



Pittsburgh CAPA 6-12

Student Handbook 2026-2027

Table of Contents

SUPERINTENDENT’S WELCOME	2
PRINCIPAL’S WELCOME	3
SCHOOL INFORMATION	4
VISION AND MISSION	5
COMMUNICATION PROCEDURES	6
CONTACTING THE SCHOOL	8
BELL SCHEDULES	9
SCHOOL CALENDAR	12
ATTENDANCE	13
ACADEMICS	15
ACADEMIC INTEGRITY	16
ATHLETICS/EXTRACURRICULAR ACTIVITIES	17
DRESS CODE	18
ELECTRONIC DEVICES	19
GRADING	23
GRADUATION REQUIREMENTS	24
HOMEWORK PROCEDURES	25
HEALTH SERVICES	26
INFORMATION TECHNOLOGY/ACCEPTABLE USE	27
STUDENT SUPPORT SERVICES	28
STUDENT EXPECTATIONS/PROCEDURES	29
VISITORS	35
ADDITIONAL INFORMATION	36
APPENDIX	37

SUPERINTENDENT'S WELCOME

Dear Pittsburgh Public Schools Parents, Students, and Families,

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

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



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

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

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

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

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

Yours in Education,

Dr. Wayne N. Walters

Superintendent, Pittsburgh Public Schools

PRINCIPAL'S WELCOME

Greetings Pittsburgh 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 Pittsburgh CAPA 6-12, 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. Pittsburgh 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,

Mr. James M. Clawson

Principal, Pittsburgh CAPA 6-12



SCHOOL INFORMATION



Pittsburgh CAPA

111 Ninth St, Pittsburgh, PA 15222
Phone: 412-529-6101 Fax: 412-338-6143
Office Email: capahs@pghschool.org
Website: pghschools.org/schools/6-12/capa

[CAPA Staff Directory - Link](#)

School Colors	Black and White
School Mascot	Unicorn
Motto	Achieving Academically, Excelling Artistically

VISION AND MISSION

Pittsburgh CAPA 6–12 is a nationally recognized Creative and Performing Arts Magnet School located in the heart of Pittsburgh's vibrant Cultural District. Since its founding, CAPA has provided students with an exceptional educational experience that integrates rigorous academics with pre-professional arts training. The school's commitment to excellence has earned numerous accolades, including designation as a National Blue Ribbon School of Excellence by the U.S. Department of Education in 2009 and recognition by U.S. News & World Report as one of the Top 10 High Schools in Pennsylvania in 2023.

CAPA's unique learning environment nurtures students' artistic talents while preparing them to become innovative thinkers, compassionate leaders, and engaged citizens. Through meaningful partnerships with local and national arts organizations, universities, and community institutions, students gain authentic learning experiences that connect the classroom with the professional world and enrich their academic and artistic growth.

Mission

Our mission is to inspire excellence by providing every student with a rigorous, comprehensive academic education integrated with exceptional pre-professional arts training. We cultivate creativity, critical thinking, collaboration, and artistic expression while empowering students to achieve their highest potential as scholars, artists, and leaders. CAPA prepares students for success in college, conservatories, careers, and meaningful contributions to their communities.

Vision

Pittsburgh CAPA 6–12 envisions a learning community where every student is empowered to discover their voice, develop their talents, and lead with creativity, purpose, and integrity. We aspire to be a premier arts and academic institution that prepares globally minded graduates who use their knowledge, artistry, and leadership to inspire positive change in an ever-evolving world.

COMMUNICATION PROCEDURES

Important School Personnel (2026-2027)

Name	Position	Room	Number	Email @pghschools.org
Mr. Clawson	Principal	Main Office	412-529-6104	Jclawson1
Mrs. Bailey	Assistant Principal (6-8)	914	412-529-6103	Tbailey1
Ms. Gomez	Assistant Principal (9-12)	327	412-529-6103	Mgomez1
Mrs. Lane	Head School Secretary	Main Office	412-529-6101	Clane1
Mrs. Velmire	Student Data System Specialist	Main Office	412-529-6116	Svelmire1
Mrs. Thomas	MS Counselor (6-8)	822	412-529-6133	Jthomas2
Mr. Coyne	HS Counselor (Last Names A-M)	512	412-529-6128	Bcoyne1
Ms. Niedomys	HS Counselor (Last Names N-Z)	417A	412-529-6123	Aniedomys1
Mrs. Wilson	MS Social Worker (6-8)	822	412-529-6101	Lwilson4
Mrs. Roberge	HS Social Worker (9-10)	426	412-529-6101	Rroberge1
Mrs. Palermo	HS Social Worker (11-12)	426	412-529-6124	Jpalermo1
Ms. Danley	MS Learning Support	714	412-529-6101	Dschmitt1
Ms. Watson	HS Learning Support	527	412-529-6127	Vwatson1
Mrs. Wojtczak	HS Learning Support	714	412-529-6101	Mwojtczak1
Ms. Stewart	Nurse	417	412-529-6119	Bstewart2
Ms. Bosser	Literary Arts Department Chair	202	412-529-6131	Ebosser1
Ms. Pultz	Visual Arts Department Chair	612	412-529-6129	Spultz2

Mr. Fuller	Theater Department Chair	418	412-529-6121	Mfuller1
Ms. Kendeall	Vocal Music Chair	320	412-529-6113	Jkendeall1
Mr. DeLeone	Production Tech Chair	B04	412-529-6135	Pdeleone1
Ms. Morton	Dance Department Chair	502	412-529-6125	Emorton1
Ms. Abadilla	Instrumental Department Chair		412-529-6101	Aabadilla1
Ms. Fink	Piano Department Co-Chair		412-529-6101	Afink1
Mr. Kurutz	Piano Department Co- Chair		412-529-6101	Jkurutz1
Mr. Howard	Theatre Manager		412-529-6109	Choward1
Mrs. Hustwit	Activities Directory	127	412-529-6130	Ehustwit1
Mr. Murphy	Physical Education Office/Athletics	504	412-529-6126	Rmurphy1

*MS- Middle school

*HS- High school

CONTACTING THE SCHOOL

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 6-12, 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, robocalls, and our district website. We also offer a weekly newsletter. |

Friends of CAPA, a parent organization supporting Pittsburgh CAPA 6-12, provides additional updates about their organization and CAPA through their Facebook page. |

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

- [Friends of CAPA Facebook](#)
- [CAPA Website](#)
- [Talking Points](#)

BELL SCHEDULES

Daily Bell Schedule

Arrival/Breakfast: 7:40-8:00 AM / 9:40-10:00 AM (Delay)

Middle School

High School

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 th 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 th grade	11:10-11:40 Lunch			
		11:45-12:25 Period 6			
		12:30-1:10 Period 7			
	7 th grade	11:10-11:50 Period 5			
		11:55-12:25 Lunch			
		12:30-1:10 Period 7			
	8 th grade	11:10-11:50 Period 5			
		11:55-12:35 Period 6			
	12:40-1:10 Lunch				
1:15-1:55	8	MS Academics		C 3 rd Lunch 11:34 – 11:59	
2:00-2:40	9	MS Academics	C 4 th Lunch 12:03 – 12:28		
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	

Half Day Schedule

Middle School			High School		
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 st Lunch 10:00-10:21	HS Academics
10:20-10:50	5 (6 th Grade Lunch)			C 2 nd Lunch 10:26-10:48	
10:55-11:25	6 (7 th Grade Lunch)			C 3 rd Lunch 10:53-11:14	
11:30-11:55	7 (8 th Grade Lunch)			C 4 th Lunch 11:19-11:40	
11:55	Dismissal		11:40	HS Dismissal	

2- Hour Delay and Virtual Day 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 th Grade Lunch 7 th / 8 th Academics		11:45 – 12:05	20 min.		HS Academics Second Lunch
11:56 – 12:36	12:46 – 1:14	28 min.	6	7 th Grade Lunch 6 th /8 th Academics		12:10 – 12:30	20 min.		HS Academics Third Lunch
12:40 – 1:15	1:19 – 1:47	28 min.	7	8 th Grade Lunch 6 th /7 th 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.

SCHOOL CALENDAR

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

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

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

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

ATTENDANCE

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.

- 1st and 2nd unexcused absences are followed by a legal notice
- 3rd unexcused absence will require a parent conference
- 4th 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
- 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 from the 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
- 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 to submit early dismissal requests by 11 am. 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.

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 6-12 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 6-12, 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

At Pittsburgh CAPA 6-12, we promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to:

- cheating during examinations or on lab
- cheating on homework and other assignments
- Plagiarism
- pre-exam access to test forms
- 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, use of AI programs such as ChatGPT, 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. Work found to be in violation of this policy will receive a zero.

In cases where a student is suspected of or found to be in violation of the academic integrity policy, consequences may include: a parent teacher conference and progressive discipline in accordance with the district code of conduct.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Athletics

CAPA offers middle school athletic teams in the following areas:

Athletics for Students in Grades 6-8

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

Winter: Boys Basketball, Girls Basketball

Spring: Boys Soccer, Girls Soccer

High School students can participate in sports at their home school through coordination with the CAPA Athletic Director.

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.

Current clubs and activities offered at CAPA include:

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

DRESS CODE

At Pittsburgh CAPA 6–12, we believe that self-expression and creativity flourish in an environment built on respect, responsibility, and professionalism. We want every student and staff member to feel welcomed, valued, safe, and focused on learning. Our dress code supports a positive, respectful, and distraction-free learning environment while honoring the unique spirit of our school community. Therefore, all students are expected to follow the dress code requirements outlined below.

Clothing, accessories, and jewelry may not display words, symbols, images, or messages that promote or depict violence, sexual content or activity, alcohol, tobacco, vaping, or other drugs.

Clothing may not demean, harass, or discriminate against any individual or group based on race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or any other protected characteristic.

Clothing must fully cover undergarments and adequately cover private body areas, including the chest, buttocks, and groin. Attire that is excessively revealing, contains inappropriate language or images, or creates a health or safety concern is not permitted.

Students cannot wear balaclavas (also known as “shiesty’s”) at any time during the school day.

Students who do not meet the dress code expectations will be asked to change into appropriate clothing or may be provided with an alternative garment if one is available. A warning will be issued for a first violation. Repeated or continued violations may result in additional disciplinary action in accordance with the school's Code of Conduct. These dress code expectations apply during the regular school day and at all school-sponsored activities and events, whether held on or off school property.

ELECTRONIC DEVICES

Purpose

Pittsburgh CAPA 6-12 adopts Policy 216 in accordance with districtwide and statewide regulations to maintain an educational environment that is safe and secure for students and employees. The goal of Policy 216 is to maintain an educational environment that is safe, focused, and free from unnecessary digital distractions, ensuring that students remain engaged in learning while protecting student privacy, wellbeing, and school safety.

For purposes of this regulation, electronic devices include, but are not limited to:

- Cellular phones and smartphones
- Smartwatches capable of communication
- Tablets and personal laptops not issued by the Pittsburgh Public School District
- Personal gaming systems
- Digital cameras or recording devices
- Wearable technology capable of recording audio, video, or images, including smart glasses or similar devices
- Any non-district issued device capable of recording audio, capturing photographs or video, storing data, transmitting messages, or accessing the internet

General Expectation

Students are prohibited from possessing or using electronic devices during the school day on District property, including but not limited to:

- Classrooms
- Offices
- Hallways, stairwells, stairways
- Cafeterias
- Auditorium and Theatre
- Gymnasium
- Restrooms and locker rooms
- Outside courtyards, playgrounds, fields, recess spaces, etc.
- School-sponsored activities occurring during the school day

Students may bring devices to school if necessary; however, **devices must be turned in to school personnel or stored in accordance with building procedures during the school day**. Devices must remain secure and inaccessible to students throughout the school day unless an approved exception applies.

Student Arrival and Device Collection

Upon arrival to school:

- Students must power off their electronic device(s).
- Students must place their electronic device(s) in their assigned storage pouch
- Middle school labeled with Student name, Grade, and Period 10 teacher
- High school labeled with Student name, Grade, Major, and Arts teacher
- Electronic devices must remain locked and secured until dismissal.

Failure to comply with device collection procedures may result in confiscation and disciplinary action.

Device Return at Dismissal

Electronic devices shall be returned to students at the conclusion of the school day through the building's established procedures. Schools should ensure:

At dismissal:

- Middle school devices will be distributed during Period 10 by the assigned teacher.
- High school devices will be distributed during Majors in their final Arts class of the day.

Early dismissal distribution: N/A

Exceptions to the Device Prohibition

Exceptions may be granted under the following circumstances consistent with Policy 216.

- Health or Medical Needs- Students may possess or use an electronic device if necessary to monitor or manage a documented medical condition. Approval must be coordinated with the school nurse or health office. Examples include:
 - Diabetes monitoring
 - Medical alert systems
 - Health-related applications
- Individualized Education Program (IEP) or Section 504 Plan- Students may use electronic devices if required by their:
 - Individualized Education Program (IEP)
 - Section 504 Plan

- Use must align with documented accommodations or assistive technology supports.
- Instructional Use- Teachers or administrators may temporarily permit electronic device use when directly connected to instructional activities. Examples include:
 - Classroom research
 - Educational applications
 - Digital projects
 - Instructional media creation
 - Use must be:
 - Teacher-directed
 - Time-limited
 - Related to instructional objectives
- Emergency Situations- School administrators may authorize device access during emergencies affecting student safety or communication needs.
- Principal Authorization- Principals may grant exceptions in unique circumstances that support student safety, family needs, or school operations. Documentation of such approvals should be maintained by the school.

Communication with Families During the School Day

Families should contact students through the school main office, as electronic devices are not accessible during the school day. Students needing to contact parents or guardians during the school day must request permission from school personnel.

Confiscation Procedures

When a student violates Policy 216 by possessing or using an electronic device during the school day, school-appointed staff shall confiscate the device and follow building procedures.

First Violation:

- Device confiscated and parent/guardian notification (informing that the device will be returned at the end of school day)
- Returned to student at end of school day
- Reminder of policy expectations

Second Violation:

- Device confiscated and parent/guardian notified (informing that the device will be held until it is retrieved by a parent/guardian or an adult relative with written parent/guardian permission). Devices will not be released to classmates under any circumstances.
- Returned to parent/guardian or approved adult

- Reminder of policy expectations

Repeated Violations:

- Device confiscation with parent/guardian notification and only a parent/guardian pick up
- Electronic device restoration meeting with parents/guardians
- Possible loss of privilege to bring devices to school

Safety and Privacy Expectations

Students are strictly prohibited from:

- Photographing, recording, or filming individuals on school property
- Sharing images or recordings taken on school property
- Creating or distributing obscene, pornographic, or illegal images
- Using devices for harassment, bullying, or intimidation

Violations may result in:

- School discipline
- Confiscation of the device
- Referral to law enforcement when required by law

School Bus Expectations:

Electronic devices should not be used on school buses during school days.

Students must maintain compliance with device storage procedures until dismissal.

Violations may be referred to school personnel. Students may be permitted limited device use during field trips or school-sponsored activities if necessary for participation.

Pittsburgh CAPA 6-12 and The Pittsburgh Public School District shall not be liable for loss, theft, or damage to electronic devices brought to school by students. This includes devices that are confiscated due to violations of Policy 216.

GRADING

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%.

Late Work

Work submitted after the due date will not be eligible for full credit. Point deductions will be progressive based on the date turned in. Late work will not be accepted after two weeks.

GRADUATION REQUIREMENTS

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 9-12:

English Language Arts (ELA)	4	Economics/Financial Literacy	0.5
Math	3	Phys Ed	1
Science	3	Health	1
STEM	1	World Language, Fine Arts, and/or Practical Arts	2
Social Studies	4	Electives	4.5

HOMEWORK PROCEDURES

At Pittsburgh CAPA 6-12, 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

At Pittsburgh CAPA 6-12, 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](#)

If you have any questions for a member of Pittsburgh CAPA 6-12's Health Services Department, please contact one of the following:

Physical Health

- Mrs. Stewart- School Nurse- bstewart1@pghschools.org / 412-529-6119

Mental Health Supports

- Mrs. Leanne Wilson- MS Social Worker- lwilson4@pghschools.org
- Mrs. Rachel Roberge- 9/10 Social Worker- rroberge1@pghschools.org
- Mrs. Jennifer Palermo- 11/12 Social Worker- jpalermo1@pghschools.org

INFORMATION TECHNOLOGY/ACCEPTABLE USE

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.

Use of CAPA Apple Macbooks

CAPA issues Macbooks to each of its students. It is the student's responsibility to take reasonable precautions to ensure the physical safety of the device.

In cases where a Macbook is deliberately damaged by a student or Security of the device is deliberately breeched, alternative devices will be issued.

What If...

- Cannot login or forgot password? See Señor Watson or Mr. Ziegler
- 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. Ziegler

Violate the Acceptable Use Policy? Dependent upon the offense:

- 1st incident—verbal warning;
- 2nd incident—parent contact; 3rd offense—office referral.

Lost or stolen device? Contact an administrator immediately

STUDENT SUPPORT SERVICES

School Counselors are trained, certified educators who support the academic, social, emotional, and postsecondary success of all students. They help students develop effective learning strategies, manage emotions, strengthen interpersonal skills, and prepare for life after high school, including college, career, military, and other postsecondary opportunities. School counselors lead, advocate, and collaborate to promote equity and access for all students by aligning their comprehensive school counseling program with the school's academic mission and improvement goals.

School Social Workers are trained, certified mental health professionals with expertise in social work who provide services that address students' social, emotional, behavioral, and environmental needs. They serve as a vital link between home, school, and community by partnering with students, families, and school personnel to remove barriers to learning and promote students' academic achievement, well-being, and overall success.

Members of the Pittsburgh CAPA 6-12 Student Services Team are committed to supporting the whole child. The team members listed below are available to provide the services described above, connect students and families with school and community resources, and collaborate with staff to ensure every student has the support needed to thrive academically, socially, and emotionally.

Mrs. Jennifer Thomas	MS Counselor	Jthomas1@pghschools.org
Mrs. Leanne Wilson	MS Social Worker	Lwilson4@pghschools.org
Mr. Brendan Coyne	HS Counselor (A-M)	Bcoyne1@pghschools.org
Ms. Amber Nedomys	HS Counselor (N-Z)	Anedomys1@pghschools.org
Mrs. Rachel Roberge	HS Social Worker (9-10)	Rroberge1@pghschools.org
Mrs. Jennifer Palermo	HS Social Worker (11-12)	Jpalermo1@pghschools.org

STUDENT EXPECTATIONS/PROCEDURES

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 student belongings may be subject to search in accordance with school safety procedures. To ensure a safe and focused learning environment, students should contact an administrator regarding any items they wish to bring to school (e.g., art supplies, knitting needles, props, etc.) that may raise questions or concerns. All items are subject to administrative review and approval before being brought to school or used on campus.

In addition to items listed in the Student Code of Conduct, students are not permitted to bring scissors, glass bottles, open containers of any liquid (including coffee, tea, or other hot or cold beverages), or outside food purchased from fast food or restaurant establishments that is not sealed or intended for lunch consumption. No weapons or harmful objects are permitted on campus, including box cutters or similar items. Any prohibited or unsafe items found on school property may result in disciplinary consequences as outlined in the Student Code of Conduct.

Student Food and Beverage Expectations:

Deliveries of fast/ordered food, from a restaurant or dropped off by another party, will not be permitted. This includes UberEATS, Door Dash, etc. For the safety of students and cleanliness of the school building, the following food and beverage policy will be in effect:

CAN bring to school:	CANNOT bring to school:
A sealed, unopened bottle of water.	Hot/cold beverages in an unsealed, open container.
An empty, 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 will only be excused from class when absolutely necessary. Students should always have a blue corridor pass or a bathroom pass.

- Homeroom is a closed period. All other periods operate on the 10/10 Rule. This means:
- No hall passes are allowed during the first 10 minutes of class
- No hall passes are allowed during the last 10 minutes of class

Lockers:

- Each student is assigned one locker to 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 6-12 is not responsible for lost or stolen items, but will do our best to investigate. Students should always properly secure items and not leave personal belongings unattended.

- * **Please Note:** Provided 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 8:00AM – 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.

CAPA Hallways

Transitions- Students have a four-minute transition between classes to get to each class – it is possible! If a student stops to visit a staff member, they must obtain a note to enter their next class and not receive a tardy.

Restroom usage requires teacher permission and a blue pass or classroom designated hall pass. Most teachers will require students to sign in and out when using the bathroom, visiting the nurse, etc.

While in the Arts- Students are expected to remain in their assigned areas/floors/classroom spaces. Being out of area may result in a conduct referral.

General etiquette- The hallway is the perfect place to be social, however please remember to be mindful of your volume and language. Avoid yelling, screaming, and using inappropriate language.

Stairwells- Our stairwells can become crowded during class changes. For everyone's safety, please stay to the right side of the stairwell and be mindful of others as you travel between floors.

Adult interactions- Be respectful and courteous to all staff members. We are one band, one sound which means all teachers are your teachers. Respect any reasonable request by an adult.

School Drills

Pittsburgh CAPA 6–12 conducts a variety of safety drills throughout the school year to prepare students and staff to respond appropriately in the event of an emergency, including fire, severe weather, and other crisis situations. Fire drills are conducted monthly at varying

times to ensure students and staff are familiar with evacuation procedures. An annual severe weather (tornado) drill provides students with instruction on where to seek shelter and how to safely position themselves during a weather emergency. In addition, the Standard Response Protocol (SRP) is practiced multiple times each year to ensure students and staff understand the appropriate actions to take in the event of a threat or emergency occurring in or around the school building.

Additional information regarding school safety procedures and emergency drills may be obtained by contacting the School Safety/Crisis Management Lead, Mrs. Bailey, at tbailey1@pghschools.org.

Restorative Practices

At Pittsburgh CAPA 6-12, we are committed to fostering a safe, inclusive, and respectful school community using Restorative Practices (RP). Restorative Practices strengthen relationships, build trust, encourage accountability, and provide students with meaningful opportunities to learn from their choices. Student voice is an essential part of this process, and students are encouraged to share their perspectives, resolve conflicts collaboratively, and contribute to a positive school culture.

Restorative circles and other restorative strategies will be used throughout the school to build community, strengthen classroom relationships, address conflict, and repair harm when it occurs. Whenever appropriate, restorative interventions will be used alongside progressive disciplinary practices to promote personal growth, responsibility, and positive behavior while maintaining a safe and supportive learning environment.

To maintain an environment of respect and trust during proactive and restorative circles/discussions, the following norms will be observed:

- Remain present and engaged.
- One person speaks at a time.
- Use your authentic voice.
- Respect everyone's voice.
- Listen to understand.
- Use "I" statements.
- Speak with respect.
- Be open-minded by respecting different perspectives.
- Assume positive intentions.
- Take responsibility.
- Maintain a safe and supportive environment.
- Be solution-driven.
- Accept non-closure.

Restoration:

The restorative room will be 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. When assigned to the restorative room, students will complete a reflective assignment that will help reflect on the incident to problem solve and create additional support for students in the future.

While in the restorative room, students must adhere to the following:

- Upon arrival, unnecessary devices will be collected and returned at the end of day.
- Complete individual student reflection sheet.
- Check PPS email account and Schoology to review assignments and classwork for the day.
- 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.

The restorative room can be used for the following consequences:

- Lunch detention
- In-School Suspension
- After School detention (HS: 3:10-4:10PM), (MS: 3:20-4:00PM)

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

PBIS

PBIS is a proactive, schoolwide framework that teaches, reinforces, and recognizes positive behaviors while promoting academic, social, and emotional success for all students. Our PBIS framework is guided by the acronym STAGE, which represents the character traits and behavioral expectations that students are expected to demonstrate each day. By consistently modeling and practicing these expectations, students contribute to a respectful, responsible, and inclusive learning community. Students can receive monthly incentives based on points received as students showcase STAGE, positive interactions, and support a positive school culture.

Scholarship

Teamwork

Accountability

Grit

Empathy

Student Materials and Resources

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.

VISITORS

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 INFORMATION

PPS District's Code of Conduct- [Code of Conduct](#)

PPS District's Non-Discrimination Policy- [Non-Discrimination Policy](#)

Transportation Guidelines

All Pittsburgh CAPA 6–12 students are issued a school identification (ID) card, which also serves as their PRT bus pass for the school year. Students are expected to carry and present their school ID when boarding a PRT bus to and from school.

Students who lose or misplace their ID must complete a replacement ID request form, available in the Main Office. Replacement IDs are typically issued within two school days. While waiting for a replacement, students should inform the PRT bus operator that they are a Pittsburgh CAPA 6–12 student awaiting a new school ID in order to maintain their riding privileges.

Students who choose not to utilize PRT transportation are responsible for arranging their own transportation to and from school (e.g., parent/guardian drop-off and pick-up, walking, or other approved means). Pittsburgh CAPA 6–12 does not provide yellow school bus transportation.

Work Permits

Any student who wishes to obtain a Work Permit may visit the Pittsburgh Public Schools website for specific instructions about the process. The information can be found at pghschools.org/student-supports/work-permits/home. If families are having difficulty accessing this information, please reach out to your student's guidance counselor.

APPENDIX

Policy 115 – Homework

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

Policy 119 – Athletics & Extracurricular Activities

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

Policy 204 – Attendance

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

Policy 206 – Health Services

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

Policy 209 – Grading and Reporting

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

Policy 211 – Graduation Requirements

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

Policy 212 – Student Code of Conduct

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

Policy 215 – Anti-Bullying

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

Policy 216 – Electronic Devices

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

Policy 221 – Dress Code

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

Policy 226 – Academic Integrity

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

Policy 231 – Homeless Students

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

Policy 1004 – School Visitors

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

Annual Child Find Notice

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



Students first
Always, in all ways.



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