

Pittsburgh Manchester PreK-8

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Welcome!

Dear Parents, Guardians and Students:

The entire Pittsburgh Manchester School staff looks forward to having your child with us this school year. This handbook contains information that will be useful to you. Throughout the year monthly calendars, announcements and fliers will keep you further informed.

During the school year 2011-2012, the Pittsburgh Manchester School will provide education for children from Preschool through Grade Eight in heterogeneous instructional classes supplemented with homogeneous intervention groups.

We believe that all children are capable of succeeding in school given the appropriate instructional program and support. The foundation of the Pittsburgh Manchester School is to provide a safe effective school, driven by research, data and standards with a focus on instruction, student engagement, an emphasis on evidence, high expectations, parental involvement, ongoing monitoring, recognition of student progress, and strong, visible instructional leadership.

Special education support is available for those students who are eligible. Support classes are integral parts of our instructional program. We meet the needs of all of our students who require specially designed instruction with elementary and middle school level Learning Support that is delivered through an inclusionary model. Inclusion provides the least restrictive environment as possible to ensure student success. By using this model, the student can remain with his or her age and grade appropriate peers in a regular education class and receive support from the Special Education teacher collaboratively with the regular education teacher. In addition, we implement pull out instruction whenever the student needs a more intensified lesson to be successful.

Our program is enriched by a variety of strategies aimed at supporting the development of basic and advanced skills both during the school day and through after school activities.

Also assisting our children, our staff and our programs are our administrative team that includes a principal and assistant principal, Instructional Lead Teachers, Academic Coaches, a Leadership Team, and volunteer parents and community members assigned to support classrooms, halls, lunchroom, recess, office, school doors and school yard. All staff and teachers are focused on instruction and meeting our single goal: Grade level proficiency for all students.

An integral component of the education of the children of our school is the PTA, Parent Volunteers, and Community Volunteers. There are many opportunities for the stakeholders in the community to make a difference in the lives of the children.

Adherence to the rules and policies which have been stated in this handbook are one of the ways that you and your child can help our school to create a positive safe and orderly school climate which is necessary for a teaching and learning that is conducive to high student achievement and all students having a successful school year.

If you have any questions or concerns, please do not hesitate to contact me at (412) 323-3100.

Sincerely,

Theresa Cherry, Principal

OUR SCHOOL

Pittsburgh Manchester is a neighborhood school that proudly serves the community and families of the Lower North Side. In addition to a comprehensive educational program for children in grades preschool through eight, we also include the following regional classrooms that enrich the learning environment; K – 2 Autistic Support, 3 – 5 Autistic Support, K – 5 Multi-Disability Support, 3 – 5 Therapeutic Emotional Support, 6 – 8 Therapeutic Emotional Support, and 3 – 5 Life Skills Support.

OUR VISION

Every child will be educated in a safe, stable, secure, and nurturing atmosphere. The students will utilize learned academic and social skills to think critically and solve problems in real-life situations. The school will provide instruction utilizing the district curriculum. High expectations will be maintained for teachers, students, and parents to achieve the goal of excellence in education, in order for students to be academically and socially successful.

SCHOOL MOTTO: Effort Equals Success!

SCHOOL COLORS: Purple and Gold

SCHOOL MASCOT: Tiger

SCHOOL PROCEDURES

Arrival and Dismissal

Pittsburgh Manchester opens the doors at 7:40am with school starting promptly at 8:00am. Breakfast is served from 7:40am to 7:55am. All students enter through the doors at the corner of Manhattan and Juniata Streets.

Students are dismissed from the school at 2:47pm. Elementary age students are dismissed from the back of the school building on the North Franklin Street side. Middle school age students are dismissed from the Manhattan and Juniata Streets door. It is a good idea that older siblings arrange a meeting point for their families outside of the building as they are not permitted to walk through the school to go to a classroom to pick up a student.

Tardy

Getting to school on time is the student's and parent's responsibility. When a student is late (tardy) to school, he must report to the office for an admittance slip. The student should have a note explaining the reason for being tardy. Repeated tardiness may require a parental conference. Tardiness that results in a student missing a class or subject period will be considered an illegal absence when calculating grades.

Early Dismissal

If you have scheduled a dental or doctor's appointment or have some other acceptable reason for an early dismissal, a written note must be sent to school. On the note, please write the reason for the dismissal and the time you will arrive at school to pick up your child. If you are not accompanying your child to the appointment, the note must indicate who will be escorting the child, and that person must have proper identification.

Absence

Students must submit a note for each absence so that it can be properly recorded in the District's central, computer system. Please refer to the School Districts Code of Student Conduct on the District Website www.pps.k12.pa.us/studentcode

Electronic Devices

Electronic devices including pagers, cell phone, walkmans, radios, electronic games or game parts, are not allowed in the school building. Students are to turn in their electronic devices when they enter the building. The school will store the devices in a locked cabinet. The electronic devices will be returned at the end of the school day. Electronic devices in the possession of students will be confiscated and the student will be subject to disciplinary action.

Student Phone Calls

Students will be permitted to call home in the event of an emergency or illness.

Children will not be paged to the office to receive a phone call. In an emergency situation, we will get the child a message. However, please try to eliminate this procedure by communicating clearly with your child before school.

Dress Code

The Pittsburgh Public Schools respects a student's right to choose his or her style of dress or appearance. However, the District requires that students adhere to standards of dress that are compatible with the requirements of good school environments. All students are expected to be groomed and dressed appropriately for school. In the opinion of the principal, if a student's dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or (4) is lacking in cleanliness, the principal may require the student and the student's parent or guardian to take appropriate action to remedy the situation. The following is a list of items that will result in a student being required to change.

Students in all grades will be prohibited from wearing:

- a) Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.

- b) Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.
- c) Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment.
- d) Clothing, accessories and/or any words, pictures, diagrams, etc., thereon which are lewd, vulgar, indecent, plainly offensive, or which cause or are likely to cause a material disruption.
- e) Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halters, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times. Note that at the elementary level, sleeveless tops and dresses are permitted providing they do not violate any other part of the dress code.
- f) Dresses, skirts, shorts, culottes, and skorts that are shorter than the extended tip of the longest finger with arms hanging naturally at the sides.
- g) Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
- h) Bedroom slippers, roller sneakers, or heels higher than 3 inches. Shoes must be worn at all times. Athletic shoes or closed shoes with a rubber sole should be worn for Physical Education and recess. At the elementary level, high heels, loose fitting sandals and flip flops are discouraged for safety reasons.
- i) Pajamas, loungewear, and dorm pants.
- j) Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments.
- k) Head coverings of any kind in the building (except for religious or medical reasons). Bandannas may not be worn anywhere on a student's body.

- l) Curlers, picks, combs, or hair rakes in the hair.
- m) Sunglasses or permanently tinted glasses.
- n) Dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
- o) Gloves in the building.
- p) Items of clothing that would impair the health and safety of the student during normal school activities.

Visitors

All visitors must enter through the front doors and report to the main office before entering the building. A visitor pass will then be issued by the main office. The pass must be returned to the main office upon completion of the visit. Even if you have an appointment with a member of the faculty, this procedure must be followed.

Parents and families are welcome to meet with their children's teachers, but we ask that you please call and request an appointment.

Homework

Homework serves an important purpose in a child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child to develop work and study habits that will assist him/her throughout the years spent in school and beyond. You can help your child by developing some routines that will be of assistance in successfully completing homework assignments. Be aware that homework is assigned every day except Friday or the day before a holiday.

School Rules

General

- Show respect for each other.
- Show respect for all school personnel.
- Show respect for school property.
- Pay attention in class and do all assignments.
- Remain in the class unless excused by the teacher.
- There is to be no gum, candy, or food in the school unless it is part of a complete bagged lunch.
- Students are to remain in the building during school hours unless at recess.
- After school, all students are to go immediately home, to the bus/van area or to their assigned after school program.

Cafeteria

All students will be served lunch and will be expected to eat breakfast and lunch in the cafeteria.

The following rules must be observed:

- All eating and drinking must be done inside the cafeteria.
- No glass containers are permitted in the cafeteria or in the school building.
- Use reasonable dining and table manners.
- Remain in your assigned seats.
- No running, shouting, or horseplay.

Recess

- Students will not play rough on the playground.
- Students will show respect for others and follow instructions given by staff.
- Students will stay outside in the morning before school, recess, and noontime unless they have a "pass" or in inclement weather.
- Students are to stop what they are doing when the bell rings and line up quickly.
- Students will leave rocks, bark, sticks, snowballs, and other dangerous objects alone.
- Students will take turns on the equipment.
- Students will play only on playground areas.

Medication

Medications will not be distributed to the students without express written consent from the guardian and the supervision of the school nurse.

Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. No medication will be administered to a child by any school employee without the following information on file:

- Completed and signed Parental Authorization for Administration of Medication.
- Original prescription container with the original pharmaceutical label describing contents, dosage, time to be administered, and all other pertinent information or instructions.

Field Trips

These trips are educational, but involve risks that are different from the normal school day. Teachers with the approval of the principal may exclude any pupil if that pupil's behavior has been poor or if there seems to be an increased safety risk for the group or a given pupil because of said individual's participation.

Lockers

Students will have assigned lockers. Nobody may use a locker unless it has been assigned by his/her homeroom teacher. Lockers must be kept clean and neat at all times. Students are responsible for all contents found in their assigned locker.