50
Period 7 (Second Lunch)	12:50-1:35
Period 8	1:35-2:18
Period 9	2:18-3:00
Dismissal	3:00-3:05

****During remote instruction, students will follow this bell schedule as well.**

*****Periods are rotated each half day to ensure that the same classes aren't missed continuously**

Pittsburgh Spring Hill

2026-2027 2-hour delay
Bell Schedule A

Student Breakfast	10:05-10:20
Student Pick Up	10:20
Homeroom	10:20-10:39
Period 4	10:39-11:22
Period 5	11:22-12:05
Period 6	12:05-12:50 (First Lunch-K, 1, 2, 3)
Period 7	12:50-1:35 (Second Lunch- 4 , 5 ,)
Period 8	1:35-2:18
Period 9	2:18-3:00
Dismissal	3:00-3:05

Pittsburgh Spring Hill

2026-2027 2-hour delay
Bell Schedule B

Student Breakfast	10:05-10:20
Student Pick Up	10:20
Homeroom	10:20-10:39
Period 1	10:39-11:22
Period 2	11:22-12:05
Period 6	12:05-12:50 (First Lunch-K, 1, 2, 3)
Period 7	12:50-1:35 (Second Lunch- 4 , 5 ,)
Period 8	1:35-2:18
Period 9	2:18-3:00
Dismissal	3:00-3:05

Pittsburgh Spring Hill
2026-2027 2-hour delay
Bell Schedule C

Student Breakfast	10:05-10:20
Student Pick Up	10:20
Homeroom	10:20-10:39
Period 8	10:39-11:22
Period 9	11:22-12:05
Period 6	12:05-12:50 (First Lunch-K, 1, 2, 3)
Period 7	12:50-1:35 (Second Lunch- 4 , 5,)
Period 5	1:35-2:18
Period 4	2:18-3:00
Dismissal	3:00-3:05

SCHOOL CALENDAR

The 2026-2027 District Calendar can be found [HERE](#).

Event	Date
#PittsburghForPPS Back to School Event	8/17/2026
First Day of School: All Grades Except Kindergarten	8/24/2026
First Day of School: Kindergarten	8/27/2026
No School: Labor Day	9/7/2026
4th Annual Take a Child to School Day	9/17/2026
Half Day	9/18/2026
No School: Yom Kippur	9/21/2026
Q1 Interim Progress Report	10/6/2026
Parent-Teacher Conferences (6-12, 9-12, Special, South Hills, EHS)	10/12/2026
Parent-Teacher Conferences (Early Childhood, PreK-5, PreK-8, 6-8)	10/16/2026
Half Day	10/23/2026
No School: Election Day	11/3/2026
No School: Veterans Day	11/11/2026
Q1 Report Cards Distributed	
Half Day	11/20/2026
Thanksgiving Break 11/26/2026-11/27/2026	
Q2 Interim Progress Report	12/15/2026
Half Day	12/18/2026
Winter Break 12/24/2026-1/1/2027	
No School: MLK Day	1/18/2027
No School	1/19/2027
No School	1/20/2027
Q2 Report Cards Distributed	2/1/2027
Half Day	2/12/2027
Black Men Read	2/25/2027
Half Day	2/26/2027
Q3 Interim Progress Report	3/2/2027
Parent University	3/6/2027
No School: Eid al-Fitr	3/10/2027
Half Day	3/12/2027
Spring Break 3/22/2027-3/26/2027	
Women Who Lead	3/31/2027
Q3 Report Cards Distributed	4/15/2027
Q4 Interim Progress Report	5/12/2027
29th Annual Take a Father to School Day	5/14/2027
No School: Election Day	5/18/2027
No School: Memorial Day	5/31/2027
Breakfast of Champions	6/7/2027
Last Day of School	6/8/2027
Q4 Report Cards Distributed	6/17/2027

Testing Dates	
Keystone Exams Winter	1/4/2027-1/15/2027
PSSAs English Language Arts	4/26/2027-4/30/2027
PSSAs Math, Science, Make-ups	5/3/2027-5/7/2027
Keystone Exams Spring	5/17/2027-5/28/2028

School Board Meetings		
Agenda Review	Public Hearing	Legislative Meeting
8/19/2026	8/24/2026	8/26/2026
9/16/2026	9/22/2026	9/23/2026
10/21/2026	10/26/2026	10/28/2026
11/18/2026	11/23/2026	11/24/2026
12/16/2026	12/21/2026	12/23/2026
1/20/2027	1/25/2027	1/27/2027
2/18/2027	2/22/2027	2/24/2027
3/17/2027	3/29/2027	3/31/2027
4/20/2027	4/26/2027	4/28/2027
5/19/2027	5/24/2027	5/26/2027
6/23/2027	6/28/2027	6/30/2027
7/21/2027	7/26/2027	7/28/2027

ATTENDANCE

All students ages 6 through 18 must attend school. This is known as the compulsory school attendance requirement. When students do not attend school on a regular basis, they are tardy or truant. Strategies will be utilized with the goal of improving school attendance for truant students, with a special focus on eliminating barriers to school attendance. Below is a summary of important school attendance rules and procedures.

Excusable Reasons for Absence

Illness • Health Care or Therapy • Quarantine • Family Emergency or Death • Recovery from Accident • Court Attendance • Religious Holidays • College Visits • Other Approved Urgent Reasons

Daily Attendance Robo Calls

As per district requirement, Spring Hill places daily automated phone calls to the families of absent students.

Early Dismissals

If you need to dismiss your child from school early, please send a note with your child alerting us to the time you will be arriving. Once you arrive at school, ring the front doorbell and identify yourself. Your child will meet you at the front door. The security guard will ask you to sign your child out of school. Starting at 2:55 p.m., for safety reasons, we will not honor early dismissals. During this time, students are transitioning throughout the building for our 3:05 p.m. dismissal.

Tardy

Students arriving at 8:21 are late for school. Late students must report to the main office for a late note.

ACADEMICS

Programs

Spring Hill students participate in all core academic subjects-Reading/Language Arts, Mathematics, Science and Social Studies. Additionally, students participate in Library Science, General Music, Visual Arts and Health and Physical Education classes. Additionally, students in grades 4 and 5 may choose to participate in the instrumental music program.

Grade Placement, Promotion and Retention Guidelines

The guidelines for promotion/retention for elementary level students are as follows:

First Grade	Reading and Math
Second Grade	Reading and Math
Third Grade	Reading and Math
Fourth or Fifth Grade	Reading, Math, and two (2) of the following: English, Spelling, Science, Social Studies

ACADEMIC INTEGRITY

The Pittsburgh Public Schools and the Board of Directors seeks to encourage the full participation of all students in a system of academic integrity which precludes any form of academic dishonesty and seeks to foster positive parental involvement in promoting evaluation based upon the student's efforts and accomplishments. Pittsburgh Spring Hill will refer to the Pittsburgh Public Schools Code of Conduct and follow the progressive discipline included in the Code of Conduct.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Pittsburgh Spring Hill offers the following extra-curricular activities:

- Intramural sports
- Strong Women, Strong Girls
- Big Brothers, Big Sisters
- Sarah Heinz House Afterschool Partnership

DRESS CODE

Spring Hill does not require a uniform. However, we do require that all students comply with the Pittsburgh Public Schools Dress Code Policy.

Additionally, students participate in recess as well as physical education and we encourage students to wear shoes appropriate for these activities. Finally, we suggest hats, gloves, boots and coats. Students will have outside recess if the wind chill is 32 degrees or above and there is no precipitation.

ELECTRONIC DEVICES

As indicated in Policy 216, Electronic Devices including but not limited to cell phones are prohibited at Pittsburgh Spring Hill Elementary, K-5. Students who bring cell phones to school will need to surrender their cell phone to their home room teacher daily. The device will be secured and returned to the student at the end of the school day. If you need to reach your child for any reason, please feel free to call the main office at (412) 529-3000. We will be happy to relay messages as needed.

GRADING

Progress Reports

Progress Reports are issued at the mid-point of each of the four grading periods.

Report Cards

Report cards are issued at the close of each nine-week grading period. Report cards contain academic and citizenship grades as well as a record of attendance.

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 this web portal.

Information that can be found include:

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

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.

Grading Scale

Percentage Earned	Grade	GPA
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
50-59%	E	0.0

HOMEWORK PROCEDURES

All parents should expect their children to receive homework. However, you should contact your child's teachers directly to learn about expectations regarding turning in completed homework.

HEALTH SERVICES

At the School District Level, The Office of Health Services' goals are to provide quality services that promote, maintain, protect and improve student, employee and community health. We provide services to students that address disease prevention, health promotion and mandated service provision through the Department of Health.

We strive to ensure that all students have equal access to quality health services, prevention education and early intervention and support to help them achieve academic success. Students enrolled in our public, private and parochial schools within City limits receive school health physicals, screenings, and related services that support health and wellness.

School Nurse

The school nurse is available 5 days a week at Spring Hill. The school nurse is Nurse Holleman. She can be reached at (412) 529-3005. If your child is seen by the nurse for an injury or sickness during the school day, you should expect a phone call alerting you to the details of the injury or sickness.

Allegheny County Health Department Recommendations

The Allegheny County Health Department recommends students and families take the same precautions recommended during the flu season.

- Follow your pediatrician's orders. If your child is told to stay home, keep him or her home.
- Cover coughs and sneezes with tissues or cough or sneeze into your inner elbow.
- Wash your hands frequently with soap and water. If not available, use alcohol-based hand sanitizers.
- Get a flu vaccination.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid people who are sick and practice social distancing.

Medications (District Policy 229)

The District policy 229 for the administration of medications can be accessed by the link in the Appendix section of this handbook.

INFORMATION TECHNOLOGY/ACCEPTABLE USE

Laptop Devices

Pittsburgh Public Schools is a one-to-one device District. Students will be issued a device at the beginning of the school year. Students are responsible for bringing the device to and from school daily. Devices should be fully charged at home each night to ensure students are ready to begin a full day of learning. Students and Parents must review and sign off on the [IT Acceptable Use Form](#).

Guidelines: General Use

- **DO NOT** Change the local configuration of the desktop, laptop or iPad.
- **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.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Participating in any of the following is prohibited and may result in loss of technology privileges as outlined in the student code of conduct.

Damage

When a student device is damaged, the district will cover parts and repairs for up to two (2) times per school year. After a device is damaged a third time, a \$100 service fee will be charged for replacement. The school year is defined as August 1 – to July 31. If a student loses a device, the cost for replacement is \$200. A stolen device with a copy of a police report will be fully covered by the district. Lost chargers are \$47 for HP laptops, \$28 for iPads.

STUDENT SUPPORT SERVICES

Multi-Tiered System of Support (MTSS)

(MTSS) is a standards-aligned, comprehensive school improvement FRAMEWORK for enhancing academic, behavioral and social-emotional outcomes for ALL students.

If a student is struggling academically, a cross-disciplinary team at the school uses a problem-solving process to integrate evidence-based academic, behavioral and social-emotional practices matched to student needs and with fidelity of implementation.

A continuum of supports and services exists at all tiers and is undergirded by high-quality professional learning, cultural responsiveness, partnership and meaningful involvement with families, and dynamic decision-making that rests on the use of reliable and valid data sources.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain successfully enrolled in school.

Bullying/Harassment Policy (Policy 215)

The District's Prohibition of Bullying/Harassment Policy can be accessed by clicking the link in the Appendix section of this handbook.

If you suspect that your child is a victim of bullying/harassment, please reach out to his/her teacher, the guidance counselor or principal to determine the appropriate next steps of action.

STUDENT EXPECTATIONS/PROCEDURES

Spring Hill will address discipline issues by following the District-approved **K-5 Student Code of Conduct**.

School start times

- 8:05-Breakfast
- 8:20-Homeroom
- 8:21-Late

Students arriving at 8:21 must report to the main office for a late note.

Dismissal Time

- 3:05-Dismissal
- Beginning at 2:55, students transition throughout the building to prepare for dismissal. For safety reasons, at this time no further early dismissals will be honored.

Early Dismissals

If you need to dismiss your child from school early, please send a note with your child alerting us to the time you will be arriving. Once you arrive at school, ring the front doorbell and identify yourself. Your child will meet you at the front door. The security guard will ask you to sign your child out of school.

Restrooms

Spring Hill has one set of student bathrooms. As such, classes take scheduled bathroom breaks. For safety reasons, the bathrooms remain locked. If a student has an emergency outside of their scheduled bathroom break, the teacher will notify the office and the guard will unlock the bathrooms.

PBIS

Spring Hill utilizes a Positive Behavior Support System in which students can earn points by demonstrating established behavior expectations. The points can be used to shop at the school store. The foundation of our PBIS is: Respect Yourself, Respect Others, and Respect the Environment.

Lockers

Each student will be assigned a locker. Students must store backpacks and other personal belongings in their lockers throughout the school day. We highly encourage students to use a combination or key lock on their locker to secure personal items.

Cafeteria

The school district publishes a monthly breakfast and lunch calendar. It can be found on the food services page of the website. Students are also permitted to pack lunch. If your child has food allergies that require special food items, please reach out to the main office as paperwork must be completed for your child to receive such items.

Finally, we are a NUT FREE school due to life threatening food allergies.

VISITORS

Visitors to Spring Hill should have a scheduled appointment to gain access to the building. Once visitors with an appointment are admitted, they will be required to walk through the metal detector and have their bag searched. All visitors will need to have a photo identification so that their identity can be verified through the Raptor system. All visitors will then report directly to the main office and will be issued a visitor's pass. The host of your meeting will be contacted to pick you up at the main office. Explain your school's procedures as they apply to this policy.

Please be further advised that no video or audio recording is permitted inside the school.

ADDITIONAL PROCEDURES

Safety

Starting at 8:05 a.m. and continuing until 8:20 a.m., all students will enter the school through the back of the building. Student bags will be searched, and students must pass a metal check.

Student Dismissal

Bus Students-all students riding the bus will be escorted to the auditorium with a grade level teacher. From the auditorium, the bus will be loaded.

Walkers-Walkers at each grade level will be escorted out the front door of the building with a grade level teacher. All parents are asked to wait behind the fence on the city sidewalk. Once the grade level teacher sees a parent/guardian, they will dismiss the student.

Lockdown/Modified

If a lockdown is needed, an automated phone call will be sent to parents. Please keep all contact information updated. Students will not be permitted to leave the building during lockdowns. Furthermore, visitors will not be permitted to enter the building during lockdowns.

Lockdown/Evacuation/Reunification

In the event of a crisis that permits students to safely evacuate from Spring Hill, our designated reunification location is the WBU Event Center. The address of the WBU Event Center is 1958 Varley Street, Pittsburgh, PA 15212.

Parent Communication During Crisis Situation

Parents will be notified via an automated phone call when lockdowns of any kind are in progress. Parents will be notified as well when the lockdown has been lifted. Automated phone calls will include important and necessary information for parents.

APPENDIX

Policy 115 – Homework

This policy establishes expectations for meaningful, purposeful homework aligned to instructional goals. Homework should reinforce learning, be developmentally appropriate, and not excessive.

Policy 119 – Athletics & Extracurricular Activities

This policy governs student participation in athletics and extracurricular activities, including eligibility, academic expectations, conduct standards, and equitable access to programs.

Policy 204 – Attendance

Students are required to attend school regularly in accordance with Pennsylvania law. The policy outlines excused and unexcused absences, documentation, and procedures to support consistent attendance.

Policy 206 – Health Services

Outlines school health services including screenings, medical support, and procedures that ensure student health, safety, and readiness to learn.

Policy 209 – Grading and Reporting

Defines how student performance is assessed and communicated, including grading practices, report cards, and expectations for fairness and consistency.

Policy 211 – Graduation Requirements

Specifies the credit requirements and criteria students must meet to earn a diploma, aligned with state regulations.

Policy 212 – Student Code of Conduct

Establishes behavioral expectations and outlines disciplinary procedures to maintain a safe and respectful learning environment.

Policy 215 – Anti-Bullying

Prohibits bullying and harassment and outlines reporting, investigation, and intervention procedures to protect students.

Policy 216 – Electronic Devices

Governs student use of electronic devices. Devices may be used for educational purposes but are restricted during the school day to maintain a focused learning environment.

Policy 221 – Dress Code

Ensures student dress supports a safe, respectful, and inclusive environment while allowing appropriate self-expression.

Policy 226 – Academic Integrity

Prohibits cheating, plagiarism, and other forms of academic dishonesty, reinforcing ethical academic behavior.

Policy 231 – Homeless Students

Ensures educational stability and access for students experiencing homelessness in alignment with the McKinney-Vento Act. The policy outlines rights related to enrollment, transportation, and support services.

Policy 1004 – School Visitors

This policy outlines procedures for visitors entering school buildings, including sign-in requirements, identification, and approval processes to ensure a safe and secure environment for students and staff.

Annual Child Find Notice

Pittsburgh Public Schools conducts ongoing 'Child Find' activities to identify, locate, and evaluate children who may be eligible for special education services under the Individuals with Disabilities Education Act (IDEA). This includes children ages 3–21, including those who are homeless, wards of the state, or attending private schools. Families can request an evaluation if they suspect a disability impacting learning.



Students first
Always, in all ways.



Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: Rachel Beers, Office of Employee Relations rbeers1@pghschools.org | 341 S. Bellefield Ave, Pittsburgh, PA 15213 | 412-529-HELP (4357)