

Pittsburgh CAPA 6-12

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Welcome!

Greetings Students and Parents/Guardians,

Welcome to the 2011-2012 school year and the wonderful learning opportunities at The Pittsburgh School for the Creative and Performing Arts (CAPA). We, the members of the CAPA community, are poised to begin our next great adventure. Who better to meet the challenges and opportunities of a new structure and an expanded community than those students and parents who are part of a creative and performing arts school? The arts offer each member of the CAPA community a unique way of viewing the world and its endless possibilities and a lens through which to appreciate and value the diverse cultures, talents and ambitions that all of our students bring to our school.

Pittsburgh CAPA 6-12 is a single school dedicated to providing every student the opportunity to excel academically and artistically and to reach his or her full potential.

As we experience this journey together, we will be asking for your help and support as well as for your energy, your ideas and your good will. As our community grows, it will become stronger, more powerful and more of a force in the cultural community, in the District and in the region; we are honored and proud to be sharing this great adventure with all of you.

Ms. Melissa Pearlman, Principal

The purpose of the student handbook is to give Pittsburgh Public School students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

DISTRICT MISSION

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well managed, and innovative. We will hold ourselves accountable for preparing ALL children to achieve academic excellence and strength of character, so they have the opportunity to succeed in all aspects of life.

EXCELLENCE FOR ALL GOALS

- Maximum academic achievement for all students
- A safe and orderly environment for all students and employees
- Efficient and effective support operations for all constituents
- Efficient and equitable distribution of resources to address the needs of students to maximum extent feasible
- Improve public confidence and strong parent/ community engagement

PITTSBURGH CAPA 6-12 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

Student IDs

All incoming sixth grade and ninth grade students at Pittsburgh CAPA 6 – 12 will receive a student ID. Student IDs must be worn by all students when they are in the school building. Lost IDs may be purchased for \$5.00 from Mr. Abram in Room 425.

Student ID numbers will be used in the cafeteria for lunch and breakfast and in the library for students to checkout books.

Attendance

Compulsory school age refers to the period of a child's life from the time the child enters school, which may be no later than eight years of age, until the age of seventeen or graduation from high school, whichever occurs first. It is mandatory for all children of compulsory school age to attend and be present at school unless excused from attendance for an approved reason under the Pennsylvania School Code.

Consistent attendance is a key to academic achievement. If a student is absent from school for legal reasons, a written explanation of the absence must be provided to the homeroom teacher upon return to school. Only absence 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 report.

Please Note: Any student who has more than six absences in a report period will receive a failing grade for the report period.

A student who has received a failing grade(s) for one or more report period(s) due to failure to meet the attendance standard and whose absences are legally excused, shall be entitled to receive the yearly or semester final grade for the course which the student otherwise would have received had it not been for the failing report period(s) grade(s), provided that the following requirements are met:

- The student has completed all course requirements and assignments.
- The student, at the direction of the teacher, has made up any missed course work, class periods, and/or testing within a reasonable period of time.
- The student passes the final yearly or semester examination, if any.
- The student's final grade would have been a passing grade, if it had not been for the failing report period(s) grade(s) due to the student's failure to meet the attendance standard.
- The student has provided appropriate documentation to verify the reason for the absences, i.e.: notes from dentists, doctors, and/or the courts. Students who have more than six illegal absences will receive a failing grade for the report period and will not be permitted to make up assignments.

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 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 Third Unlawful Absence should contain the same information and additionally shall provide that if the parent/guardian violates the compulsory school law again after three (3) days have expired from the date of the 3rd notice, the parent will be liable without further notice. The school shall schedule a parent/guardian meeting after the 3rd unlawful absence to create a Truancy Elimination Plan (TEP). Any subsequent unlawful absence will result in official notice being sent via regular and certified mail return receipt requested to the parent/guardian that they are in violation of the TEP or if a TEP has not yet been created, the compulsory school law and that a citation has been filed with the local magistrate.

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 before 8 a.m. 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. A parent/guardian may pick up the student in person.

Students may pick up their approved early dismissal notice after homeroom. The student must obtain the signature(s) from their subject area teachers and arts coordinator prior to leaving the building. These notices must be turned in to the Arts Office, Room 127, before the student is dismissed.

Emergency early dismissals by a phone call will be reviewed by administration on a case-by-case basis.

Weather Related Closings and Early Dismissals

In the event school is closed prior to the start of the school day, information will be provided to local radio and television stations. On occasion, the school may close early due to unexpected situations. Please listen to local radio and television stations in the event of an early closing or for inclement weather.

Tardy To School

Tardiness to school will not be tolerated at Pittsburgh CAPA 9 – 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 their first block/period class will be required to sign-in at the front desk. Students who accrue three or more tardies will automatically receive an after-school detention. If a student fails to attend the after-school detention, he/she will receive a one-day suspension.

Those students in grades 9 – 12 who arrive 20 minutes late to school, will be detained from their first block/period class and sit in the tardy room. This will serve as an absence from first block/period and therefore count as an unexcused absence. The tardy room will be a place for students to sit quietly and engage in school work only.

Those students in grades 6 – 12 who arrive after 10:30 AM must present a medical note from a doctor's office or be accompanied by a parent/guardian.

Tardy To Class

Students have a reasonable amount of time to move from one class to the next. If an administrator or staff member detains a student, a blue corridor pass is needed to enter the next class. It is the student's responsibility to present the excused pass to the teacher with whom he/she is tardy. It is the responsibility of the teacher to take the initial step to curb unexcused tardiness. Students who are repeatedly tardy to class will be referred to an administrator.

Students who are tardy to an individual teacher's class **three times**, will be referred by the classroom teacher to the administration for an after-school detention.

Transportation

For 9-12 students:

- All students who live more than 2 miles from Pittsburgh CAPA and are city residents are eligible for transportation. Qualified students receive a PAT bus pass each month from September through June. Pittsburgh CAPA will not be responsible for lost or missing passes. Students who reside outside the city of Pittsburgh are required to provide their own transportation.
- Bus passes will be disseminated via arts departments.

For 6-8 students:

- All students in grades 6-8 will ride yellow school buses to and from Pittsburgh CAPA.
- Bus schedules will be mailed to each family directly from the Office of Transportation at the Board of Education Administration Building. The Board of Education Transportation Department telephone number is 412-338-8125 if parents should have any questions or concerns.
- Students are to ride their assigned bus only. When riding the school bus, students must adhere to all the appropriate bus rules and regulations.

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, racial discrimination, or sexual activity. Pittsburgh CAPA School has adopted the following guidelines for appropriate student dress:

- No off the shoulder blouses; bra straps showing; girls should wear camisoles.
- No hats. Hats are to be placed in student lockers.
- No short shorts/skirts (skin tight mini-skirts) or slit cut to the thigh.
- No shorts no more than four inches above the knee.
- No wearing of shirts, sweatshirts, backpacks and carrying bags with imprints of profanity, suggestions of sexual behavior or drug behavior, offensive racial or cultural language.
- No halter tops, tank tops, or bare midriffs.
- No pants worn below the waist.
- No hats carried or fastened to clothing.
- No bandanas or scarves of any color.
- No sunglasses.
- No flip flops or high-heeled shoes above 3 ¼ inches.

Students who do not adhere to the above listed rules will be asked to change their clothing or be sent home.

Library

The Pittsburgh CAPA libraries are academic libraries with an emphasis on the arts housed on the 4th and 7th floors. The 4th floor library is dedicated for our

9-12 learners and our 7th floor library is dedicated and designed especially for our 6-8 learners.

Our goal is to ensure that students graduate as competent, critical, and ethical users of information. It is our mission to prepare lifelong learners-informative and literate citizens able to determine their information needs, recognize relevant information, solve problems, and effectively communicate the results of their research.

Our libraries will be open throughout the school day, including lunch periods. In the event that either library has to be closed, an announcement will be made. A hall pass, teacher request for classroom visitation, or library pass is required to enter. The library's collection consists of more than 7,000 titles and subscribes to 11 arts related periodicals. Pittsburgh CAPA students also have access to the resources of many schools, colleges, universities, and public libraries within the Commonwealth of Pennsylvania through a statewide cataloging and interlibrary loan program called Access Pennsylvania.

Also available is POWER Library, the Pennsylvania Online World of Electronic Resources, a service provided by the State of Pennsylvania through Commonwealth Libraries for the citizens of Pennsylvania. POWER LIBRARY provides 2,000 full text magazines, journals, and newspapers. There are specialized databases for art and music, medical resources, historic photographs, maps, charts, reference books, and encyclopedias.

Cafeteria

The Pittsburgh Board of Education provides cafeteria service to all students. Free or reduced lunches are available for those students who are eligible. Lunch applications are available in the cafeteria. The cafeteria manager will process the applications and inform students of their status. Student IDs must be presented to obtain a school breakfast/lunch.

Breakfast

Those students (6 -12) wishing to eat breakfast may do so in the first floor cabaret.

6 – 8 Grade Lunches

- There will be three 45-minute lunches by grade level for students in grades 6 – 8. These students will eat lunch in the first floor cabaret.
- All students must report to the cabaret during their assigned lunch period only. Students may only be dismissed with a teacher from the cabaret or with written permission by a staff member.
- All eating should be confined to the cabaret area.

- No food may be eaten or taken out of the cabaret area.
- Each student is responsible for cleaning and depositing his/her trash in the appropriate refuse containers.

9 – 12 Grade Lunches

- **All eating should be confined to the cafeteria area.**
- There will be four 30-minute lunches for students in grades 9 – 12. These students will eat lunch in the 4th floor cafeteria.
- All students must report to the cafeteria during their assigned lunch period only
- A staff member may only dismiss students from the cafeteria with written permission.
- 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.

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. If a student knowingly goes against this standard, the following rules will apply:

1st Offense:

- Referral to administrator
- Conference with parent and student to re-explain what constitutes academic dishonesty/plagiarism and the seriousness of the offense
- Possibility of rewriting the paper properly for 50% credit, at teacher's discretion; no rewrite will get a “0”

2nd Offense:

- “0” on assignment
- Conference with parent
- 1-day suspension
- No makeup work

3rd Offense:

- “0” on assignment
- Conference with student, parent, and administrator; possible recommendation to rescind student’s magnet school status
- 2-day suspension
- No makeup work

Lockers

Each student is assigned a locker so that he/she can store books and personal items. It is the student’s responsibility to obtain a lock and to see that the locker is secured and in good order. Lockers will be assigned to our 6 – 8 learners by homeroom and by arts departments for our 9 – 12 students.

Pittsburgh CAPA is not responsible for lost or stolen items and will not investigate if lockers are not properly secured. 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. Locks will be sold to students during the first week of school for \$2.00.

Please Note: Lockers 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.

Corridor Passes

Students should only be excused from class when absolutely necessary. Blue corridor passes are issued by teachers or office personnel stating the date, time, and reason for being excused. If you become ill, notify your teacher and report to the main office. If it is necessary for you to be dismissed, it will be handled through the main office. No student should be in the hall without a pass. Students without passes will be assumed to be cutting class and subject to discipline.

Visitor Policy/Shadowing

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 parents who wish to visit their child’s classrooms or the school in general are expected to schedule those visits in advance with the appropriate department coordinator or Instructional Teacher Leader.
- 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 administrators have 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 such times are considered closed weeks. No visitors will be approved during closed weeks. The administration reserves the right to deny visitors/visitations to our school.

Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with one of our students, this will be considered by the principal. With approval, student guests must register in the main office. The student will then be given a Visitor’s Pass, which they will take to each class with them. In all such cases, advanced notice and approval are mandatory.

Lost And 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.

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 senior activities or commencement.

Cell Phones/Two-Way Pagers

Students shall not use cell phones in school buildings or on school grounds during school hours. Students found to be in violation of this rule will be subject to disciplinary action and confiscation of the device. When an electronic device is confiscated it will ONLY be returned to a parent/guardian.

Students are permitted to carry cellular phones and two-way pagers in the building, but phones/pagers must be in the off position. Students are not permitted to accept or make phone calls or text messages during school hours. If violated, cell phones or two-way pagers will be confiscated and will only be returned to the parent/guardian. An after-school detention may be assigned.

School authorities may approve the presence of a beeper for a student only under the following circumstances:

- The student is a member of a volunteer fire company, ambulance or rescue squad
- The student has a need for the presence of a beeper due to the medical condition of an immediate family member.

The office cannot be expected to act as the message center for students. The amount of time spent on messages can hamper effective operations. In order to support our primary mission, it is important that everyone understand the policy related to this issue. School personnel are responsive to emergency telephone calls and will assist families and students in these situations.

Personal calls to students are not permitted. The nature of the emergency must be explained to the school in order to determine the best course of action. Students will not be called out of class for personal messages to be delivered.

Emergency Safety Procedures

Fire drills are held at regular intervals as required by state law to remind our students of safety procedures. It is essential that, when the first signal is given, everyone leave the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions. It is a violation of Pennsylvania Law for any person to knowingly and willfully raise a false fire alarm and violators will be prosecuted.

P.A. Announcements

Students wishing announcements to be made over the public address system should have the announcement signed and approved by an administrator. Announcements should be submitted to the main office at least 24 hours before the scheduled time for announcements. During these announcements, all students are expected to listen attentively and quietly.

The Use Of Computers, The Internet, and Electronic Mail Permission Form

The Pittsburgh Board of Education establishes that the use of the Internet is a privilege not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Pittsburgh CAPA is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signature on the appropriate form. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing, projects, and class.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and the exchange of personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of this network are to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information, resources, and opportunities for collaborating exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communication on a network is often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

What are the rules?

Privacy

Computer storage areas may be treated as school lockers and can be inspected. Computer administrators may review data to maintain system integrity, which will also ensure that students are using the system responsibly.

Storage Capacity

Users are expected to remain within allocated disk space and delete material, which takes up excess storage space.

Illegal Copying

Students should never download or install any software, shareware, or freeware onto network drives or disks. Additionally, students should not copy or intrude into other peoples' files.

Inappropriate Materials or Language

Profane, abusive or impolite language should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never to view, send, or access materials that you would not want your teachers or parents to see. Should students encounter such material, they should report it to their teacher immediately.

Computer Rules

Breaking any of these rules will result in the loss of your computer privileges.

- Sit at your assigned seat.
- Do not damage the hardware or alter the software.
- Do not surf the Internet or read e-mail when you are supposed to be listening to the teacher or working on an assignment.
- Stay out of other people's files.
- Do not bring food, drinks, or lotions near the computers.
- Do not alter anything on the desktop or the hard drive.
- Store documents in the appropriate folder.
- If you finish an assignment or have extra computer time, work on other school projects.
- All computer use must have an educational basis.
- No game playing or using chat rooms.
- Do not install/download any software (ex. Instant Messenger).

- Report malfunctions or glitches.
- Take responsibility for your actions-clean up your site.
- No headphones except for educational purposes.
- Do not use the computer to harm other people or their work.
- Do not damage the computer network in any way.
- Do not violate copyright laws.
- Do not send, view, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.
- E-mail is to be used for educational purposes.
- Do not change any of the computer settings such as backgrounds, screensavers, etc.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

SCHOOL PROGRAMS

The Arts

Dance

The Dance Department at Pittsburgh CAPA offers instruction in ballet, pointe, modern, jazz, tap, and choreography. The program is enriched by visiting artists, who present master classes and extended projects. Master classes have been conducted by dancers from The Alvin Ailey American Dance Theatre, The Paul Taylor Dance Company, and The Murray Lewis Company. Students participate annually in The National and Regional High School Dance Festival. Pittsburgh CAPA shares a partnership in education with The Dance Alloy and The Pittsburgh Cultural Trust, an alliance that has opened doors for more students to attend performances and meet working artists.

Vocal Music

The Vocal Department at Pittsburgh CAPA offers students unique and rewarding educational experiences through its sequential four-year curriculum, through collaboratives with professional music organizations, and through a variety of performance opportunities and master classes. Students progress through the vocal department's rigorous curriculum which

includes: a weekly private voice lesson, large and small ensembles, opera workshop, music theory, piano lab, music history, solfeggio, eurhythmics, and the creative music technology class.

The staff actively performs with local and national professional music organizations. The voice department has ongoing partnerships with The Opera Theatre of Pittsburgh, The Pittsburgh Opera, and The Pittsburgh Symphony Orchestra. Vocal majors annually perform an operetta and excerpts of an opera as a collaborative with The Opera Theatre of Pittsburgh, and they participate as supernumeraries with The Pittsburgh Opera. Exciting opportunities also exist to perform and travel with the CAPA Concert Choir and The Jazz Vocal Ensemble. The CAPA Choir has performed numerous times with The Pittsburgh Symphony Orchestra, The River City Brass Band, and at choral festivals in various states. The choir has also performed with popular recording artist, Josh Groban, and opened for the Harlem Gospel Ensemble.

Instrumental Music

The Instrumental Music Department at Pittsburgh CAPA is one of the region's major sources of college preparatory and professionally trained musicians. Through its constituent divisions, the music school, and the community-based Centers for the Musically Talented, Pittsburgh CAPA trains musicians at every level from dedicated participants to winners of regional solo and scholarship competitions. Long-standing relationships with The Pittsburgh Symphony, The Pittsburgh Opera, The River City Brass Band, The New Music Ensemble, The Jazz Society and local universities bring a richness and diversity to the learning environment. The department boasts a preeminent faculty, and a nurturing and collaborative learning environment.

Each year, the Pittsburgh CAPA instrumental music department stages more than 100 musical performances in and around the city of Pittsburgh—a testament to the students' hard work and dedication. Department graduates can be heard in recording studios, concert halls, and major conservatories throughout the country.

Literary Arts

The Literary Arts Program at Pittsburgh CAPA is an intensive course of study in creative writing, one of only a dozen nationwide. Students at Pittsburgh CAPA, students with a love of writing and a commitment to achievement have opportunities to pursue their passion that are unavailable virtually anywhere else. Our young writers explore every literary genre: poetry, fiction, nonfiction, and drama. Each year, working with specialists in every genre, they take increasingly advanced courses, as they work to create a broad and sophisticated writing portfolio.

Pittsburgh CAPA literary artists don't simply write. They edit; they publish; they perform. They use their writing to connect themselves to the larger world, the world beyond our new school's walls. In their classes and in special collaborative projects, Literary Arts majors explore mythology, literature, history, and many other art forms. They also connect themselves to one another, forming a community of writers that encourages and sustains their imaginative work.

Pittsburgh CAPA's literary arts program prepares students to achieve in many fields. Alumni of our program are currently studying writing, anthropology, film, history, education, and other disciplines at Carnegie Mellon University, The University of Michigan, Vassar University, Trinity College in Dublin, Beloit College, Antioch College, Carlow College, The University of Pittsburgh, and other fine schools.

Our writers are recognized nationally and throughout the region. Over the years, Pittsburgh CAPA writers have been awarded prizes, including the \$5,000 portfolio award, in the national Scholastic Magazines Writing Awards. The winners of Carnegie Mellon University Martin Luther King, Jr. Writing Awards, the City Theatre Young Playwrights Festival, the Heinz Endowments High School Writing Awards, and the Presidential Scholar in the Arts Award have all been Pittsburgh CAPA Literary Arts majors.

Theatre

The Theatre Department at Pittsburgh CAPA offers a rigorous curriculum that includes introductory, intermediate and advanced instruction in acting, voice and speech, theatre history, movement for the actor, costume design (9- 12 students only) and technical theatre.

In addition to the above curriculum, Musical Theatre offers the student private voice lessons, dance classes, and musical theory. The teachers in the department are active, working professionals and offer the student a variety of experiences ranging from the artistic to the business end of the theatre world.

Throughout the year, professional companies such as The Pittsburgh Public Theatre, Civic Light Opera and The Pittsburgh Musical Theatre expose the students to area performances. Students may also qualify for internships with professional theatres, exposing them to international actors, directors, and designers.

Visual Arts

The Visual Arts Department at Pittsburgh CAPA offers a wide variety of courses designed for serious art students, directed towards building a portfolio for entrance into major art schools across the country. Studio courses consist of drawing, art history, painting, design, textiles, printmaking, photography, sculpture, computer technology, media arts, and ceramics. The focus is to

develop visual literacy, as well as to encourage growth in artistic perception. Students are introduced to a variety of ideas, techniques, and materials in all areas. Students develop an appreciation of the complexity of the creative process and learn to develop their personal aesthetics. Investigating the difference between wet and dry materials, additive and subtractive processes, relationships between ideas and materials are the daily encounters with formal concerns, such as line, shape, color, form, value, texture, scale and composition, as students explore and push materials and ideas.

Course Offerings

The course selections at Pittsburgh CAPA offer a wide variety of choices and levels of achievement. Two full time counselors, one full time social worker, a pupil affairs assistant and three CAS facilitators are available to assist individuals with special programs.

ENGLISH COURSES

Communications 6
Communications 7
Communications 8
English 1
English 1 PSP
English 2
English 2 PSP
English 3
English 3 PSP
English 4
English 1 CAS
English 2 CAS
English 3 CAS w/AP Prep
English 4 CAS w/AP Prep
English 3 AP (Language and Composition)
English 4 AP (Language and Literature)
History of American Film Studies CAS
African American Literature

SOCIAL SCIENCES COURSES

Grade 6 Social Studies
Grade 7 Social Studies
Grade 8 Social Studies
World History
World History PSP
World Cultures CAS
U.S. History
U.S. History PSP
U.S. History CAS
African American History
Civics: Be the Change
Civics: Be the Change PSP
Civics: Be the Change CAS
American Democracy
Psychology/Sociology AP
Government and Politics AP
Womens Studies
Comparative Religions

WORLD LANGUAGES

French 1
French 2
French 2 CAS
French 3 CAS
French 3
French 4
French 4 CAS
French 5
French 5 CAS
Spanish 1
Spanish 2
Spanish 2 CAS
Spanish 3
Spanish 3 CAS
Spanish 4
Spanish 4 CAS
Spanish 5
Spanish 5 CAS
Spanish 6 CAS

MATHEMATICAL COURSES

Grade 6 Mathematics
Grade 7 Mathematics
Grade 8 Mathematics
Algebra 1
Algebra 1 PSP
Standards Based Mathematics
Algebra 2
Algebra 2 PSP
Algebra 2 CAS
Geometry
Geometry PSP
Geometry CAS
Elementary Functions PSP
Elementary Functions CAS
Calculus AP
Business Calculus
Advanced Topics

SCIENCE COURSES

Grade 6 Science
Grade 7 Science
Grade 8 Science
General Science
Biology
Biology PSP
Biology CAS
Chemistry
Chemistry PSP
Chemistry CAS
Physics
Physics CAS
Biology II
AP Environmental Science

The Center for Advanced Studies

The Center for Advanced Studies (CAS) is a four-year accelerated program for gifted students in grades 9-12 offered in the Pittsburgh Public Schools. Students are evaluated according to the Pennsylvania guidelines for gifted education and have been recommended by a multi-disciplinary team. The program components are designed to provide gifted students with:

- Accelerated Core Curricula
- Specially Designed Instruction
- Independent Research
- Community Based Experiences
- A Multifaceted Support System

A Gifted Individualized Education Plan (GIEP) is developed yearly based on the student's program for the year, based on identified needs and goals. Every CAS student completes an independent Long Term Project that includes research, hands-on experiences, and presentation components. Students are awarded an additional 1.0 quality point per course for grades earned in CAS classes. Graduating students who have completed a minimum of eight CAS classes and the required Long Term Projects are awarded a CAS Certificate.

Referrals for evaluation for Gifted Education must be made to the Principal or the CAS Facilitator. The evaluation process includes: current and past performance in school, teacher recommendations, individual achievement tests, individual IQ testing, and portfolio and/or supporting assessments as needed.

Students in grades 6 – 8 who have been evaluated for gifted services based on the above listed criteria will attend the Pittsburgh Middle Gifted Center at Greenway one day a week. Students are responsible for all instructional work missed during their absence.

Pittsburgh Scholars Program

The Pittsburgh Scholars Program (PSP) offers a four-year sequential curriculum for an in-depth study of English, Social Studies, Mathematics, Science, and Foreign Language. Although criteria for candidates are listed separately and will be looked at separately, it is the aggregate of criteria that should qualify a pupil for invitation to the program. No single criterion operating alone should either qualify or disqualify a candidate. The following are criteria for students who wish to participate in the PSP:

- Teacher recommendation.
- Past performance as exhibited by above average grades (A or B) in the subject area(s) being considered.
- Parent consultation.

- Scores of proficient and/or advanced in reading or math/Proficient and Advanced performance on the PSSA and /or 4Sight assessments.
- Academic counselor recommendation.

SPECIAL PROGRAMS/SERVICES FOR STUDENTS AND COMMUNITY

Extracurricular Activities

National Honor Society; Ski Club; CAPA Chronicle (Newspaper); Unicorn (Yearbook); Student Council; All-school musical; Master classes; Think-a-Thon; Pennsylvania Junior Academy of Science; Amnesty International; Annual Stratford Canada trip; Intramural sports: African American CAS Council

Athletics for Students in Grades 6 - 8

Athletics will be available for students in grades 6 – 8 ONLY.

Fall Sports:

Co-ed. Cross Country
Boys Baseball
Girls Softball

Winter Sports:

Boys Basketball
Girls Basketball
Spring Sports:

Boys Soccer
Girls Soccer

National Honor Society (NHS) and Junior National Honor Society

NHS and JNHS is more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. The criteria for selection and for consideration form the foundation upon which the organization and its activities are built.

Scholarship

Students who have the cumulative grade point average of 3.25 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's faculty council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Service

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

Character

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, and generally maintains a good and clean lifestyle.

The selection procedure should be determined by the local Faculty Council (the five member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group), approved by the principal, and must be published and available for review by students, faculty, and parents.

- As the first step in the process, students' academic records are reviewed to determine those persons who are scholastically eligible for membership, i.e., those persons who meet the required cumulative GPA standard.
- Students who are eligible scholastically (i.e., "candidates") should be notified and informed that for further consideration for selection to the chapter, they may complete the Student Activity Information Form and Letter of Interest. This form and letter outline the candidate's accomplishments in the areas of Service and Leadership. It is further recommended that both students and parents sign these forms when submitting them, indicating that the content is both complete and accurate.
- All faculty members are invited to make comments on candidates, most often done on a Faculty Evaluation Form. It is important to note that the actual selection of members must be made by a vote five appointed members of the Faculty Council. Consequently, point totals or averages of the faculty ratings are not to be considered as votes or the sole determinants of membership, but should, instead, be reported to the Faculty Council to add to their information when considering selections. All input from faculty should be signed, but may remain confidential as per commentary in the handbook.
- The Student Activity Information Form and Letter are to be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their consideration for membership. The leadership, service, and character of all candidates are reviewed carefully.

- With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be invited to be inducted into the chapter.
- Prior to notification of any candidates, the chapter adviser will report to the principal the results of the Faculty Council's deliberations for approval.
- Chapters should consider notifying all selected candidates and their parents in writing about selection and the timing of the induction ceremony. The Faculty Council also informs students who are not selected about their non-selection to see that this method is both timely and considerate of their well-being.
- To finalize the plans for induction, steps will be devised for verification of new membership, acceptance of the invitation membership, an attendance at the induction ceremony.

PARENTAL INVOLVEMENT

Pittsburgh CAPA is committed to providing the highest quality education in an atmosphere that nurtures the individual academic and artistic talents of each student. We acknowledge that we must involve stakeholders to achieve this goal, and realize the vital role that parents play in the educational success of their children. We recognize that education is a shared responsibility and that the most effective educational plans are collaboration between the school and parents. We are aware that parent cooperation is an essential process and are committed to assisting parents through this experience. In doing this, we will continue to maintain clear two-way communication between home and school.

Parent/School/Community Council and Parent, Teacher, Student Association

The Parent/School/Community Council (PSCC) and the Parent, Teacher, Student Association (PTSA) meet monthly during the school year to discuss any issues related to the educational environment of the school.

The primary responsibility of the PSCC is to assist in the development and implementation of school instructional activities in conjunction with the administration and faculty. This group reviews instructional data as a point of awareness and familiarity. This group examines the school's long-term plan to improve the achievement level of all students.

The PTSA supports all curricular and extra-curricular activities through volunteer efforts such as fundraising and advocacy.

CODE OF STUDENT 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 disobedience contribute to an undesirable school climate. The Pittsburgh Public Schools have adopted a district-wide Code of Student Conduct, included in the welcome packet, which states that the following types of behavior will result in disciplinary action:

- Disruption of school.
- Damage, distraction, or theft of private property.
- Physical abuse of a student or other not employed by the school.
- Possession/use of weapons or dangerous instruments.
- Possession/use of narcotics, alcoholic beverages, and stimulant drugs.
- Repeated school violations.
- Unauthorized presence on school grounds.
- Use of tobacco.
- The use of pagers and other telecommunication devices during school hours.
- Academic dishonesty.
- Sexual harassment.
- Misuse of computers/computer networks.
- Undesirable group activity
- Fighting.
- Bullying.

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.

Saturday Detention

The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful alternative to out of school suspension for those students who have violated school rules. Saturday detention will be used as a disciplinary action option, in lieu of out-of-school suspension, for students who have broken the school rules. In some instances, the administrator will assign out of school suspension instead of Saturday Detention.

Saturday Detention will prevent students from losing instructional time, keeping them in school. Refusal to attend or tardiness without an acceptable excuse will result a one day out-of school suspension.

Receiving a Saturday Detention

- Saturday detention may be issued only by an administrator.
- Religious obligations will be respected.
- Saturday detention will be assigned at the discretion of administrators based on the infraction.
- Students are responsible for providing their own transportation to and from the detention.

Attendance and Location

- Saturday detention is from 8:30 a.m. to 12:30 p.m.
- A missed Saturday detention, without prior administrative approval or appropriate medical, dental, or legal documentation, will result in a one-day suspension. Documentation must be provided no later than 7:30 a.m. on the Monday following the assigned detention.
- The penalty for missing detention is a one day out-of-school suspension for the Tuesday that follows Saturday Detention, unless Monday is a holiday then suspension will occur on the following Wednesday.

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 rules for being a good audience and performer that students must follow. Remember, both inside and outside of Pittsburgh CAPA, you are accountable for and judged by your behavior, both on and off stage.

If you are in the audience:

- All cell phones must be turned off during performances, including evening performances.
- Enter and leave the theater in a quiet and orderly fashion. Settle in seats immediately and stay in assigned seats until the end of the performance. It is critical that students and teachers sit in their assigned seats.
- Remain seated until dismissed. Students will leave the theater in the same quiet and orderly manner in which they entered as they return to their buses or classes.
- Show respect for all types of performances. Even if you do not like the style of a performance, you should welcome, not ridicule, variety.
- Talking, eating, or drinking during a performance is inexcusably rude and will not be tolerated. All attention should be on the stage.
- Be respectful of all staff members who chaperone performances.

- If, for reasons of emergency, you need to exit the auditorium, please go to the back so as not to disrupt the performance.
- Hold your applause until the performance is over.
- Screaming, whooping, and catcalls are inappropriate.
- Show courtesy and respect to the artist and other guests at all times. Realize that the audience is made up of parents, guardians, friends and visitors. Remember you are representing Pittsburgh CAPA, and you want to be on your best behavior. Your behavior reflects you, your family, and the entire school.

If you are a performer:

- Work and prepare to the best of your ability.
- Dress properly and carry yourself with pride. Performance clothing should be modest and appropriate for the stage.
- Be early.
- Remain with your teacher/conductor.
- Follow all directions immediately.
- A professional artist explores, discovers, interprets, perceives, and responds appropriately.

If a student fails to adhere to any of the above listed guidelines for audience and performance etiquette and behavior, he/she will be immediately removed from the theatre/performance space and disciplinary consequences will ensue.

