



## Student Handbook 2024-2025

### **Pittsburgh CAPA 6-12**

111 Ninth Street

Pittsburgh, Pa 15222

Phone: 412.529.6101

Fax: 412.338.6143

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



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## **SUPERINTENDENT'S WELCOME**

Dear Pittsburgh CAPA Families,

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



and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

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

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

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

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

Sincerely,

Dr. Wayne N. Walters  
Superintendent

## **WELCOME**

Greetings Pittsburgh CAPA 6-12 Community:

Welcome to Pittsburgh CAPA 6-12, where academics and the arts fuse together to create one of the most prestigious public schools in the region.

Here at CAPA, students work together in a state-of-the-art facility and follow a unified and stimulating curriculum while learning their art-based craft from skilled professionals. The school prepares students with an outstanding artistic and academic education for college and career readiness. CAPA 6-12 participates in several national cultural organizations and partnerships that enhance the learning experience for students, their teachers, and their families.

The purpose of this school handbook is to give all members of our CAPA community a general understanding of school policies and procedures. We ask that you review this handbook and familiarize yourself with the new procedures and information.

As we experience another school year together, we will be asking for the help and support of all members of our school community. As our community continues to grow, it will become stronger, more powerful and more of a force in the cultural arts community, in the district and in the region; we are honored and proud to be sharing this great adventure with all of you!

Sincerely,

*The CAPA Administration Team*

## **CAPA VISION**

Pittsburgh CAPA 6-12 is a Creative and Performing Arts Magnet school located in the heart of Pittsburgh's downtown cultural district. In 2009, CAPA was awarded the Blue Ribbon as a school of Distinction by the Department of Education.

The mission of Pittsburgh CAPA 6-12 is to provide every student in grades 6-12 with a comprehensive academic program rooted in a superior quality arts education experience that encourages excellence and success in their personal development as artists and cultural leaders. CAPA 6-12 offers a challenging and integrated curriculum that equally provides world-class preparation for college and university study, and conservatory level preparation for artistic careers.

The environment at CAPA 6-12 is enhanced by partnerships and collaborations with local and national cultural organizations and universities that provide opportunities in which to explore the relationships between school, family and work. In 2023, US News and World Report named CAPA in the Top 10 of Best High Schools in Pennsylvania.

### **Title 1a**

As a school-wide Title 1 Program, CAPA develops an annual School Wide Plan (SWP). This plan is available @ CAPA for review.

## CAPA FAST FACTS

CAPA opened in September 1979 with 35 students, housed in Baxter Elementary School in the Homewood neighborhood. While in Homewood, CAPA only housed grades 9-12, while arts students in grades 6-8 were at Rogers Middle School. The school moved into its current space at Ninth Street and Fort Duquesne Boulevard at the beginning of the 2003–2004 school year.

The 11-story, 175,000-square-foot includes a 400-seat auditorium, a black box theater, a cabaret theater, an art gallery, media arts center, television studio, fitness center, computer labs, and rehearsal spaces for the departments. This location allows students to study their craft in the hub of Pittsburgh's cultural center and to collaborate with artists from all over. Our mascot is the unicorn and our colors are black and white. Pittsburgh CAPA has become one of four 6–12 schools in Downtown Pittsburgh. Today, CAPA is the home to 879 students and 125 staff.

### Important School Personnel 2024-2024

Name	Position	Room	Number	Email Add pghschools.org
Ms. Dunn	Social Worker (11-12)	425	<b>412-529-6115</b>	<b>Vdunn1</b>
Mrs. Lane	Head School Secretary	117	<b>412-529-6101</b>	<b>Clane1</b>
	Instrumental Music Chair	310	<b>412-529-6112</b>	
Mr. Coyne	Counselor (Last Names A-M)	512	<b>412-529-6128</b>	<b>Bcoyne1</b>
Mrs. Bailey	Assistant Principal (9-12)	327	<b>412-529-6103</b>	<b>Tbailey1</b>
Ms. Gomez	Acting Assistant Principal (9-12)	327	<b>412-529-6103</b>	<b>Mgomez1</b>
Ms. Cregan	Literary Arts Department Chair	202	<b>412-529-6131</b>	<b>Mcregan1</b>
Mr. Howard	Theater Manager	308	<b>412-529-6109</b>	<b>Choward1</b>
Mr. Carter	Head Custodian	119	<b>412-529-6110</b>	<b>Jcarter1</b>
Ms. Lowery	Cafeteria Manager	402	<b>412-529-6118</b>	<b>Wlowery1</b>
Ms. Stewart	Nurse	417	<b>412-529-6119</b>	<b>Bstewart2</b>
Mr. Murphy	Physical Education Office/Athletics	504	<b>412-529-6126</b>	<b>Rmurphy1</b>
Mr. Palermo	Social Worker (9&10)	426	<b>412-529-6124</b>	<b>Jpalermo1</b>
Mr. Clawson	Principal	114	<b>412-529-6104</b>	<b>Jclawson1</b>
	Dance Department Chair	502	<b>412-529-6125</b>	<b>Jmanning1</b>
Ms. Pultz	Visual Arts Department Chair	612	<b>412-529-6129</b>	<b>Spultz2</b>
Mr. Fuller	Theater Department Chair	418	<b>412-529-6121</b>	<b>Mfuller1</b>
Ms. Kendeall	Vocal Music Chair	320	<b>412-529-6113</b>	<b>Jkendeall1</b>

Mr. DeLeone	Production Tech Workshop	B04	<b>412-529-6135</b>	<b>Pdeleone1</b>
Mrs. Velmire	Student Data System Specialist	Main Office	<b>412-529-6116</b>	<b>Svelmire1</b>
Ms. Krizan	Assistant Principal	914	<b>412-529-6134</b>	<b>Kkrizan1</b>
Mrs. Hustwit	Activities Directory	127	<b>412-529-6130</b>	<b>Ehustwit1</b>
Ms. Thomas	Counselor (6-8)	822	<b>412-529-6133</b>	<b>Jthomas2</b>
Ms. Niedomys	Guidance Counselor (Last Names N-Z)	417A	<b>412-529-6123</b>	<b>Aniedomys1</b>
Ms. Watson	High School Learning Support	527	<b>412-529-6127</b>	<b>Vwatson1</b>
Ms Spitz Cohan	Middle School Learning Support	714	<b>412-529-6101</b>	<b>Kspitzcohan1</b>

## COMMUNICATION PROCEDURES

Parents, students, and other stakeholders should feel free to contact the main office at 412-529-6101 with any questions or concerns.

At Pittsburgh CAPA, we utilize multiple methods of communication to ensure that parents receive information in the formats that work best for them. These include physical mailing, text-messaging through the Talking Points platform, robo-calls, and our district website. We also offer a weekly newsletter.

Friends of CAPA, a parent organization supporting Pittsburgh CAPA, provides additional updates about their organization and CAPA through their Facebook page.

The links below may be utilized to engage in our communication platforms.

[Weekly Newsletter Sign Up](#)

[Friends of CAPA Facebook](#)

[CAPA Website](#)

[Talking Points](#)

## STAFF ROSTER

Staff Last Name	First Name	Department	Email
Bates	Liam	Business	<a href="mailto:lbates1@pghschools.org">lbates1@pghschools.org</a>
Beighley	June	Math	<a href="mailto:lbeighley1@pghschools.org">lbeighley1@pghschools.org</a>
Bosser	Emily	English	<a href="mailto:Ebosser1@pghschools.org">Ebosser1@pghschools.org</a>
Breault	Erin	Social Studies	<a href="mailto:Ebreault1@pghschools.org">Ebreault1@pghschools.org</a>
Brown	Mallory	English	<a href="mailto:Mbrown1@pghschools.org">Mbrown1@pghschools.org</a>
Clawson	James	Principal	<a href="mailto:jclawson1@pghschools.org">jclawson1@pghschools.org</a>
Coyne	Brendan	Student Services	<a href="mailto:Bcoyne1@pghschools.org">Bcoyne1@pghschools.org</a>
Dunn	Vanessa	Student Services	<a href="mailto:Vdunn1@pghschools.org">Vdunn1@pghschools.org</a>
Finch	Allan	Science	<a href="mailto:Afinch1@pghschools.org">Afinch1@pghschools.org</a>
Gavren	Amy	PE/Health	<a href="mailto:Aselko1@pghschools.org">Aselko1@pghschools.org</a>
Glasser	Jamie	Library	<a href="mailto:jglasser1@pghschools.org">jglasser1@pghschools.org</a>
Harris	Katherine	Social Studies	<a href="mailto:Kharris1@pghschools.org">Kharris1@pghschools.org</a>
Holcomb	Amy	World Language	<a href="mailto:Aholcomb1@pghschools.org">Aholcomb1@pghschools.org</a>
Hustwit	Elizabeth	English	<a href="mailto:Ehustwit1@pghschools.org">Ehustwit1@pghschools.org</a>
Lane	Colleen	Clerical Staff	<a href="mailto:Clane1@pghschools.org">Clane1@pghschools.org</a>
Loskoch	Charles	Social Studies	<a href="mailto:Closkoch1@pghschools.org">Closkoch1@pghschools.org</a>
Marx	Nathan	PE/Health	<a href="mailto:Nmarx1@pghschools.org">Nmarx1@pghschools.org</a>
Murphy	Richard	PE/Health	<a href="mailto:Rmurphy1@pghschools.org">Rmurphy1@pghschools.org</a>
Niedymos	Amber	Guidance Counselor	<a href="mailto:aniedymos1@pghschools.org">aniedymos1@pghschools.org</a>
O'neil	Stephanie	Social Studies	<a href="mailto:Soneil1@pghschools.org">Soneil1@pghschools.org</a>
Palermo	Jennifer	Student Services	<a href="mailto:Jpalermo1@pghschools.org">Jpalermo1@pghschools.org</a>
Paoicelli	Anne	English	<a href="mailto:Apaoicelli1@pghschools.org">Apaoicelli1@pghschools.org</a>
Paul	Virginia	Science	<a href="mailto:Vpaul1@pghschools.org">Vpaul1@pghschools.org</a>
Southers	Charla	Science	<a href="mailto:Csouthers1@pghschools.org">Csouthers1@pghschools.org</a>



Stepanovich	Bethany	World Language	<a href="mailto:Bstepanovich1@pghschools.org">Bstepanovich1@pghschools.org</a>
Suhajda	Karie	Science	<a href="mailto:Ksuhajda1@pghschools.org">Ksuhajda1@pghschools.org</a>
Underwood	Richard	Math	<a href="mailto:Runderwood2@pghschools.org">Runderwood2@pghschools.org</a>
Vandergraft	Rachel	World Language	<a href="mailto:Rvandergraft1@pghschools.org">Rvandergraft1@pghschools.org</a>
Velmire	Sarah	Clerical Staff	<a href="mailto:svelmire1@pghschools.org">svelmire1@pghschools.org</a>
Venditti	David	Math	<a href="mailto:Dvenditti1@pghschools.org">Dvenditti1@pghschools.org</a>
Ward	Mark	Math	<a href="mailto:Mward1@pghschools.org">Mward1@pghschools.org</a>
Watson	Brent	World Language	<a href="mailto:Bwatson1@pghschools.org">Bwatson1@pghschools.org</a>
Watson	Valerie	PSE	<a href="mailto:Vwatson1@pghschools.org">Vwatson1@pghschools.org</a>
Zeigler	Jeffrey	Math	<a href="mailto:jzeigler1@pghschools.org">jzeigler1@pghschools.org</a>
Bailey	Tilo	Assistant Principal	<a href="mailto:tbailey1@pghschools.org">tbailey1@pghschools.org</a>
Gomez	Merceda	Acting Assistant Principal	<a href="mailto:Mgomez1@pghschools.org">Mgomez1@pghschools.org</a>
<b>MIDDLE SCHOOL ACADEMIC STAFF</b>			
Esken	Eric	Science	<a href="mailto:Eesken1@pghschools.org">Eesken1@pghschools.org</a>
Fevola	Lisa	English	<a href="mailto:Lfevola1@pghschools.org">Lfevola1@pghschools.org</a>
Gennari	Aubrey	Social Studies	<a href="mailto:Agennari1@pghschools.org">Agennari1@pghschools.org</a>
Askin	Jeremy	PE/Health	<a href="mailto:jaskin1@pghschools.org">jaskin1@pghschools.org</a>
Thompson	Matthew	Social Studies	<a href="mailto:mthompson1@pghschools.org">mthompson1@pghschools.org</a>
Krizan	Kiley	Assistant Principal	<a href="mailto:Kkrizan1@pghschools.org">Kkrizan1@pghschools.org</a>
Kruth	Danielle	English	<a href="mailto:Dkruth1@pghschools.org">Dkruth1@pghschools.org</a>
Manifold	Erin	English	<a href="mailto:emanifold1@pghschools.org">emanifold1@pghschools.org</a>
McGrail	Gary	Math	<a href="mailto:Gmcgrail1@pghschools.org">Gmcgrail1@pghschools.org</a>
Mikolaj	Christopher	Math	<a href="mailto:Cmikolaj1@pghschools.org">Cmikolaj1@pghschools.org</a>
Scheurring	Tyler	Math	<a href="mailto:Tscheurring1@pghschools.org">Tscheurring1@pghschools.org</a>
Shepard	Taylor	English	<a href="mailto:Tshepard1@pghschools.org">Tshepard1@pghschools.org</a>

Smetak	Keith	Math	<a href="mailto:Ksmetak1@pghschools.org">Ksmetak1@pghschools.org</a>
Thomas	Jennifer	Student Services	<a href="mailto:jthomas1@pghschools.org">jthomas1@pghschools.org</a>
Quarrie	Chelsea	Science	<a href="mailto:cquarrie1@pghschools.org">cquarrie1@pghschools.org</a>
Williams	Jeffrey	Science	<a href="mailto:jwilliams1@pghschools.org">jwilliams1@pghschools.org</a>
Zaydak	Rose Marie	Social Studies	<a href="mailto:Rzaydak1@pghschools.org">Rzaydak1@pghschools.org</a>
Zlatos	Jeffrey	Math	<a href="mailto:jzlatos1@pghschools.org">jzlatos1@pghschools.org</a>
Kirkwood	Rachel	Social Studies	<a href="mailto:rkirkwood1@pghschools.org">rkirkwood1@pghschools.org</a>
Winslow	Krista	English	<a href="mailto:kwinslow1@pghschools.org">kwinslow1@pghschools.org</a>
Wilson	Leanne	Social Worker	<a href="mailto:lwilson1@pghschools.org">lwilson1@pghschools.org</a>

## CAPA 2024-25 Regular Bell Schedule

TIME	MS PERIOD	MS CLASS	TIME	HS PERIOD/BLOCK	HS CLASS
7:40-8:00	Arrival/Breakfast Cabaret		7:10-7:35	Arrival/Breakfast 4 <sup>th</sup> floor Cafeteria	
8:05-8:50	1	MS Arts	7:40-9:00	A	HS Academics
8:50-9:35	2		9:05-10:25	B	HS Academics
9:35-10:15	3				
10:20-10:25	MS Homeroom and 6-12 Announcements (10:20)		10:30-10:35	HS Homeroom 6-12 Announcements	
10:25-11:05	4	MS Academics	10:38-12:28	C First Lunch 10:38-11:03	HS Academics
11:10-1:10	6 <sup>th</sup> grade	11:10-11:40 Lunch		C 2 <sup>nd</sup> Lunch 11:06-11:31	
		11:45-12:25 Period 6			
		12:30-1:10 Period 7			
	7 <sup>th</sup> grade	11:10-11:50 Period 5		C 3 <sup>rd</sup> Lunch 11:34 – 11:59	
		11:55-12:25 Lunch			
		12:30-1:10 Period 7			
	8 <sup>th</sup> grade	11:10-11:50 Period 5		C 4 <sup>th</sup> Lunch 12:03 – 12:28	
		11:55-12:35 Period 6			
	12:40-1:10 Lunch				
1:15-1:55	8	MS Academics			
2:00-2:40	9	MS Academics			
2:45-3:25	10	MS Academics	12:31-1:11	7	HS Arts
			1:11-1:51	8	
			1:51-2:31	9	
			2:31-3:09	10	
3:25	MS Dismissal		3:10	HS Dismissal	

## CAPA 2024-25 Half Day Bell Schedule

TIME	MS PERIOD	MS CLASS	TIME	HS BLOCK/CLASS	HS CLASS
7:40-8:00	Arrival Breakfast		7:10-7:35	Arrival Breakfast	
8:00-8:30	10	MS Academics	7:40-8:40	A	HS Academic
8:35-9:05	9		8:45-9:45	B	
9:10-9:40	8		9:50-9:55	HR	
9:45-10:15	4 (HR)		10:00-11:40	C Lunch 1 <sup>st</sup> Lunch 10:00-10:21	HS Academics
10:20-10:50	5 (6 <sup>th</sup> Grade Lunch)			C 2 <sup>nd</sup> Lunch 10:26-10:48	
10:55-11:25	6 (7 <sup>th</sup> Grade Lunch)			C 3 <sup>rd</sup> Lunch 10:53-11:14	
11:30-11:55	7 (8 <sup>th</sup> Grade Lunch)			C 4 <sup>th</sup> Lunch 11:19-11:40	
11:55	Dismissal		11:40	HS Dismissal	

*There will not be announcements on half days.*

## CAPA 2024-2025 2-Hour Delay Schedule

Middle School					High School				
Normal Times	DELAY TIMES	Length	Period	CLASSES	Normal Times	DELAY TIMES	Length	Block/Period	CLASSES
7:40 – 8:00	9:40 – 10:00	Begin transitioning at 10:00 AM		Arrival and Breakfast	7:10 – 7:35	9:10 – 9:35	Begin transitioning at 8:25 AM		Arrival and Breakfast
8:05 – 8:45	10:05 – 10:32	27 min.	1	MS Arts	7:40 – 9:00	9:40 – 10:20	40 min.	A	HS Academics
8:49 – 9:29	10:36 – 11:03	27 min.	2	MS Arts	9:05-10:25	10:25 – 11:05	40 min.	B	HS Academics
9:34 – 10:14	11:07 – 11:35	28 min.	3	MS Arts	10:30-10:35	11:10 – 11:15	5 min.	HR	Homeroom
10:28 – 11:08	11:40 – 12:08	28 min.	4	MS Academics		11:20 – 11:40	20 min.	C	HS Academics First Lunch
11:12 – 11:52	12:13 – 12:41	28 min.	5	6 <sup>th</sup> Grade Lunch 7 <sup>th</sup> / 8 <sup>th</sup> Academics		11:45 – 12:05	20 min.		HS Academics Second Lunch
11:56 – 12:36	12:46 – 1:14	28 min.	6	7 <sup>th</sup> Grade Lunch 6 <sup>th</sup> /8 <sup>th</sup> Academics		12:10 – 12:30	20 min.		HS Academics Third Lunch
12:40 – 1:15	1:19 – 1:47	28 min.	7	8 <sup>th</sup> Grade Lunch 6 <sup>th</sup> /7 <sup>th</sup> Academics	10:38-12:28	12:35 – 12:55	20 min.		HS Academics Fourth Lunch
1:19 – 1:59	1:52 – 2:20	28 min.	8	MS Academics	12:31-1:11	1:00 – 1:32	32 min.	7	HS Arts
2:03 – 2:43	2:25 – 2:53	28 min.	9	MS Academics	1:11-1:51	1:32 – 2:04	32 min.	8	HS Arts
2:47 – 3:27	2:58 – 3:27	28 min.	10	MS Academics	1:51-2:31	2:04 – 2:36	32 min.	9	HS Arts
3:27	3:27	Dismissal			2:31-3:09	2:36 – 3:08	32 min.	10	HS Arts
					3:10	Dismissal			

*There will be no announcements or MS HR on 2-hour delay days.*

## Important Dates

First Day	Last Day	Half Days	School Vacation Days
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Monday, August 26, 2024	Thursday, June 12, 2025	September 20 October 25 November 15 December 13 February 7 February 21 March 7 March 21	September 2- Labor Day October 3- Rosh Hashanah November 5 – Election Day November 11- Veteran's Day November 28-29-Thanksgiving December 2nd - No School December 23 - January 1-Winter Break January 20- Martin Luther King Jr. Day January 23-24 - No School March 31- Ed al-Fitr April 14-18- Spring Break May 20 - Election Day May 26- Memorial Day
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[PPS District Web Calendar](#)

[PPS District Calendar PDF](#)

[Pittsburgh CAPA Web Calendar](#)

# ATTENDANCE PROCEDURES

## PPS Policy 204

Compulsory attendance laws mandate that all children ages 8 to 17 must attend school unless legally excused. Students and parents will face legal consequences if unexcused absences surpass a total of three for the year.

- 1<sup>st</sup> and 2<sup>nd</sup> unexcused absences are followed by a legal notice
- 3<sup>rd</sup> unexcused absence will require a parent conference
- 4<sup>th</sup> unexcused absence will be considered truant and risks a citation to appear in front of the local magistrate.

You cannot accumulate more than 10 absences per year (excused or unexcused). Automated phone calls are sent out daily to any student absent or tardy to school.

- You have 3 school days to turn in an excuse:
  - [capahs@pghschool.org](mailto:capahs@pghschool.org)
  - Wooden box on the front desk

Special circumstances that require your absence from school should be pre-approved with the **Request for Approved Absence form**. (Main Office) Students are required to make up any work missed when absent from school and should communicate with a teacher and/or counselor if struggling to complete any assignments.

**Ten or more absences per year:** After ten days of absence per school year (excused or unexcused) the student will need to provide documentation from someone other than the parent (doctor's note, court documentation) that an absence was legal; otherwise, the absences will be marked unexcused. Funerals, court obligations, medical absences, and religious absences (verified by notes), will not count toward the 10-day limit.

## EXAMPLES OF EXCUSE ABSENCE REASONS

- Special/unusual circumstances surrounding incapacitation due to illness or injury
- Illness that necessitates home recuperation which must be verified in writing by the parent/guardian or physician
- Weather emergency, impassable roads, school transportation related absence
- Religious holidays
- Bereavement and/or to attend the funeral of a family member
- Hospitalization
- Principal approved reasons for absence from school or class, (i.e. field trips, assemblies, counseling, mentoring, school activities, support groups)
- Involuntary exclusions from school or class such as suspensions or as mandated by legal or medical professionals

### Early Dismissals:

Early dismissals will be granted for justifiable reasons approved by school authorities. Parents should email [capahs@pghschools.org](mailto:capahs@pghschools.org) to submit early dismissal requests. The email should include:

- Student name, grade, HR number, HR teacher name, major, time for dismissal and reason for dismissal.
- Without an email, a parent/guardian must come into the building to sign out the student.

Students will receive their early dismissal slips during homeroom. These notices must be turned in to the security officer prior to leaving the building.

*Dismissal is a busy and critical time of our day. Additionally, downtown parking is not available around the school at the time of dismissal. We take the safety of our students very seriously and appreciate your support in this matter.*



## **ACADEMICS**

We know that by ensuring all students have access to rigorous content and course offerings in a culture of high expectations, we will help to build motivated and independent learners who can succeed beyond high school.

We believe that every child, at every level of academic performance, can achieve excellence. To achieve this goal, we are committed to keeping all students engaged, challenged and prepared for success after high school.

While a performing arts high school, Pittsburgh CAPA nevertheless offers a nationally recognized, best in class academic experience, featuring advanced mathematic courses in our middle grades, and a range of Advanced Placement courses for our high school students. For more information about the availability of specific course offerings at Pittsburgh CAPA, please reach out to our student services department at 412-529-6101

For more information about Academic Programs at PPS, you can visit this [link](#)

## **ACADEMIC INTEGRITY**

[PPS POLICY 226](#)

At CAPA, we 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.

Students who are found in violation of the academic integrity information outlined above will follow the following progressive system:

- 1<sup>st</sup> Occurrence – Parent/Student/Teacher Conference (new assignment is given for half credit). Teacher recommends after-school tutoring or tutor.com
- 2<sup>nd</sup> Occurrence – Parent/Student/Teacher/Administrator Conference (new assignment is given for half credit) Teacher recommends after-school tutoring or tutor.com
- 3<sup>rd</sup> Occurrence - Parent/Student/Teacher/Administrator Conference (in-school intervention is assigned). Teacher recommends after-school tutoring or tutor.com

## **DRESS CODE**

[PPS POLICY 221](#)

No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

# **ELECTRONIC DEVICES**

[PPS POLICY 216](#)

## **Cell Phones**

- Cell Phones are NOT to be used during class time – unless directed to do so by your teacher.
- Texting, making phone calls, posting on social media, etc. is not permitted during the school day and may lead to disciplinary action.
- During breakfast, lunch or the change of classes, students may use cell phones to listen to music, play games, check grades, check Schoology, etc.

## EXTRA CURRICULAR OFFERINGS

[PPS Policy 119](#)

### **Extracurricular Activities:**

High School clubs meet from 3:15–4:20pm and Middle School clubs meet from 3:25-4:20pm. Middle school students must have a signed permission slip on file to participate in after-school clubs.

A full list of available clubs will be posted below and on bulletin boards around the school. Students can submit a request to create a club or after-school activity through the Activities Director in room 127. All extracurricular activities must have a staff sponsor.

### ***Athletics for Students in Grades 6 – 8***

**Fall Sports:** Co-ed Flag Football, Co-ed Cross Country

**Winter Sports:** Boys Basketball, Girls Basketball

**Spring:** Boys Soccer, Girls Soccer

- Asian Student Union
- Black Student Union
- Book Club
- Ceramics Club
- Children of Steel
- Creator Community
- Feminist Student Union
- Gender Sexuality Student Union
- Green Team
- Latino Student Union
- Magic the Gathering Club
- Mock Trial
- Stand Together
- Student Council
- Ultimate Frisbee
- Volleyball Club

## GRADING

[PPS Policy 209](#)

**Pittsburgh CAPA 6-12 students will** complete ALL assignments in their academic and art classes on or before due dates – meaning work must be completed on time.

**For all students in grades 6-12 in academic and art classes: Teachers must** ensure that all student assignment grades are either 50% above or a no-effort zero. Any student who refuses to complete an assignment or opts to not complete an assignment may receive a no-effort zero on that assignment. However, any student putting forth a legitimate effort (legitimate = on-time) but whose actual earned percentage is less than 50% should have the assignment or graded task recorded as a 50%.

# GRADUATION REQUIREMENTS/HS ONLY

## PPS Policy 211

Starting with the graduating class of 2028, each student must meet the minimum requirements of twenty-four (24) credits or the requirements of their IEP for graduation.

UNITS TO BE EARNED IN GRADES 9 THROUGH 12		
English Language Arts	Four (4) units to include:	Units
	English I	1
	English II	1
	English III	1
	English IV	1
	English Language Arts eligible options may include: Curriculum and Instruction approved equivalent courses/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
English Language Arts Total Units		4
Mathematics	Three (3) units to include:	Units
	Algebra I	1
	Geometry	1
	Algebra II	1
	Mathematics eligible options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Mathematics Total Units		3
Science • Includes laboratory science	Three (3) units to include:	Units
	Biology	1
	Physical Science (Chemistry or Physics)	1
	Elective Science	1
	Science eligible options may include: Curriculum and Instruction approved equivalent courses/Career and Technical Education/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Science Total Units		3
Science, Technology, Engineering and Math (STEM)	One (1) unit from:	Unit
	STEM Course	1
	STEM eligible options may include: Career and Technical Education/postsecondary courses	
Science, Technology, Engineering and Math (STEM) Total Units		1
Social Studies • All courses integrate geography, history, civics & government, and economics	Four (4) units to include:	Units
	Civics	1
	World History	1
	American History	1
	African American History or Ethnic Studies Course	1
	Social Studies eligible options may include: Curriculum and Instruction approved equivalent courses/CAPSTONE Course (Ethnic Literature .5 + Ethnic Studies .5)/CAS (Honors)/Advanced Placement/International Baccalaureate/postsecondary courses	
Social Studies Total Units		4
Economics with Financial Literacy	Half a unit from:	Unit
	Economics with Financial Literacy	0.5
	Economics with Financial Literacy eligible options may include: Curriculum and Instruction approved equivalent courses/Advanced Placement/International Baccalaureate/postsecondary courses	
Economics with Financial Literacy Total Units		0.5
Physical Education • Yearly in grades 9-12		1
Health Education		1
World Language, Fine Arts, and/or Practical Arts • World Language (WL) Requirement - Must complete at least Level II in one (1) language (Level I may be taken in MS) • Fine and Practical Arts - Eligible options include: visual arts, performing arts, practical arts associated with media, business and home (may substitute CTE coursework toward career credential)		2
Academic Electives (add language) • One (1) must be a designated CTE-related course • One (1) must be a designated Fine Arts course if the student elects 2 credits in WL		4.5
Total Units		24

# **HOMEWORK PROCEDURES**

[PPS Policy 115](#)

## **Assignments & Homework Procedures for Students:**

At Pittsburgh CAPA, we believe that time reflects our values. Students and staff spend time on what we know is important and meaningful to the artistic and academic success of our students. Specifically, our goal is to cultivate a culture of academic and artistic accountability. Hence, students and staff will reflect the ability to manage time effectively to best prepare for the completion of assignments, assessments, projects, performances, productions, recitals, presentations, events, and other relevant content specific processes.

## HEALTH SERVICES

[PPS Policy 206](#)

Ms. Stewart	Nurse	417	412-529-6119	Bstewart2
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At CAPA, we strive to ensure that all students have equal access to quality health services, prevention education and early intervention and support to help them achieve academic success. The links below provide access to district information regarding student health services.

- [Health Services Home](#)
- [COVID-19 Self Screening Tool](#)
- [COVID-19](#)
- [Student COVID-19 Vaccinations](#)
- [Contact](#)
- [New Immunization Guidelines](#)
- [Immunization Requirements](#)
- [Health Checklist for Parents and Students](#)
- [Student Health Forms](#)
- [Preventative Measures](#)
- [Cold and Flu Season](#)
- [When to Keep Your Child Home from School](#)
- [Policy Information](#)



# INFORMATION TECHNOLOGY/ACCEPTABLE USE

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

### ***Responsibilities & Safety:***

- All PPS equipment is subject to random searches of Internet history by both the school and district.
- Certain offenses carried out through the Internet could result in the involvement of State or Federal authorities. PPS will cooperate fully with those authorities if necessary.
- District equipment use will be logged by PPS for all system functions—web histories, installed or attempted installed software and receipts of email/web correspondence.

### ***What If...:***

- Cannot login or forgot password?
  - See Señor Watson or Mr. Scheuering
- Cannot connect to the Internet?
  - Determine if you are the only student, or if this is a school issue. Ask a teacher to notify the tech team.
- Drop device and there is visible damage—screen crack, spilled liquid on keyboard, keyboard damage, etc.?
  - Email a summary of the damage to Señor Watson or Mr. Scheuering
- Violate the Acceptable Use Policy?
  - Dependent upon the offense... 1<sup>st</sup> incident—verbal warning; 2<sup>nd</sup> incident—parent contact; 3<sup>rd</sup> offense—office referral.
- Lost or stolen device?
  - Contact an administrator immediately

## STUDENT SUPPORT SERVICES

School counselors are trained, certified educators who improve student success for all students. School counselors help all students apply academic achievement strategies, manage emotions and apply interpersonal skills, and plan for postsecondary options (higher education, military, work force). They lead, advocate, and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan.

School social workers are trained, certified mental health professionals with a degree in social work who provide services related to a person's social, emotional and life adjustment to school and/or society. School social workers are the link between the home, school and community in providing direct and indirect services to students, families and school personnel to promote and support students' academic and social success.

Coyne	Brendan	HS Counselor	<a href="mailto:Bcoyne1@pghschools.org">Bcoyne1@pghschools.org</a>
Dunn	Vanessa	HS Social Worker	<a href="mailto:Vdunn1@pghschools.org">Vdunn1@pghschools.org</a>
Niedymos	Amber	HS Counselor	<a href="mailto:aniedymos1@pghschools.org">aniedymos1@pghschools.org</a>
Palermo	Jennifer	HS Social Worker	<a href="mailto:Jpalermo1@pghschools.org">Jpalermo1@pghschools.org</a>
Thomas	Jennifer	MS Student Services	<a href="mailto:Jthomas1@pghschools.org">Jthomas1@pghschools.org</a>
Wilson	Leanne	MS Social Worker	<a href="mailto:lwilson1@pghschools.org">lwilson1@pghschools.org</a>

# Student Expectations/Procedures

## Policy 212

### PPS Code of Conduct

#### **Student Code of Conduct:**

The Pittsburgh Public Schools have adopted a district-wide [PPS Code of Conduct](#), which outlines behavior infractions and the resulting disciplinary action.

#### **Student Identification Badge (ID's):**

Students will be issued a picture identification card that will be used by students as they enter the building during arrival to capture their attendance. This badge will also be used to monitor tardies to school. Students are expected to use their ID daily. Replacement IDs are available upon necessity; however, we highly encourage students to maintain responsibility of their badges. Students should see the Student Services Assistant for replacements or issues with IDs.

#### **Student Safety:**

Students are required to enter the school through metal detectors, and we ask that student belongings be searched. In addition to what is listed in the [Student Code of Conduct](#), students are not permitted to bring any one of the following: scissors, glass bottles, open containers of any liquid, coffee, tea or any hot/cold beverages, purchased food items from any fast food or restaurant that is not sealed or stored for lunch.

**Deliveries of fast/ordered food, from a restaurant or dropped off by another party, will not be permitted.** This includes UberEats, Door Dash, etc. Students should contact an administrator regarding any items that they wish to bring to school (art supplies, knitting needles, props, etc.) that may be a concern.

#### **Food and Beverage Expectations:**

For the safety of students and cleanliness of the school building, the following food and beverage policy will be in effect:

<b><i>CAN bring to school:</i></b>	<b><i>CANNOT bring to school:</i></b>
A <b><i>sealed</i></b> , unopened bottle of water.	Hot/cold beverages in an unsealed, open container.
An <b><i>empty</i></b> , sealed travel mug that is spill-proof.	Food that is not wrapped or sealed inside of bag.
Lunch—wrapped and sealed inside of bag.	Drinks in glass bottles.
Snacks—stored inside of bag.	Large amounts of baked goods.

\*Medical documentation can be submitted for students in need of any accommodations related to food and beverage.

#### **Hall Passes:**

Students should only be excused from class when absolutely necessary. Students should always have a corridor pass or restroom pass. ***Homeroom is a closed period.***

### **Lockers:**

Each student is assigned one locker so that he/she can store books and personal items.

- ***Students should not write or put stickers on the lockers.***
- Please exercise good judgment about what you bring to school and store in your locker.
- High school students will need to obtain a lock on their own and ensure it is working.
- Middle school students will receive a lock at the beginning of the year. Replacement locks are available from administration and will incur a \$5 fee. Only these locks will be permitted to be used on middle school lockers.

Pittsburgh CAPA is not responsible for lost or stolen items and but will do our best to investigate. Students should always properly secure items and not leave personal belongings unattended.

Please Note: Lockers and locks are the property of the School District of Pittsburgh. They are on loan to students. The school reserves the right to open and inspect any locker deemed to be used inappropriately by students.

### **Lost & Found:**

All lost articles should be taken to the main office. Reclamation of all lost instructional materials and payment for lost or damaged texts may be done in the office from 8:00 AM – 4:00 PM. The lost and found storage is behind the main theatre on the first floor. Items left in the lost and found will be donated at the end of each quarter.

### **Cell Phones**

- Cell Phones are NOT to be used during class time – unless directed to do so by your teacher.
- Texting, making phone calls, posting on social media, etc. is not permitted during the school day and may lead to disciplinary action.
- Students may use cell phones to listen to music, play games, check grades, check Schoology, etc. during breakfast, lunch and during the change of classes.

### **CAPA Hallways**

- You have four minutes to get to each class – it is possible! Sign out/in for RR. Use RR in your area.
- After 3 tardies to class, expect parent contact, student admin conf and possible intervention.
- Class cut – conference – intervention.
- Afternoon arts – stay in your area

- Be respectful and courteous to your peers, teachers and all staff. All teachers are your teachers. Respect any reasonable request by an adult.
- Our stairwells can be crowded. Remember to travel up on the left and down on the right.
- If you stop to see a teacher or other staff person, get a blue note so you are not late.

### **Classroom Circles:**

The CAPA community engages in restorative practices and welcomes student voice. As such, circles will often be used in the classroom setting. To maintain an environment of respect, the following norms will be adhered to:

- Respect everyone's opinion.
- Use "I" statements.
- Be accountable and adhere to the process of the circle.
- Be present and engaged.
- Be flexible and open-minded.
- Focus on the whole, not the individual.
- Be solution-driven.
- Accept non-closure.
- Every voice is important—be vocal and present.

### **Intervention**

Intervention Hours are assigned for repeated level 2 infractions as part of progressive discipline that does not warrant an out of school suspension.

Students will be required to engage asynchronously with the classes they are not attending in-person. During Intervention Hours, students will complete an online reflection assignment that will help provide additional support for students if needed.

During Intervention Hours (during the school day), students must adhere to the following:

- Upon arrival, report to the main office and place cell phone in a secured area with main office staff.
- Spend Intervention Hours in the 4<sup>th</sup> Floor Library.
- Check PPS email account and Schoology to review assignments and classwork for the day.
- Complete individual student reflection sheet.
- Students will engage asynchronously with required classwork.
- Computers are to be used for: completing schoolwork, emailing teachers, credit recovery, and Schoology.
- Students found doing things other than listed items will be given one warning and then asked to meet with the principal.

Our goal is to support students to make positive choices while in school and adhere to CAPA's expectations for managing positive student behaviors.

### **Textbooks/Calculators:**

Textbooks, calculators, library materials, and supplies issued to students become their responsibility. Students are expected to pay for items that are lost, damaged, or stolen. Students with unpaid balances will receive an annual notice and specific directions on how to remit the balance.

### **CAPA Character:**

The CAPA community commits to promoting positive behavior and character development.



#### **Cooperation**

- Be polite, respectful and adhere to school and classroom expectations as a student and artist.
- Be willing to collaborate and work together.
- Help and support all members of the CAPA community.
- Cell phones and earbuds should not be visible in class.



#### **Attendance**

- Arrive at school ON TIME, scan your ID and report to your assigned area/class.
- Follow the bell schedule and be present and prepared in all classes.
- Have a hall pass when traveling outside the classroom during class time.
- Reach out for help if you are struggling with attendance.



## **Preparation**

- Come to CAPA eager, ready, and willing to learn.
- Complete all required assignments, projects, and tasks.
- Remain dedicated to your artform and growing as an artist.
- Bring your charged MacBook to school daily.



## **Acceptance**

- Respect and acknowledge all members of the CAPA community, staff and students alike.
- Show compassion and kindness towards myself and others.
- Use positive language that is inclusive and respectful.

## **VISITOR POLICY**

### [PPS Policy 1104](#)

Pittsburgh CAPA is committed to the safety of the whole school community. To avoid interruption of the instructional program and to promote the safety of students and staff, the following procedures have been adopted.

- All visitors must report to the main office.
- They will be required to pass through the metal detectors, sign a logbook, state the reason for their visit, wear a visitor pass when in the building and are expected to leave promptly when their business is completed.
- All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule those visits 24-hours in advance with the appropriate administrator.
- Teachers or other staff may not use instructional time to discuss non-educational matters with visitors. It is mandatory to make prior arrangements to speak with a faculty member concerning a specific issue or concern.
- Observations of teachers must have an educational purpose and cannot be excessive or obstructive.
- No more than two (2) parents/guardians at one time should be permitted to visit a classroom.
- Parents/guardians who are observing in the classroom shall not interrupt the lesson or “pull” their child out to talk with them privately.

## **ADDITIONAL PPS DISTRICT POLICIES AND INFORMATION**

Please click on the link below to learn more about our District’s Code of Conduct

- [Code of Conduct](#)

Please click on the link below to learn more about our District’s Non-Discrimination Policy

- [Non-Discrimination Policy](#)

Please click on the link below for information about Education for Children and Youth Experiencing Homelessness

- [Education for Children and Youth Experiencing Homelessness](#)



Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](http://PSE (Special Education) / Child Find Annual Notice (pghschools.org))

## **ADDITIONAL SCHOOL INFORMATION**

### **Cafeteria:**

The Pittsburgh Board of Education provides cafeteria service to all students. Breakfast and lunch are served free to all CAPA 6-12 students.

### ***Breakfast***

Breakfast is served free to all CAPA 6-12 students. Breakfast will be served in the 4<sup>th</sup> floor cafeteria before students proceed to Block A /1st period.

High School breakfast is served until 7:35AM. Middle school breakfast begins at 7:45am and ends with the start of 1<sup>st</sup> period at 8:05am. No food may be eaten or taken outside of the cafeteria area.

### ***Lunch***

- Students will eat lunch during the time designated on their schedule.
- HS and 8<sup>th</sup> grade lunch is held in the 4<sup>th</sup> floor cafeteria. MS (6<sup>th</sup> – 7<sup>th</sup>) grade lunch is held in the 1<sup>st</sup> floor Cabaret.
- All students must report to their assigned lunch period.
- Students may only be dismissed with written permission by a staff member.
- No food may be eaten or taken out of the cafeteria area.
- Each student is responsible for cleaning and depositing his/her trash in the appropriate refuse containers.
- MS recess will be held outside, weather (32° and above, no rain/snow)