



Pittsburgh Manchester PreK-8

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

Greetings Pittsburgh Manchester Community:

Welcome back to another exciting school year at Pittsburgh Manchester PreK-8! I hope you and your family enjoyed a restful, safe, and joyful summer. It is truly a privilege and an honor to continue serving as your proud principal. I am grateful for the opportunity to partner with you as we begin another year dedicated to helping every scholar learn, grow, and succeed.

At Manchester, our mission is to provide every child with an exceptional learning experience in an environment where they feel safe, supported, challenged, and valued every day. We are committed to creating classrooms where rigorous instruction inspires critical thinking, caring relationships foster belonging, and every scholar is empowered to reach their greatest potential.

As we begin the 2026–2027 school year, our work will focus on three important goals that will help ensure the success of every scholar.

First, we will continue improving student attendance. Last school year, our regular attendance rate increased from 67.3% to 71.8%, demonstrating that our collaborative efforts are making a difference. While we are proud of this progress, we know there is still more work to do. Research consistently shows that students who attend school regularly are more likely to achieve academic success, develop positive relationships, and graduate prepared for future opportunities. Every school day matters, and every scholar deserves to benefit from the learning that takes place in our classrooms. We ask for your partnership in making school attendance a priority every day.

Second, we will strengthen our family and community partnerships. Families are a child's first and most important teachers, and your involvement has a tremendous impact on student achievement. Research shows that students whose families are actively engaged in their education earn higher grades, have better attendance, demonstrate stronger social-emotional skills, and are more likely to graduate from high school. Throughout the year, we will continue creating meaningful opportunities for families and community partners to engage with our school through events, volunteer opportunities,



conferences, and open communication. Together, we can build a stronger support system for every scholar.

Third, we will continue building a positive school culture where every scholar feels welcomed, respected, and connected. Last year marked the successful implementation of our House System, and we witnessed firsthand the positive impact it had on student relationships, school pride, leadership, and belonging. Scholars embraced opportunities to encourage one another, celebrate achievements, and build connections across grade levels. We are excited to begin the second year of implementation as we strengthen our House traditions and continue creating a school community where every child knows they belong.

As we begin this new school year, I encourage you to stay connected and actively involved in your child's education. Read with your child, ask about their day, attend school events, communicate regularly with teachers, and celebrate their successes. Your partnership is not only valued; it is integral to your child's academic, social, and emotional success. When schools and families work together, our scholars achieve more than they ever could alone.

Thank you for trusting us with your children each day. It is an honor to serve the Manchester community, and I am excited about all that we will accomplish together. Let us make the 2026–2027 school year our best year ever, a year unlike any other, filled with learning, growth, celebration, and success for every scholar.

Together, We're Manchester!

Warm regards,

A handwritten signature in cursive script that reads "Angelique Benjamin".

Angelique Benjamin, MEd
Principal, Pittsburgh Manchester PreK-8

SCHOOL INFORMATION



Pittsburgh Manchester PreK-8

1612 Manhattan St, Pittsburgh Pa, 15233

Phone: 412-529-3101

Fax: 412-323-3015

Website: pghschools.org/schools/k-8/manchester

School Colors Purple and Yellow

School Mascot Tiger

School Motto Together We're Manchester

[Staff Directory – Manchester \(link\)](#)

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.

COMMUNICATION PROCEDURES

Contacting the School

Please see the previously listed phone number, fax number and office email address to contact our school.

Social Media

We post regular updates and peaks into the class via social media.

You can find us on Facebook at facebook.com/PittsburghManchesterSchool.

Newsletter

We regularly send out newsletters to keep you informed about school events, important dates, and academic updates. Please be sure to read all communications in its entirety.

Talking Points

We regularly send out TalkingPoints to keep you informed of school and district updates. Please be sure to read all communications in its entirety.

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 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

- **School Website:** Our school website contains important information, including school policies, calendars, PSCC notes, and other resources.

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 in a respectable 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 members 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 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.

BELL SCHEDULES

Daily/Remote Schedule		Half-Day	2-Hour Delay
Homeroom Morning Meeting	9:15 – 9:25	9:15 – 9:30	
Period 1	9:25 – 10:10	A 9:30 – 10:10	B 3:10 – 3:55
Period 2	10:10 – 10:55	A 10:10 – 10:50	C 3:10 – 3:55
Period 3	10:55 – 11:40	B 9:30 – 10:10	D 3:10 – 3:55
Period 4	11:40 – 12:25	B 10:10 – 10:50	11:10 – 12:25
Period 5 (K-4 Lunch)	12:25 – 1:10	10:50 – 11:30	12:25 – 1:10
Period 6 (5-8 Lunch)	1:10 – 1:55	11:30 – 12:10	1:10 – 1:55
Intervention	1:55 – 2:25		1:55 – 1:25
Period 7	2:25 – 3:10	C 9:30 – 10:10	2:25 – 3:10
Period 8	3:10 – 3:55	C 10:10 – 10:50	A 3:10 – 3:55
Dismissal	3:55	12:10 – 12:21	3:55

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

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.

Tardiness

Excessive tardiness to homeroom or any class will result in disciplinary action. Tardiness that results in a student missing a class will be considered an illegal absence when calculating grades.

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

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.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

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.

Athletics

Fall Sports Activities	Winter Sports Activities	Spring Sports Activities
• Flag Football (Co-Ed) • Volleyball • Cross Country (Co-Ed)	• Basketball • Wrestling (Co-Ed) • Swimming	• Soccer

Eligibility Guidelines

All students enrolled in grades kindergarten through twelve must meet certain academic standards to be eligible for participation in any athletic, extra-curricular or cocurricular activity. The Board directs that the academic standards set forth below shall apply in grades kindergarten through twelve. Participation in interscholastic athletics for enrolled students ages 18-21 may be subject to additional eligibility requirements.

1. Beginning with the Second Semester of the 2025-2026 school year, students with a 0—1.99 grade point average, at the end of the previous report period, shall be considered ineligible under this policy; and shall be required to wait for the issuance of the next interim report card or end of quarter report card (whichever comes first) to determine if said student has satisfied the grade point average to participate in the activity.
2. When determining eligibility for programs beginning at or before the start of the school year, eligibility will be based on whether the student has passed four (“4”) full credit subjects, and achieved a cumulative 2.0 GPA, during the previous school year.
3. Single report period grades are to be used as last previous grades only in determining academic eligibility for activities that are in progress once the school year begins.
4. If a student is found to be ineligible under this policy or under other applicable requirements due to having grades below those set forth above, or otherwise failing to meet other applicable eligibility requirements [7], the student shall not be

permitted to participate in any interscholastic athletics or extra and co-curricular activities until they meet the eligibility requirements.

5. The academic eligibility requirements set forth in this policy do not apply to cocurricular activities that provide academic credit.

DRESS CODE

Students must arrive and depart in the appropriate attire. 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. In the event a student is in violation of the dress code, please contact our school social workers immediately.

Students should wear:	Students should not wear:
• Appropriately length shorts • Shirts fully covering midriff	• Extra ripped/holey jeans • Crop tops • Hats or bnnets • Slippers/house shoes • Pajamas • Sunglasses • Hats

Shoe Requirements

For Physical Education, students are required to wear closed toed shoes with a back. Students in violation of appropriate PE and recess shoes will not receive full PBIS points per class period.

ELECTRONIC DEVICES

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.

GRADING

Pittsburgh Manchester follows the grading policy and guidelines of the Pittsburgh Public School District.

Students in grades 1-8 will receive quarterly progress (interim) reports and report cards. These will be sent home with students. Only the final report card will be mailed. A notification reminder will let you know that these reports are coming home. Please review these with your student to discuss strengths and opportunities for growth. In addition, please reach out to any teacher to discuss concerns about your student's progress. Utilizing The Home Access Center (HAC) to proactively monitor student performance is strongly encouraged. You can view and monitor your student's performance in real time and any time. You can access The Home Access Center on the parent portal on the PPS webpage.

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

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.

Grade Advancement

Each student must successfully complete ELA and Math to progress to the next grade level. Failure to pass these courses may result in repeating a grade level.

HOMEWORK PROCEDURES

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

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

For the 2025-2026 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.

Parents must review and sign off on the [PPS 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 pghschools.org/departments/student-support-services/homeless-assistance.

To learn more about PPS student services, please visit pghschools.org/departments/student-support-services.

STUDENT EXPECTATIONS/PROCEDURES

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.

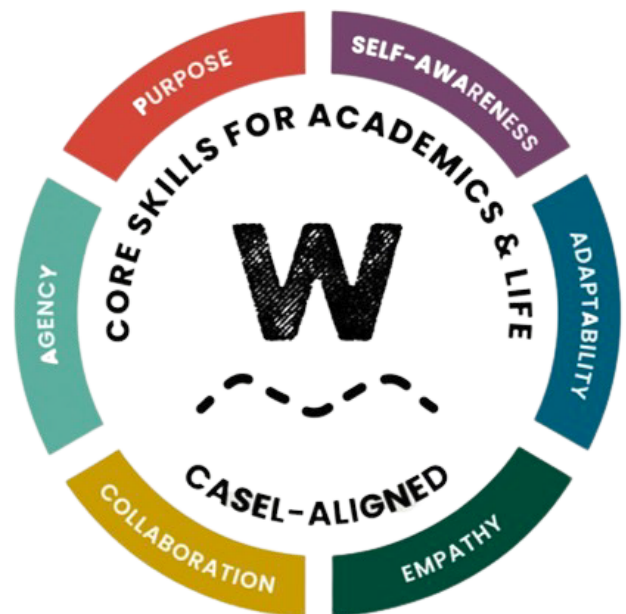
Pittsburgh Manchester utilizes the district approved Wayfinder program to teach SEL lessons.

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](#).



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 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.

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)