



Parent-Student Handbook 2019-2020

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Westinghouse Arts Academy Charter School

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www.westinghousearts.org

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August 2019

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September 2019

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October 2019

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November 2019

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December 2019

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January 2020

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2019-2020 Yearly Calendar

- 8/15-21/19: In-Service (No school for students)
- 8/22/19: First Day of School
- 9/2/19: Labor Day (No school)
- 10/24/19: Early Dismissal/ Parent Conferences
- 10/25/19: In-Service (No school for students)
- 11/11/19: Veterans Day (No school)
- 11/27/19: Early Dismissal (Thanksgiving Break)
- 11/28-12/2/19: Thanksgiving Break (No school)
- 12/23-31/19, 1/1/20: Winter Break (No school)
- 1/16-17/20: In Service (No school)
- 1/20/20: Martin Luther King, Jr. Day (No school)
- 2/14/20: In-Service (No school)
- 2/17/20: Presidents' Day (No school)
- 3/26/20: Early Dismissal/Parent Conferences
- 3/27/20: In-Service (No school for students)
- 4/9-13/20: Spring Break (No school)
- 5/25/20: Memorial Day (No school)
- 6/4/20: Graduation
- 6/5/20: Last Day of School (early dismissal)

MARKING PERIODS

- 10/24/19: End of 1st quarter
- 1/15/20: End of 2nd quarter/1st semester
- 3/26/20: End of 3rd quarter
- 6/5/20: End of 4th quarter/2nd semester

KEYSTONE EXAM TESTING WINDOWS

January 6-17, 2020
May 11-22, 2020

SNOW MAKE-UP DAYS

Two snow make-up days are built into the calendar. If additional snow make-up days are needed, they will be 12/2/19, 2/17/20, 4/9/20, 4/13/20 or added to the end of the school year.

First Day of School
In-Service (No school for students)
Holiday (No school)
Early Dismissal
Last Day of School (Early Dismissal)

February 2020

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March 2020

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April 2020

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May 2020

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June 2020

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July 2020

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Westinghouse Arts Academy Charter School Mission

Westinghouse Arts Academy Charter School (WAACS) is dedicated to providing a comprehensive arts program for high school students to further develop their artistic skills and achieve higher academic goals through the arts. WAACS will also encourage the importance of individuality, excellence, self-responsibility, as well as problem solving, divergent and autonomous thinking. It is our intention to achieve these goals through an environment that accommodates diverse interests within a set of uniform standards that allows each student to pursue their own objectives yet work together to compete on a larger world stage.

Vision

The vision of Westinghouse Arts Academy Charter School is to provide a unique environment where students with an interest and talent in the arts can immerse themselves in their chosen art form with other like-minded students, achieving artistic and academic success through a personalized approach tailored to their individual needs.

By blending computer-based learning with small group instruction and project-based learning groups, students can learn at their own pace and apply what they have learned to real-life questions and challenges. Intensive study of the arts and individualized goals give students ownership of their own learning, leading to higher levels of engagement and increased academic achievement.

WAACS administrators and faculty are committed to promoting artistic and academic excellence, collaboration, individuality, divergent and autonomous thinking, and self-responsibility and to providing an innovative choice for students. Students will be empowered to explore artistic interests while meeting or exceeding academic standards, equipping them to compete on the larger world stage.

Block Schedules

Regular Day: 8:10 a.m. - 2:40 p.m.

Advisory	7:55 - 8:06
Block 1	8:10 - 9:32
Block 2	9:36 - 10:58
Block 3 - Phoenix Time	10:58 - 11:52
Block 4	11:52- 1:14
Block 5	1:18 - 2:40

Early Dismissal: 8:10 a.m. - 12:16 p.m.

Advisory	7:55 - 8:06
Block 1	8:10 - 9:02
Block 2	9:06 - 9:58
Block 4	10:02 - 10:54
Block 3 - Phoenix Time	10:54- 11:24
Block 5	11:24 - 12:16

2-Hour Delay: 10:10 a.m. - 2:40 p.m.

Advisory	9:55 - 10:06
Block 1	10:10 - 11:07
Block 2	11:11 - 12:08
Block 3 - Phoenix Time	12:08 - 12:42
Block 4	12:42 - 1:39
Block 5	1:43 - 2:40

2019-2020 Event Dates

9/19- (7-9P)	9th Grade Academy Smores Event (9th graders and families)
10/11	Charity Walk
10/24	Sock Hop Gala
10/25	Homecoming
11/15 & 16	Fall Play
12/6 & 7	Holiday Spectacular
1/9	Coffeehouse (1/13 <i>Make up day in the event of inclement weather</i>)
1/14	Take Flight Info Session - Perspective Students
1/23 (6-8PM)	9th Grade Academy Community Event (TBA)-
2/3-2/7	Shadow Week
2/18	Take Flight Info Session - Perspective Students
2/17-2/21	CommUnity Days
3/9-3/13	Shadow Week
3/19	Dance Concert
3/25	NHS Induction
4/2	Digital Arts Festival
4/17, 18, 19	Spring Musical
4/23	9th Grade Academy Team building
4/28	Spring Arts Show
5/1	Prom
5/5	Pomp Release Party
5/12	Instrumental Concert
5/14	Choral Concert
5/16	Art in the Park
5/23	<i>Tentative Gene Kelly Awards date</i>
5/28	Student Choreography/Senior Showcase
6/1	Arts Honor Society Inductions (TBD)
6/1	9th Grade Academy Grad - Phoenix Time
6/4	Graduation

Attendance Policy

Daily Attendance

Students need to report to school and classes on time. Regular school attendance is important in the academic development of the student. Excessive and unexcused absences are harmful to such development. On days when it is necessary for students to be absent, parents/guardians are requested to complete the absent/tardy notification form from the parent resource page on the website or [Click here](#) and/or call the main office at 412-646-1718, preferably before 9 a.m. The parent/guardian will receive notification that their student is unexcused absence if the school is not notified prior to this call going out each morning.

Illness, medical appointments, family emergencies, extreme weather conditions, religious holidays, or extenuating circumstances shall be considered legitimate excuses for absences or tardiness. In all cases of absence or tardiness, the parent or guardian shall give an excuse, **in writing or through the website**, stating the cause of the absence or tardiness, the date of the offense, and a parent/guardian signature (or e-signature) **within three (3) school days** of the absence for it to be considered excused. If the excuse is not received within that time frame, the absence will be considered unexcused. Absences for any reason other than those stated above must be with the advance permission of the principal/designee. Please fill out the extended absence request form available on the parent resource page of the website (or [click here](#)) at least two weeks prior to the first day absent.

When a student is absent for more than three (3) consecutive school days, the parent/guardian may contact the office to have work sent home. Parents/guardians may request work for approved planned absences with a minimum of twenty four (24) hours advance notice.

Students who accumulate more than nine (9) excused absences within a semester must submit a doctor's excuse for each additional absence and participate in a School Attendance Improvement Plan conference with their parent/guardian and school administration. Students who participate in an attendance conference may still be required to submit a doctor's excuse depending on the results of the conference.

School Tardies

Students are expected to be in school on time every day. Students who arrive after their scheduled arrival time are considered tardy. A tardy will be considered excused if the student's bus (district or PAT) was late. Students must present a **written note or submit through the website** ([Click here](#)) the reason the student was tardy **within three (3) school days** or it will be considered unexcused. When a student has accumulated three unexcused tardies, they will be counted as an unexcused absence and the student's parent/guardian will be notified. Students who continue to accumulate unexcused tardies will be subject to disciplinary action including making up the time missed in after school detention, in school suspensions, out of school suspensions, School Attendance Improvement Plan (SAIP), and referral to the district magistrate for truancy.

Students must arrive no later than 10:00 a.m. for the school day to be considered a full day. A student who arrives after 10:00 a.m. will be considered absent for one half day. Arrival after 12:00 p.m. noon will be considered a full day absence.

Early Dismissals

Students who require an early dismissal must present a written note from the parent/guardian to the main office upon arrival at school the day of the early dismissal. The note must describe how the student is to be released (i.e. taking the PAT bus, walking, picked up by parent/relative, taking a ride service, etc.). The parent/guardian must sign the student out of the building in the main office. Students who drive or use the PAT bus are allowed to sign themselves out of the building with parent permission.

Students must remain in school until 1:00 p.m. for the day to be considered a full day. Any student with an early dismissal prior to 1:00 p.m. will be granted a half day of attendance.

Class Attendance

Due to our semester long block scheduling, ***a student shall not be granted credit if absences total more than nine class periods per course per term.*** This includes the required class sessions and academic flex time. The principal/designee may grant exceptions due to extenuating circumstances.

Truancy

WAACS attendance policy was designed in accordance with Pennsylvania's new Truancy Law. Students who accumulate three (3) or more unexcused absences within a semester are considered habitually truant by state law. A letter will be sent to notify the parent/guardian that the student is habitually truant. An attendance improvement conference will be held. The student and parent/guardian will be requested to attend the conference.

At the conclusion of the conference, **students less than fifteen (15) years of age** will be assigned a School Attendance Improvement Plan (SAIP) and/or referred to the county children and youth services agency. Westinghouse Arts Academy Charter School may file a citation against the parent in a magisterial district court 05-2-11. **Students fifteen (15) years of age or older** will be referred to an attendance improvement program. Westinghouse Arts Academy Charter School may file a citation against the student or parent in a magisterial district court 05-2-11. Additional action may be taken if the student accumulates additional unexcused absences.

Emergency Closings

When school will be delayed or closed for inclement weather or other situations, it will be posted on KDKA, WPXI, and WTAE. If East Allegheny School District closes or delays for inclement weather, we will also be closed or delayed. Because we have students from many different school districts, we may close or delay even if East Allegheny does not. If you rely on transportation provided by your resident district, please note that your transportation will follow their closing and delay schedule. We ask that parents use their best judgement when deciding whether or not it is safe for the student to travel to the school.

Absences and tardies due to dangerous weather are considered excused with written documentation.

Arrival and Departure

School begins at 8:10 a.m. each day and ends at 2:40 p.m. Students may not arrive before 7:30 a.m. and may not stay past 3:00 p.m. unless they are participating in a school sponsored after school activity or have the permission of a teacher who will be supervising them. Students are required to check in and remain in their Advisory Room between 7:55 a.m. and 8:08 a.m. Students that do not arrive to advisory prior to 8:10 a.m. are considered unexcused tardy.

Bus Transportation

Riding the school bus is a privilege. Proper conduct and behavior are expected at all times. Students should be aware of the bus policies of their local school district. Improper behavior on the bus may result in the privilege being revoked temporarily or permanently, as well as possible suspension from the school or other consequences. Students must be at the bus stop 5-10 minutes prior to the scheduled time. Because bus transportation is provided by resident school districts, Westinghouse Arts Academy Charter School cannot grant permission for students to ride a school bus other than the bus assigned to them.

PAT Bus Riders

Students who use the public transportation system are to arrive by the PAT 69 Trafford bus to the Herman Street stop by Wilmerding Park at 7:55. They will then enter the building through the Herman Street entrance, near the Auditorium.

Student Drop-off and Pick-up

Students who are driven to school must use the main entrance.

Student Drivers

Any student wishing to drive to school must complete a student driver form in the main office. Student drivers must park in the student parking lot behind the school near the auditorium and display their parking pass in their vehicle. Upon arrival, students are expected to secure and leave their vehicles, the student will not be allowed to return to their vehicles prior to their scheduled departure from school. Additional rules and regulations regarding motor vehicles will be distributed to those applying for parking permits. Violations of these regulations may result in rescinding of privileges, towing, and/or suspension. Parking privileges may also be denied as a result of poor attendance, tardiness, improper behavior, or disciplinary infractions. All obligations must be met before obtaining a parking pass. Students who use the student parking lot must enter and exit through the Herman Street entrance, near the auditorium.

Student Walkers

Students who walk to school may enter through the Herman Street entrance or the Main entrance.

Classroom Tardy Policy

Students are encouraged to promptly attend all of their classes since tardiness to class is a disruption to the educational process. Sufficient time has been allotted to facilitate student movement between all classes. At the start of each class, the doors will be closed. No students are admitted to the classroom after that unless they have an admittance slip from the main office. At the conclusion of each semester, all tardies will be purged and students will start with a clean slate.

- Consequences for unexcused class tardies:
 - 1-2 Verbal warning and pass to class
 - 3-4 1 day of Phoenix time detention, phone call home
 - 5 ½ day of ISS, phone call home
 - 6+ 1 day of ISS or 5 days of Phoenix time detention and a parent conference. Additionally, the result of the conference may include a behavior contract, required escort to class, and assigned flex schedule

Academic Information

Code of Academic Integrity

Westinghouse Arts Academy Charter School promotes academic integrity by encouraging everyone in the school community to demonstrate high standards of personal honesty in academic work, interpersonal relationships, and all school activities. By promoting academic integrity, the school lays a foundation where students do not demean character, damage their credibility, or jeopardize their future. Any form of dishonesty, plagiarism, or cheating violates the Westinghouse Arts Academy Charter School Code of Academic Integrity:

On my honor, I pledge that this work is completely from my own effort, and to the best of my knowledge, I have not contributed to helping other students break the Code of Academic Integrity.

Honor Code Offenses: The following acts are examples of honor code violations, but are not limited to:

- Copying someone else's work or allowing someone to copy your work
- Submitting someone else's work as your own or allowing someone to submit your work as their own
- Giving or receiving written or oral answers during an assessment
- Using unauthorized testing aids (i.e. textbooks, notes, electronic devices)
- Securing a copy of an assessment prior to administration
- Removing an assessment from the classroom without permission
- Relaying information or accepting information about assessment items or format
- Plagiarizing--using or copying material or ideas from another source while submitting it as your own without giving proper credit to the source
- Falsifying data--scientific, experimental, or biographical
- Planning schemes with others to cheat
- Collaborating on an assignment without teacher permission
- Altering a graded assignment and attempting to resubmit it for a higher grade
- Any other unauthorized action that is designed to provide a grade advantage

Honor Code Violation Procedures:

- Any student who believes a violation has occurred should report the facts to the appropriate teacher.
- A teacher who finds reasonable cause to believe a violation has occurred will inform the student(s) of the violation.
- The teacher will notify the parent/guardian of the honor code violation and the consequences.
- The teacher will report the facts to Principal or Associate Principal in writing within three school days of the incident.
- If the student and parent/guardian wish to appeal the teacher's decision, he/she should contact an Associate Principal.
- A Principal or Associate Principal will review the facts presented by the student, the parent/guardian, and the teacher and will conduct a thorough investigation providing due process to all parties.

Consequences for Honor Code Violations:

- **First Offense:**
 - A grade of zero will be assigned and the student will not be allowed to make up the work for credit.
 - The teacher will contact the parent and the honor code violation report will be filed with the administration.
 - Any member of the National Honors Society found in violation of the Honor Code will forfeit membership for one year from the date of the offense. A student who is not a member will not be eligible to petition for membership in that school year.

- **Second Offense:**
 - A grade of zero will be assigned and the student will not be allowed to make up the work for credit.
 - The student will receive one day of in-school suspension and the offense will be noted in the student's discipline record.
 - Offenses that occur as part of an Honors or Advanced Placement level course will be subject to removal from the current level.
 - The parent/guardian will be notified of the consequences for any subsequent offenses.

- **Subsequent Offenses:**
 - A grade of zero will be assigned and the student will not be allowed to make up the work for credit.
 - The student will receive one day of in-school suspension and the offense will be noted in the student's discipline record.
 - A parent/guardian will be required to attend a conference with administration.

Grade Point Average (GPA)

Cumulative grade point averages are recalculated at the end of each semester.

Changing and Dropping Courses

A student may not drop a course and add a new course after the first 10 school days of each term. All requests for changing courses are reviewed on a case by case basis.

Honor Roll

Honor roll is determined on the student's marking period GPA. Students earning a 3.75 or above are considered High Honor Roll and students earning between 3.50 and 3.74 will be listed as honor roll for that marking period.

Grading

The school year is divided into two semesters. Each semester consists of two marking periods. The two marking periods will be averaged to determine the final grade. Students may receive an incomplete grade due to extenuating circumstances as approved by the administration. This grade is subject to improvement based upon the timely completion of any assigned make-up work.

Marking Period grades are calculated numerically and the final grade is the average of the numeric grade. The grading system used is the 4.0 alphabetical system as follows.

Letter Grade	Range	Ten-point Conversion	Honors Courses	AP Courses
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

Special Education

Special Education is specially designed instruction that is unique to the needs of a child. It is provided at no cost to the family and includes related services (speech, occupational therapy, physical therapy, etc...) as necessary to succeed in the school environment. Students in special education require an individualized education program (IEP) which is put into place by a team including parents, teachers, administrators, and the student. This is to provide the student a free appropriate public education (FAPE) that fits their specific needs while working within the curriculum that is correct for them. For more information please contact the Special Education Coordinator, Lisa Crowe.

In order to request an evaluation, you need to do the following:

1. You, the parent or guardian, makes a written request to the Special Education Coordinator.
2. Within 10 days you will receive paperwork that explains your rights as a parent and two forms to sign giving our school permission to move forward with the evaluation.
3. Once received the signed forms are received, the process will begin.

Withdrawing from School

Student services will issue withdrawal forms to students only upon receipt of parental request or administrative action. Parents should notify the Student Services office at least 3 days prior to the child's withdrawal date.

Student Records and FERPA

Each student has a cumulative folder that includes record of achievement, attendance, discipline, health information, standardized test results, and personal data sheet. This folder is updated continuously to reflect the student's growth and development. It is the policy of Westinghouse Arts Academy Charter School to maintain the confidentiality of student records. Information contained in these records will not be disclosed without **written** parental consent, except as provided by law.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. The term "school official" is defined as any school employee. The term "Legitimate educational interest" is defined as the information that influences the education of a student by an individual responsible for the education of a student.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

For more information on FERPA please visit the Department of Education's FERPA guide for parents on the following website, <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>.

Student Services

Appointments

Students may schedule appointments to access student services found in the Student Center. Students are encouraged to complete an Appointment Request Form (available on Canvas and through QR code) to see the School Counselor for any of the following services:

- Academic counseling (scheduling, testing, grades, graduation, etc)
- Peer mediation and conflict resolution
- Arranging parent-teacher-student conferences
- Career planning and exploration
- College planning, admissions, financial aid, scholarships
- Homebound instruction
- Providing student assistance and crisis intervention

Extended Day Program

The extended day program has been established to help students who may be in danger of failing a course due to absences. The extended day period will take place from 2:42 p.m. - 3:53 p.m. on selected days during the second and fourth quarters of the school year. Attendance at one extended day period will reduce the number of unexcused class absences by one. A student may redeem a maximum of four missed class periods per course, per semester. **Students who have excessive absences and have not attended the extended day program may not be considered for extenuating circumstances.**

Health Suite

Services are provided for student illness or injury. If illness occurs, the student should report to the Health Suite. To be admitted to the suite, the student must have a hall pass signed by the sending teacher. Students who require prescription medication to be administered at school must have a physician's written order and parent/guardian's written consent on file. The Medication Authorization Form is available from the Health Suite. Medication must be delivered to school by the parent/guardian in a container properly labeled by the pharmacy or physician. Over the counter drugs must be received in the original, unopened containers. If you have any questions please contact the school nurse at extension x7007.

Student Assistance Program

In Pennsylvania, every middle and high school has a Student Assistance Program (SAP). SAP team members are trained to identify and assist students who may be having problems in school due to difficult life events, mental health, and/or drug and alcohol problems. These students may be referred to the school psychologist or an outside agency for assessment and services. Students may be referred to the SAP team by teachers, school personnel, parents or other students. Any student can also refer themselves by going directly to a SAP team member and asking for assistance.

Participation in the SAP process is voluntary and confidential. Parents will be contacted to sign a permission form to move forward with the data collection process. Once the permission form is signed, SAP members will begin working with the student to identify needs and obtain appropriate services.

SAP referrals should be directed to the SAP Coordinator/School Counselor.

Student Responsibilities

Building Care

Students should be proud of the campus and the building. They are prohibited from marking or marring furniture or equipment and are encouraged to keep classrooms, hallways, and grounds free of litter. Posters and signs will only be allowed to be put up in designated areas and must be approved by an administrator prior to hanging.

Privately Owned Electronic Devices

Students are allowed to bring personal electronic devices to school in order to enhance learning and demonstrate ethical use of technology. Students will adhere to the following guidelines.

- Students may use their devices for personal use in non-academic areas and non-academic settings only. Non-academic areas include the general locker area, hallways, the learning and dining commons during phoenix time, and outside of the school buildings.
- Device use in academic and artistic classrooms is reserved for academic use and only with teacher permission. At all other times, devices should be stowed out of view or left in lockers.
- Students may not have cell/smartphones or smart watches on them during tests or exams. Devices must be stowed out of view in backpacks, bags or left in the student's locker.
- Students are not allowed to use video communications during school hours, including phoenix time, including but not limited to FaceTime, Skype, or SnapChat.
- Students using devices to call outside the building must ask permission and be given a pass to the main office to make the call so they do not disturb classes, students, or staff.
- Faculty and staff have the right to require students to relocate or stop using devices if they disturb or distract other students or staff. Any refusal to comply will result in a disciplinary referral and further consequences.
- Students may use devices to listen to music with earbuds when working on academics during flex time.
- Students may not distribute pictures of any other individuals without their expressed consent.

Consequences: If a student violates the device policy, the device will be confiscated by administration or security and locked in the main office. The student may retrieve the device at the end of the school day. Repeated failure to comply with this policy may result in confiscation of the device during school hours, suspension or termination of the privilege of bringing the device to school, in school or out of school suspension, expulsion, and/or legal action.

Westinghouse Arts Academy Charter School assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for any device. Students will be responsible for locating lost/stolen items and for any expenses accrued to their device accounts. Westinghouse Arts Academy Charter School assumes no responsibility for any unauthorized data contained on the device.

Hall Passes

When a student leaves a room for any reason during class, she/he must have a hall pass from the teacher stating the date and time the student left the room and the destination. Students must not be in the hallways during classes without hall passes. Students (with or without passes) will be subject to disciplinary action for loitering, being in off-limit areas, or being in areas not designated by the hall pass.

Lockers

Lockers are the property of Westinghouse Arts Academy Charter School. Therefore, students have no expectation of privacy in their lockers. Lockers may not be used to store any substance or item that is prohibited by law, Westinghouse Arts Academy Charter School policy or rules, or that presents a threat to the health, safety, or welfare of Westinghouse Arts Academy Charter School's community or property.

Students will be provided a locker. Students are not required to use a locker, but all lockers in use must have locks. Students must supply their own combination lock and give the combination information to their advisory teacher. All students are responsible for personal possessions stored in the lockers and they should be certain their lockers are secured at all times. Students should not share their combination with any other student. Westinghouse Arts Academy is not responsible for personal items stored in lockers. Students may not use any locker that is not assigned to them.

Dress Code Policy

Westinghouse Arts Academy recognizes that many students use clothing as a means of self expression. We do not desire to restrict that expression, but have the following guidelines in place to allow all students to learn in a safe and supportive atmosphere. Students who are in violation of the dress code will be sent to the main office and may be asked to change. Repeat offenders may be subject to disciplinary action.

The following are not permitted at Westinghouse Arts Academy Charter School:

- Clothing with indecent, obscene, or lewd messages or images.
- Clothing that promotes or depicts illegal acts such as violence or drug use.
- Clothing with gang-related messages or images.
- Visible undergarments.
- Bare midriffs are not to exceed 4 fingers from the top on the pants/short to the bottom of the shirt when standing up straight. Additionally, the bare midriff is not to expose cleavage or undergarments (unless worn as dance attire- see dress code for dance classes).
- Bare feet, shoes must be worn at all times when not in a dance studio (unless part of a class activity such as a dance class).

Dress Code for Dance and Related Classes

Students who participate in dance or other classes where unrestricted movement is required are permitted to wear dance attire or other clothing that allows for free movement while participating in those classes, but must change into street clothing (or wear street clothing over dance attire) when not in that class.

Westinghouse Arts Academy Dance Department has a required dress code for dance classes. Students enrolled in dance classes must follow the dress code when in class. At the beginning of each semester, a representative from The Dancer's Closet will visit the school to allow students to order the required dance attire and shoes if they do not already have them. Order forms will be provided prior to the visit. Students who cannot afford dance attire or shoes should speak with their dance teacher or a school administrator as soon as possible so arrangements can be made to provide them with required items. Adherence to the dress code is part of a student's grade.

LOCATIONS/CONTACT

Dancer's Closet*
4558 William Penn Hwy
Murrysville, PA 15668
(724) 733-4615

Dancer's Closet
253 E Pittsburgh St
Greensburg, PA 15601
(412) 832-1501

WOMEN

Women can choose from the two leotards below. It is highly recommended dancers buy at least 2 leotards. Leotards can be ordered from Dancer's Closet at a discounted rate of \$18 each.

Capezio high-neck tank leotard
Item # CC201
Color: Burgundy

Capezio short sleeve leotard
Item # CC400
Color: Burgundy

Black tights
Convertible or Stirrup
Any brand is acceptable

MEN

Form-Fitting pants/leggings or tight shorts
Color: Black

Fitted tank or cap-sleeve shirt
Color: White

Dance belt
Must be worn under tights/leggings, any brand/style/color is acceptable.

SHOES

Ballet
Split-sole ballet slippers (pink or black)
Canvas or leather

Any brand is acceptable
Jazz/MT Jazz

Jazz shoes (black or tan)
Bootie or lace-up
Any brand is acceptable

Modern
Barefoot

Tap

Split-sole tap shoes (black or tan)
Capezio and Bloch are preferred

Hip-Hop

Tennis shoes with white soles that are
designated to the studio
(Shoes should not be worn outside)

Contemporary/Improvisation

Barefoot or turning shoes

HAIR/JEWELRY

Long hair should be secured in a bun and kept off of the face and neck. All jewelry should be removed prior to class. This includes dangling earrings, necklaces, rings, bracelets, etc. Students may wear small stud rings in ear or body piercings.

Lost and Found

Articles found should be turned into the main office, where the owner may claim his/her property by identifying the item. Students should be sure their lockers are properly secured in order to protect their belongings. All unclaimed items will be donated at the end of each semester.

Chromebook and Textbook Care

It is the student's responsibility to care for his/her chromebook and textbooks. Students who mark or damage their books must assume responsibility for payment of damages. Students are required to pay for lost chromebooks or textbooks before another one can be issued. Any student who does not resolve financial obligations is subject to having his or her records and diploma withheld, as well as not being able to obtain a parking pass or tickets to school events including Prom and Graduation.

Extra-Curricular Activities

WAACS will offer a variety of extra-curricular activities for students including, clubs, honor societies, individual sports, and showcase opportunities for all art concentrations. Extra-curricular activities are driven by student interest. Students are encouraged to communicate their ideas to members of the staff and we will work to make the opportunity available if possible. Students interested in participating in team sports or any activity that is not offered at WAACS (ex. marching band), may be able to do so at their home school district. Contact the school district for more information.

Transportation will not be provided if students elect to participate in after school or weekend extra-curricular activities.

Food Service

Breakfast and lunch are provided each day for all interested students. Students may also choose to bring a lunch from home. Breakfast and lunch prices are as follows:

Breakfast	\$2.75
Reduced breakfast	\$0.30
Lunch	\$3.35
Reduced lunch	\$0.40

WAACS cafeteria operates on a meal account system. Cash is not accepted in the cafeteria. Funds may be loaded onto student accounts by using the School Cafe app (www.schoolcafe.com) or by cash or check in the main office.

Free and reduced price meals are available for students that qualify. You must apply online using the School Cafe app or on their website at www.schoolcafe.com. You must reapply each year and can apply at any time.

Assemblies

Assemblies include a variety of programs which are educational and entertaining. Attendance at assemblies is a privilege. The behavior of the student body as an audience plays a great role in establishing the school's reputation and students should be well-behaved and courteous. Unacceptable conduct includes whistling, inappropriate clapping, phone use, and talking during the program. Students who disturb and/or disrupt will be removed from the assembly and be subject to disciplinary action.

School Safety

Raptor

Westinghouse Arts Academy will be using the Raptor Visitor Management System as part of our program for the safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times and the Raptor system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering the building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. In the event that a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member.

Deliveries

Parents/Guardians/Students may NOT order food for delivery at school from restaurants or other establishments. The office staff or faculty will not accept delivery of food items for students from outside vendors. Gifts, flowers and balloons may not be delivered or brought to the school; it is disruptive to the academic process. Any gifts, balloons, flowers brought to the school will remain in the main office until the end of the school day.

Fire Drills and Emergency Drills

Fire drills and emergency drills are held throughout the school year for safety purposes. Students must follow teacher directions and exit quickly in an orderly fashion. Emergency exit routes are posted in each classroom.

Selling Items for Fundraising

All items sold on school premises must be on behalf of a school related organization. Students must obtain permission to sell items for other organizations by an administrator at least 48 hours prior to the proposed sale. Any item sold or attempted to be sold with permission will be confiscated and may result in further disciplinary actions.

Student Discipline

Discipline is an integral part of the educational process as it relates to the development of personal integrity, maturity, and ultimately, good citizenship. It is important, therefore, that it be clearly understood that propriety of conduct and good order at Westinghouse Arts Academy is essential and will be maintained. Monitoring of student behavior and movement is subject to electronic surveillance. This list of school disciplinary infractions is designed to assist staff, students, and parents, but is not intended to be all inclusive. Modifications will be made at the discretion of the administration. Violations of the following discipline policies may result in revocation of student privileges, special assignment, restitution, in-school suspension, out-of-school suspension, expulsion, or other disciplinary actions deemed appropriate by the administration:

1. Being profane or rude, intimidating, bullying*, hazing*, stalking, harassing*, being involved in gang-related activity, threatening bodily harm or assaulting school personnel, students, or others.
2. Threatening to bomb or burn school buildings or school property.
3. Pulling the fire alarm causing a false alarm.
4. Disorderly conduct during transportation to school or events.
5. Vandalizing school property, to include the building and the grounds.
6. Stealing
7. Forging notes from parents, teachers and/or forging other items the student may submit to school officials.
8. Violating the Code of Academic Integrity, Cheating/Dishonesty in any form.
9. Possessing a dangerous object or weapon*.
10. Using inappropriate language/profanity regardless to whom it is directed
11. Behaving in a way that disrupts the educational process.
12. Displaying defiant, disrespectful, or insolent attitudes toward school personnel.
13. Participating in verbal or physical sexual harassment*.
14. Selling items other than those approved by the school.
15. Skipping scheduled class sessions, academics, flex, and arts.
16. Failing to sign-out (or in) and/or leaving school without administrative authorization.
17. Being in areas inconsistent with student's individual schedule or off-limit areas such as the parking lot, teacher workroom, or auditorium without prior permission.
18. Failing to correct a problem/violation after a faculty, staff, or administrative warning.
19. Participating in inappropriate public displays of affection.
20. Failing to follow other policies set forth in this handbook and on file in the main office.
21. Any additional violation of local, state, and/or federal laws.

Westinghouse Arts Academy Charter School discipline policies apply to Westinghouse Arts Academy Charter School students attending any school function regardless of time, day, or location.

****Please refer to the Student Conduct and Policy Guidelines for Parents and Students on the Westinghouse Arts Academy Charter School website or the physical copy in the main office for further details on these and other infractions, issues, and concerns.***

School Policies

Below we have listed abbreviated versions of some of our policies. If you wish to see additional policies or the full version of any policy they are available on our school website and in the main office of the school building.

Anti-Discrimination Policy: WAACS does not discriminate on the basis of race, color, gender, national origin, age, religion, disability, sexual orientation, gender identification, gender expression, veteran status, marital status, family responsibilities, genetic information, or any other basis protected by law.

Acceptable Use Policy: WAACS students have access to a variety of computers, computer facilities, computer resources, and networks. The use of these resources is privilege, not a right. Inappropriate, unauthorized, and/or illegal use may result in the cancellation of the privilege. In addition, when the district establishes that a student has used these resources in violation of this policy, appropriate disciplinary action may be taken in accordance with the district's established discipline policies and procedures.

Furthermore, WAACS monitors internal network use. This monitoring comes in a variety of forms from suspicious query reports generated from filtering software to the review of emails or Internet use on WAACS accounts. Internet resources accessed through WAACS LAN or WAN and any other access through WAACS servers may be subject to review at random and/or through a specific search.

Suspension and Expulsion Policy: Westinghouse Arts Academy Charter School recognizes that exclusion from the educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The Principal may suspend any student for disobedience or misconduct, including a violation of school policies, for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian in writing when the student is suspended. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened.

Student absences from class due to out-of-school suspension (OSS) are considered absences from school. Students given in-school suspension (ISS) are encouraged to obtain assignments from their teachers prior to serving ISS, as ISS is not considered to be a school absence. ***Students given OSS are not to be on Westinghouse Arts Academy Charter School property or at any school sponsored function at any time throughout the duration of their suspension.*** Suspended students who go on Westinghouse Arts Academy Charter School property are subject to being charged with trespassing.

Expulsion is exclusion from school for a period exceeding ten (10) consecutive school days. Westinghouse may permanently expel from the school rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing.

Social Media Policy: Students must follow Westinghouse Arts Academy Charter School Internet policies and these guidelines anytime they post material that could identify them or their relationship to the school or when using Web tools in the classroom or in any way related to classroom or school activities.

Students must:

1. *Be aware of what they post online.* Social media venues are public and often permanent. Students should not post anything they wouldn't want friends, enemies, parents, teachers, or future employers to see.
2. *Follow the school's policies when writing online.* What is inappropriate in the classroom is inappropriate online. Harassing, bullying, threatening and other types of inappropriate conduct is prohibited in school and online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Criticism should be constructive and not hurtful.
3. *Be safe online.* Never give out personal information, including last names, phone numbers, exact birth dates, and addresses. Students should not share their passwords with anyone besides their teachers and their parents.
4. *Be careful when they link.* Linking to other websites to support thoughts and ideas is recommended. However, the student should be sure to read the entire article prior to linking to ensure that all information is appropriate to a school setting.
5. *Do their own work!* Students are not to use other people's work without their permission. It is illegal to copy and paste other people's work (even parts of their work) without giving credit to that person. Students should hyperlink to their sources or include the web address where the information can be found. Pictures, videos, songs, and audio clips may also be protected by law. Students who don't have permission to use the images, videos, songs or other clips, shouldn't use them.
6. *Be genuine.* Students should not misrepresent themselves by using someone else's identity.
7. *Use appropriate writing.* Blog and wiki posts should be well written. Students should use proper grammar, capitalization, and punctuation. If student suggest edits to someone else's work such suggestions should be made in the spirit of improving the writing.
8. *Tell someone.* If students find inappropriate material that makes them feel uncomfortable, or is not respectful, students should tell their teachers. If students cannot tell their teachers, they should tell their principals.
9. *Follow the rules.* Students who do not abide by Westinghouse Arts Academy Charter School's policies and these guidelines will be subject to the consequences outlined in the Code of Conduct.

Drug and Alcohol Policy: Student use of alcohol and student use of controlled substances (drugs) for which the student does not have a valid prescription are illegal. Illegal use of drugs, including vape mechanisms and alcohol, has an adverse effect on everyone in the Westinghouse Arts Academy Charter School community.

Westinghouse Arts Academy Charter School will provide educational guidance and supportive services to assist students in issues related to illegal drug and alcohol use. Students with drug and/or alcohol problems will be referred to appropriate support and rehabilitation services after written notice to the students' parents.

Tobacco Products Policy: Westinghouse Arts Academy Charter School is committed to providing a healthy, productive environment for staff, students, student families and community members. We believe that education has a central role to play in establishing health habits for children; we also believe it is appropriate to measures to help students resist the use of tobacco.

Students shall not be permitted to possess or use tobacco products of any kind or any form while in the school building, on school property, in a school vehicle, in a school bus, or while attending a school sponsored function at any time.

Anti-Bullying Policy: Westinghouse Arts Academy Charter School strongly condemns acts of bullying and will take swift and appropriate action to respond to any accusations of bullying. Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted act) that takes place on school property, at any school-sponsored activity, or in a school vehicle and is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; a disability or impairment; or by any other distinguishing characteristic. Harassment or bullying includes any gesture or written, verbal, graphic, or physical act (including electronically transmitted act) that takes place off school property if such act causes a hostile environment on school grounds.

Westinghouse Arts Academy Charter School encourages students who have been subject to bullying or harassment to promptly report such incidents to the Principal as soon as possible. All complaints of harassment or bullying shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained to the extent possible, consistent with Westinghouse Arts Academy Charter School's legal and investigative obligations.

Consequences and appropriate remedial actions may range from restorative interventions up to and including suspension or expulsion. Consequences must be consistent with Westinghouse Arts Academy Charter School's Code of Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Search Policy

Westinghouse acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling Westinghouse's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning. A student and/or his or her belongings shall be searched if there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, or Westinghouse's policies and rules. Under certain circumstances, random or general searches of students and their belongings may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as certified drug-sniffing dogs, as well as metal detectors and other technology.

Code of Conduct

Westinghouse Arts Academy believes that students need a safe and supportive environment in which to learn. Students and staff are both responsible for contributing to that environment through appropriate behavior and prompt and accurate reporting of inappropriate behavior. The rules, procedures, and consequences that follow explain how students will be held accountable for their behavior.

Expectations Agreement

Westinghouse Arts Academy Charter School staff and students have developed an expectations agreement designed to promote positive student behavior and address inappropriate behavior in a manner that allows students to remain in the learning environment whenever possible.

The agreement includes the following expectations:

Be kind:

- Treat people the way you want to be treated.
- Be kind and polite to one another; don't be mean or a bully.
- Resolve conflicts between students using peer mediation if necessary.
- Uplift each other and make one another proud.
- Be accepting of everyone.
- Be positive whenever you can.

Be respectful:

- Respect yourself and others, including teachers and staff.
- Respect others' personal space.
- Clean up after yourself and help to keep all areas clean.
- Ask people before using their things and do not take something that doesn't belong to you.
- Respect others' privacy including bags and lockers.
- Tell the truth.
- Pay attention during announcements.
- Keep your hands to yourself.

Create a productive school environment:

- Work together to create projects and performances.
- Help each other.
- Don't interrupt people when they are working.
- No excessive noise in the commons area or classrooms.
- Use your "inside voice" in the commons and hallways.
- Use headphones when listening to audio in courses or music. Keep your volume low enough that those around you cannot hear it.
- Keep hallways a quiet workspace (including nooks).
- Keep dining commons steps quiet- no yelling or playing around.
- Work together to support each other in respecting this agreement.

Take responsibility for your own learning:

- Meet with your teachers regularly to discuss your learning.
- Focus on getting your work done. Put in the time required (3 Flex Blocks per academic class).
- Be productive every day. Use time wisely (not sleeping or socializing).
- Get help from a teacher when you need it.
- Wait patiently if a teacher is working with another student.
- Use flexible learning time wisely and stay on task.
- Put forth your best effort in arts classes.

Be safe and responsible:

- Do not eat outside of the dining commons (unless you have permission).
- Eat breakfast from 7:30 a.m.-7:55 a.m..
- Eat lunch during phoenix time: 10:58 a.m. - 11:52 a.m.
- Follow the rules and policies in the Parent-Student handbook.
- Cell phones may be used for listening to music and under direct instruction of a teacher; no video chat is permitted. Phone calls must be made in the office with permission.

SIGNATURE PAGE

I have read and understand the Parent-Student Handbook:

Parent /Guardian Signature

Date

Parent /Guardian Print Name

Student Signature

Date

Student Print Name



Westinghouse Arts Academy

Wilmerding, PA

Worth Ave. Group is offering a special discount to students and faculty for your school to insure school-issued devices. Insurance with Worth Ave. Group will protect the device against an array of damages. This insurance policy will provide full replacement cost coverage. The policy is also transferable to a replacement unit.

K-12 Student Rates

Model	Coverage	Term	Deductible	Cost
<input type="checkbox"/> School Issued Device		x	x	x
<input type="checkbox"/>				
<input type="checkbox"/>				

- ✓ Accidental Damage (Drops & Spills)
- ✓ Cracked Screen
- ✓ Liquid Submersion
- ✓ Fire, Flood & Natural Disaster
- ✓ Power Surge By Lightning
- ✓ Theft & Vandalism
- ⊗ Manufacture Defect & Mechanical Failure
- ⊗ Standard Wear & Tear
- ⊗ Cosmetic Damage
- ⊗ Unexplained Loss

Name: * _____

Home Phone: * _____

Grade Level: * _____

Cell Phone: * _____

Parent Name: * _____
(For student policy only)

Email: * _____
(Policy documents are emailed)

Mailing Address: * _____

Unit Serial Number: * _____

City, State: * _____ Zip: * _____

(* required information; please PRINT clearly)

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, Worth Ave. Group has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate Headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. We are underwritten by an A.M. Best Company (Rated A - Excellent), an organization rating insurance companies based on operating performance and financial strength.