

Student Handbook 2022-2023

Pittsburgh CAPA 6-12
111 Ninth Street
Pittsburgh, Pa 15222
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<https://discoverpps.org/capa>

STUDENT-PARENT AGREEMENT

By registering, auditioning and accepting my recommended status here at CAPA, I agree to:

- *Try my best everyday*
- *Follow CAPA procedures and norms*
- *Adhere to the Student Code of Conduct*
- *Accept consequences for my actions*
- *Learn from my mistakes*
- *Exhibit the qualities of a CAPA Student*
- *Respect myself and others*

Signed,

Date

Student Signature

Parent Signature

Student Printed Name

Parent Printed Name

Parent E-Mail

Parent Phone Number

**PITTSBURGH CAPA 6-12
BELL SCHEDULE 2022-2023**

TIME	MS PERIOD	MS CLASS	TIME	HS PERIOD/BLOCK	HS CLASS
7:40-8:00	Arrival/Breakfast Cabaret		7:00-7:25	Arrival/Breakfast 4 th floor Cafeteria	
8:05-8:45	1	MS Arts	7:30-8:50	A	HS Academics
8:49-9:29	2		8:55-10:15	B	HS Academics
9:34-10:14	3		10:20-10:25	HS Homeroom 6-12 Announcements	
10:18-10:28	MS Homeroom and 6-12 Announcements (10:23)		10:20-10:25	HS Homeroom 6-12 Announcements	
10:28-11:08	4	MS Academics	10:25-12:20	C First Lunch 10:25-10:50	HS Academics
11:12-1:15	6 th grade	11:12-11:47 Lunch		C 2 nd Lunch 10:55-11:20	
		11:51-12:31 Period 6			
		12:35-1:15 Period 7			
	11:12-11:52 Period 5				
	7 th grade	11:56-12:31 Lunch		C 3 rd Lunch 11:25 – 11:50	
		12:35-1:15 Period 7			
8 th grade	11:12-11:52 Period 5	C 4 th Lunch 11:55 – 12:20			
	11:56-12:36 Period 6				
1:19-1:59	8	MS Academics		12:25-1:00	
2:03-2:43	9	MS Academics	1:00-1:40	8	
2:47-3:27	10	MS Academics	1:40-2:20	9	
			2:20-3:00	10	
3:27	MS Dismissal		3:00	HS Dismissal	

Staff Hours

MS Academics	8:15AM -- 3:45PM	HS Academics	7:00 am-2:30 pm
MS Art Adjuncts	7:55AM -- 10:55AM	HS Art Adjuncts	12:15 pm – 3:15 pm

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 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

PITTSBURGH CAPA VISION

The vision of the Pittsburgh School for the Creative and Performing Arts (CAPA) is to establish a “best in class” teaching and learning environment that will enable all students in grades 6-12 to study the arts for their intrinsic, aesthetic, historical and cultural values. This environment will include the interaction and input of all stakeholders: parents, teachers, students, and community. It will be enhanced by partnerships and collaborations with local arts organizations and universities aimed at providing students with a myriad of opportunities in which to explore the relationship between the world of school and the worlds of family and work. It is an environment that allows students to become adults with a lifelong involvement in and appreciation of the arts.

SCHOOL PROCEDURES

Academic Dishonesty:

The Pittsburgh Public Schools Code of Student Conduct states that “A student shall not engage in, participate in, or 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 their own, and the unauthorized use of aids during examinations, projects and assignments. Unauthorized aids include but are not limited to electronic/telecommunication devices.” Pittsburgh CAPA 6-12 upholds this standard, and will provide thorough instruction so that students will know exactly what constitutes academic dishonesty and plagiarism, and what constitutes legitimate research and scholarship.

Cheating is copying from another student, accessing exam and test forms and content, representing someone else’s work as their own, and using unauthorized aids during examinations. Unauthorized aids include but are not limited to electronic/telecommunication devices. Cheating also includes knowingly providing another student with the opportunity to engage in academic dishonesty pertaining to exams, homework, lab work, projects and assignments, whether done during or outside of school hours. Collaborative work as specified by the teacher is not considered a form of cheating.

Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information.

Consequences (Grades 6-12):

For cheating:

First Offense: Parent will be called in for a conference; administration will receive a referral.

Second Offense: A student who is caught cheating (see above) on a test will get a zero score (not 50%) on that test and his/her parent will be notified.

Third Offense: Student's report period grade will be dropped one letter grade.

For plagiarism:

First Offense: Parent will be contacted. Student will receive a zero score on the assignment and an alternative assignment may be offered for 50% of the score. A referral will be sent to administration.

Second Offense: Parent will be called in for a conference. Student will receive a zero score on the assignment. A referral will be sent to administration.

Third Offense: Additional administrative action can be taken following additional referrals.

Assignment & 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.

- **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. Excessive truancy or unexcused absences/tardiness will not be approved reasons to submit work after assignment due dates.
- **Pittsburgh CAPA 6-8 students** who submit late work in the period of one week after due dates will receive 25% grade reduction. Late work submitted after one week, but before interims will be reduced by 50%.
- **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 a 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%.

Audience/Performance Code of Conduct:

As students in a school for the creative and performing arts, you are called upon to perform on a regular basis. An equally important part of your participation in this school is being part of an audience. There are certain expectations for being a good audience and performer that students must follow. All performances are live performances and as such they must be given the proper respect and treatment that

they deserve. Remember, both inside and outside of Pittsburgh CAPA, you are accountable for your behavior, both on and off stage. Additionally, all teachers are considered to be your teachers and are to be respected as such.

Audience Expectations:

- Cell phones are to be turned off and put away during all performances, matinee and evening.
- Hats and hoods should be removed in the theater.
- Enter and exit the theater in a quiet and orderly fashion and remain in assigned seats for the duration of the performance.
- Show respect for all performances, regardless of style.
- Refrain from bringing food or beverage into the theater.
- Remain silent and offer appropriate applause during performances.
- Be attentive during the performance—stay awake, sit up straight, keep feet on the floor.
- Show courtesy and respect to the artist and other guests at all times. The audience is made up of parents, guardians, friends and visitors.

Performer Expectations:

- Work and prepare to the best of your ability.
- Dress properly and carry yourself with pride. Performance clothing should be appropriate for the stage.
- Arrive early.
- Remain with your teacher/conductor.
- Follow all directions immediately.
- Model the characteristics of a professional artist--explore, discover, interpret, perceive, and respond appropriately.

Failure to follow the audience/performer expectations may result in disciplinary action.

Attendance:

Consistent attendance is a key to academic achievement. If a student is absent from school for an excused reason, a written explanation of the absence or medical note must be provided within THREE days of a student's return to school.

Only absences due to verified personal illness, death in the family, religious activity, impassable roads, and quarantine are acceptable as legal absences. Absences due to doctor or dentist appointments or prolonged illness (three days or more) will require a doctor's note indicating the dates absent while under a doctor's care. Failure to submit a note will result in an unexcused absence.

Legal notices shall be sent to parents/guardians of all students of compulsory school age (under age seventeen) in the same format as provided by the Pennsylvania Department of Education and is available via its website. A parent/guardian shall receive legal notice after each instance of Unlawful and Unexcused Absence. The legal notice shall be issued after the first unlawful absence and should include the legal penalties established by law for violation of compulsory attendance laws and the name and contact person for the school contact person.

The legal notice issued after the second unlawful absence shall contain the same information. The legal notice issued after the 3rd unlawful absence should contain the same information and additionally shall provide that if the parent/guardian violates the compulsory school law again the parent will be liable without further notice. The school shall attempt to schedule a parent/guardian meeting after the 3rd unlawful absence to create a Truancy Elimination Plan (TEP). Any subsequent unlawful absence can result in official notice being filed with the local magistrate.

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 4th floor cafeteria before students proceed to Block A /1st period.

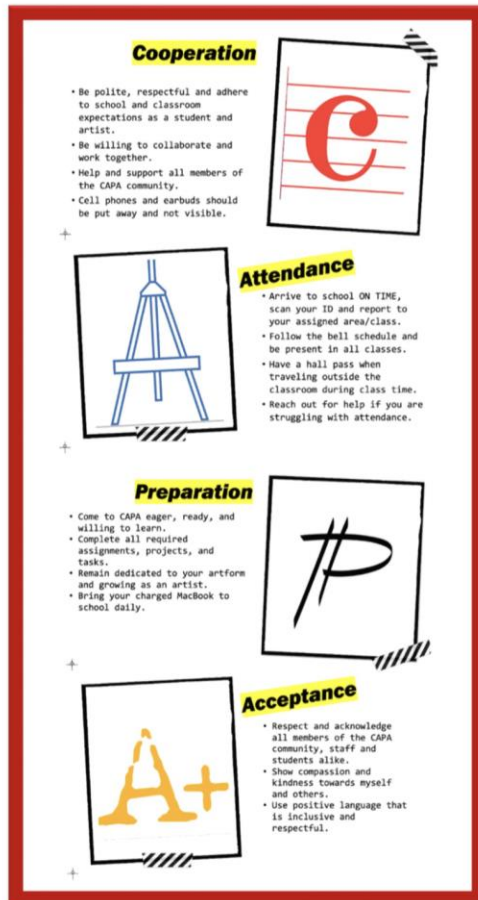
High School breakfast is served until 7:30AM. Middle school breakfast begins at 7:45am and ends with the start of 1st period at 8:05am. No food may be eaten or taken outside of the cafeteria area.

Lunch

- Students will eat lunch during the time designated on their schedule.
- HS lunch is held in the 4th floor cafeteria. MS lunch is held in the 1st 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)

CAPA Character:

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



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 (during the school day):

Intervention Hours are assigned for repeated infractions as part of progressive discipline that does not yet 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, 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 4th Floor Library.
- Check PPS email account and Schoology to review assignments and classwork for the day.
- Complete individual student reflection sheet.
- School lunch is provided to students during their assigned Intervention Hours.
- 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.

Dress Code:

The Board of Education adopted a policy regarding dress codes in 1991 for all students attending the Pittsburgh Public Schools. Every school must adhere to the Exclusionary Dress Code that prohibits students from wearing any article of clothing or jewelry that advocates or promotes the use of alcohol or drugs, violence, discrimination of any kind, or sexual activity.

In addition, any student that is found wearing clothing that is inappropriate will be asked to change. Some clothing items will be available for students to borrow as needed. Failure to comply with any staff members' request can result in discipline action.

Early Dismissals:

Early dismissals will be granted for justifiable reasons approved by school authorities. Students who need an early dismissal must submit a note written by the parent or guardian to the main office upon arrival to school. The note should include the student's name, homeroom teacher, reason and time of dismissal, parent's telephone number, and parent's signature. For security reasons, early dismissals will not be granted unless a parent/guardian can be reached. Students cannot be dismissed by phone. Without a note, 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.

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

Extracurricular Activities:

High School clubs meet from 3:00–4:00pm and Middle School clubs meet from 3:30-4:30pm. Middle school students must have a signed permission slip on file to participate in after-school clubs.

A list of available clubs will be posted 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

Fire/Emergency Drills:

Throughout the year, the CAPA community will participate in fire and emergency drills. Such drills prepare the community for safety and security in the event of a fire or emergency. During such drills, students should:

- Follow teacher instruction.
- Walk, not run to designated exit.
- Remain silent.
- Report to designated area.

Food and Beverage Policy:

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

<i>CAN bring to school:</i>	<i>CANNOT bring to school:</i>
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A <i>sealed</i> , unopened bottle of water.	Hot beverages in an unsealed, open container.
An <i>empty</i> , 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.

Hall Passes:

Students should only be excused from class when absolutely necessary. Students should have a corridor pass or restroom pass at all times. ***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 that it is in working order.
- 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.
- Middle school students are required to place cell phones in their lockers before entering homeroom each day. Any violation of this procedure will result in disciplinary consequences.

Pittsburgh CAPA is not responsible for lost or stolen items and will not be able to investigate if lockers are not properly secured or items have been left 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 taken care of in the office from 8:00 AM – 4:00 PM. The lost and found storage is located behind the main theatre on the first floor. Items left in the lost and found will be donated at the end of each quarter.

School Activities—Attendance and Participation:

Any student, who is found to have not been in attendance the entire school day, will not be permitted to participate in practices, performances or other school activities.

Please note that homeroom attendance is the school District's official determination of absence or presence in school. A student marked absent from homeroom is considered officially absent and those marked present are officially present. Attendance for the Pittsburgh Promise is captured during homeroom attendance. This also applies to students who enter school late or have early dismissals for doctor appointments, etc. and is at the discretion of the principal regarding attendance.

Student Code of Conduct:

Good citizenship implies the acceptance of responsibility as a member of the student body. No individual may conduct himself/herself in such a manner as to interfere with or interrupt the orderly process and success of a group or another individual. Disorder, abusive language, tardiness, truancy, and general disrespect contribute to an undesirable school climate. Students are to obey the directions of all adult personnel in the building. This includes secretaries, cafeteria workers, and custodial workers as well as teachers, counselors, and administrators.

The Pittsburgh Public Schools have adopted a district-wide Code of Student 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. It is expected that students will use their ID on a daily basis. Replacement IDs can be purchased for \$5. 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 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. 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.

Tardy To School:

Tardiness to school will not be tolerated at Pittsburgh CAPA 6 -12. It is most important that students arrive to school on time. Inclement weather and transportation issues will arise but repeated tardiness is sure to impact a student's grades and performance. Students must make every effort to arrive on time. Excessive tardiness (excused or unexcused) will lead to disciplinary consequences.

Those students in grades 6–12 who arrive to school after the start of their first block/period class will be required to sign-in at the front desk. Students who accrue three or more tardies will be subject to disciplinary action. ***Parents will be notified by robocall when any student in grades 6–12 arrives after the start of Block A/1st period.***

Technology:

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 Ms. Cregan or Mrs. Valco
- Cannot connect to the Internet?
 - Determine if you are the only student, or if this is a school issue. Ask 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 your Ms. Cregan or Ms. Valco.
- Ignore teacher directions regarding the use of computer in class?
 - 1st incident—verbal warning; 2nd incident—parent contact; 3rd offense—office referral.
- 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.

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 are not permitted to participate in end-of-year activities or 8th grade recognition/senior commencement.

Visitor Policy:

Pittsburgh CAPA is committed to the safety of the whole school community. In order 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.

The building administration has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school related business or who may disrupt the operation of the school. Visitors are not permitted the week before a school vacation, or during the first or last week of a semester or during exams, as such times are considered closed weeks. The administration reserves the right to deny visitors/visitations to our school.

[Non-discrimination Policy](#)

[Policy 102 – Non-Discrimination in School and Classroom Practices](#)

[Board Policy 102](#) states in part:

[The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender \(including gender identity or expression\), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.](#)

[The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.](#)

[For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: <https://www.pghschools.org/nondiscrimination-policy>](#)

[Title IX Procedures](#)