



Book	Policy Manual
Section	2000 Students
Title	Admission and Enrollment of Students
Code	2000
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes the importance of fair and equitable criteria for student admission and enrollment in Westinghouse Arts Academy Charter School (WAA). The Board shall establish admission criteria and enroll eligible students in accordance with the provisions of applicable laws and regulations, Board policy, WAA application and the written Charter.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for WAA’s program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[4\]](#)[\[5\]](#)

School district of residence shall be defined as the school district in which a student’s parents/guardians reside.[\[6\]](#)

Sibling shall be defined as a child who is related to an existing enrolled WAA student by blood, marriage or adoption

Authority

The Board recognizes that all resident children in Pennsylvania qualify to apply for admission to WAA.[\[3\]](#)

WAA shall comply with all applicable federal and state nondiscrimination laws and regulations, and shall not discriminate in its admission policies or practices on the basis of intellectual ability, athletic ability, measures of achievement or aptitude, status as an individual with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

No achievement tests, entrance exams, or other means of testing a student’s intellectual ability may be administered in order to determine eligibility for admission.

Guidelines

Application and Enrollment Period

WAA shall annually establish an application and enrollment period, and all required forms to be submitted as part of the application process.

The application and enrollment timeline, and all required forms and information, shall be published on WAA website, in the student handbook, in parent newsletters or publications, and in the administrative office.

WAA staff shall provide assistance with the application and enrollment process upon request.

Translation or interpretation of the application and enrollment forms and information shall be made available upon request of students or parents/guardians whose home language is other than English, or as required by the written Charter.[24]

WAA application shall not request information regarding a child's status as an individual with a disability.

All completed applications and re-enrollment forms received by the established deadline will be reviewed. If the number of applications and re-enrollment forms exceeds the established capacity for enrollment in a program, class, grade level or building, a random lottery will be conducted in accordance with Board policy.

Enrollment Preference

In accordance with law, WAA shall give preference in enrollment in the following order of priority:[3]

1. Returning students – re-enrollment of existing students by established deadline.
2. All other students who do not reside in a chartering school district and do not fall under any of the provisions above.

Students shall be enrolled based on the established enrollment preferences above until capacity for enrollment in the program, class, grade level or building has been reached.

A random lottery shall then be conducted in accordance with Board policy and the written Charter until all open slots in the program, class, grade level or building have been filled.

Lottery Procedures

If the number of students seeking enrollment exceeds the established capacity for enrollment in a program, class, grade level or building, WAA shall conduct a lottery to select students on a random basis from a pool of qualified applicants meeting the established eligibility criteria.[3]

In the event a lottery is needed to select students for enrollment, WAA shall establish a date, time and location to conduct the lottery, and shall inform all applicants and their parents/guardians. The lottery shall be conducted at a public, advertised Board meeting. Notice of the date, time and location of the lottery shall be published on WAA's website, at the administrative office, at least 1 week prior to the lottery being conducted.[25]

Within 1 week after the lottery has been conducted, WAA shall notify all applicants whether they have been accepted for enrollment, or whether they have been placed on a waiting list.

Waiting List – WAA shall maintain a waiting list based on the enrollment preferences and results of the lottery order established in Board policy. Students may be enrolled from the waiting list should space become available in the program, class, grade level or building during the school year. Students whose applications are received after the established deadline shall be placed on the waiting list in the order that the applications are received.

Applicants on the waiting list shall be required to submit a new application each school year.

WAA shall contact the applicant and parent/guardian on the waiting list when space becomes available in the program, class, grade level or building during the school year. The applicant must accept enrollment and provide all required documentation to WAA within 1 week, or WAA may make the space available to the next applicant on the waiting list.

Enrollment Requirements

WAA shall normally enroll eligible school age students the next business day, but no later than five (5) business days after application, in accordance with law, regulations and Board policy.[6]

WAA shall require the parent/guardian to provide the following information prior to the student's enrollment: [5][6]

1. Proof of the child's age.
2. Proof of immunizations required by law.[26]
3. Proof of residency.
4. Parental Registration Statement - A sworn statement or affirmation attesting to whether the student has been or presently is suspended or expelled for offenses involving drugs, alcohol, or weapons; willful infliction of injury to another person; or any act of violence committed on school property. The registration statement must include the name of the school from which the student was expelled or suspended, and the dates of expulsion or suspension.[27]

WAA shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or Parental Registration Statement, but may provide alternative education services to students who have committed weapons offenses, in accordance with applicable law.[28]

Home Language Survey –

WAA shall administer a Home Language Survey to all students enrolling in WAA for the first time. Enrollment may not be delayed in order to administer the Home Language Survey.[6][24]

Enrollment Records

Upon enrollment, WAA shall contact a student's former school and request a certified copy of the student's education records and, if applicable, the student's discipline records. WAA shall not delay the enrollment of eligible students, regardless of receipt of records from the previous school(s).[20][29][30]

In addition to the required enrollment information listed above, upon enrollment, WAA shall request the following information:

1. Health or physical examination records.[31]
2. Academic records.[30]
3. Attendance records.
4. Individualized Education Program and other special education records.[20][29][32][33]

WAA shall not delay the enrollment of eligible students until these documents are provided.

WAA staff shall not request or require any of the following for enrollment:

1. A social security number.
2. The reason for the child's placement if not living with natural parents.
3. The child's or parent's/guardian's visa.
4. Agency records.
5. A court order or records relating to a dependency proceeding unless the parent/guardian enrolling a student is relying on a court order or custody agreement as the basis for enrollment, then WAA may require submission of the court order or custody agreement.

Homeless Students

WAA shall immediately enroll identified homeless students even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy and applicable law and regulations.[34]

Immigration Status

WAA shall not inquire as to the immigration status of a student as part of the enrollment process. A child's right to be admitted may not be conditioned on the child's immigration status.[\[6\]](#)

Tuition

WAA shall not charge tuition for a resident or nonresident student attending WAA.[\[3\]](#)[\[35\]](#)

School District of Residence Notification

WAA shall provide a student's school district of residence with the required Charter School Student Enrollment Notification Form within fifteen (15) days of the student's enrollment in WAA. WAA shall also notify a student's school district of residence within fifteen (15) days of a student's withdrawal from WAA.[\[35\]](#)[\[36\]](#)[\[37\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall establish administrative procedures to implement this policy and provide direction for the admissions, enrollment and lottery processes.

The Chief Executive Officer or designee shall annually notify students, parents/guardians, staff and the community about WAA's policy on student admissions and enrollment by publishing such policy on WAA website, in the student handbook, and in the administrative office. [\[44\]](#)

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Legal

- [1. 22 PA Code 711.7](#)
- [2. 24 P.S. 1715-A](#)
- [3. 24 P.S. 1723-A](#)
- [4. 22 PA Code 11.12](#)
- [5. 24 P.S. 1301](#)
- [6. 22 PA Code 11.11](#)
- [7. 20 U.S.C. 1681 et seq](#)
- [8. 22 PA Code 12.1](#)
- [9. 22 PA Code 12.4](#)
- [10. 22 PA Code 4.4](#)
- [11. 24 P.S. 1310](#)
- [12. 24 P.S. 1521](#)
- [13. 24 P.S. 5004](#)
- [14. 29 U.S.C. 794](#)
- [15. 42 U.S.C. 12101 et seq](#)
- [16. 42 U.S.C. 2000d et seq](#)
- [17. 43 P.S. 951 et seq](#)
18. Pol. 1003
19. Pol. 1003.1
20. Pol. 1013
- [21. 22 PA Code 11.14](#)
- [22. 22 PA Code 11.15](#)
- [23. 22 PA Code 11.16](#)
24. Pol. 1038
25. Pol. 0006

26. Pol. 2003

[27. 24 P.S. 1304-A](#)

[28. 24 P.S. 1317.2](#)

29. Pol. 1013.4

30. Pol. 2016

31. Pol. 2009

[32. 22 PA Code 711.41](#)

[33. 22 PA Code 711.8](#)

34. Pol. 2051

[35. 24 P.S. 1725-A](#)

[36. 24 P.S. 1748-A](#)

37. Pol. 2008

[38. 24 P.S. 1743-A](#)

[39. 24 P.S. 1747-A](#)

40. Pol. 2004

41. Pol. 2018

42. Pol. 2033

43. Pol. 6015

[44. 22 PA Code 11.41](#)

[24 P.S. 1719-A](#)

[28 CFR Part 35](#)

[28 CFR Part 41](#)

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 106](#)

[34 CFR Part 110](#)

[Basic Education Circular January 22, 2009: Enrollment of Students](#)

[Basic Education Circular October 1, 2004: Charter Schools](#)

Pol. 2055

2000-Attach.doc (118 KB)



Book	Policy Manual
Section	2000 Students
Title	Attendance
Code	2004
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. [\[1\]](#)[\[2\]](#)

Authority

The Board requires attendance of all students enrolled in Westinghouse Arts Academy Charter School (WAA) during the days and hours that school is in session, except that authorized WAA staff may excuse a student for temporary absences in accordance with applicable laws and regulations, Board policy and administrative procedures. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. [\[9\]](#)[\[10\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [\[9\]](#)

Person in parental relation shall mean a: [\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law. [\[11\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code. [\[9\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall ensure students enrolled in WAA comply with state attendance laws and regulations, and shall be responsible for the implementation and enforcement of this policy.

WAA staff shall communicate attendance information to the school district of residence, in accordance with law.[\[12\]](#)

The Chief Executive Officer or designee shall annually notify staff, students and persons in parental relation about WAA's attendance policy and school rules and procedures governing student attendance, absences and excusals by publishing such information in the student handbook. [\[2\]](#)

The Chief Executive Officer or designee shall develop administrative procedures for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans and referrals to a school-based or community-based school attendance improvement program, the local children and youth agency or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[\[3\]](#)[\[6\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school for all or part of the school day:

1. Illness, including if a student is dismissed by designated WAA staff during school hours for health-related reasons.[\[4\]](#)[\[7\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[4\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[2\]](#)[\[4\]](#)
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral, provided the organization or unit provides the student with a signed excuse, including the date, location and time of the event or funeral. The student must provide the signed excuse to WAA prior to excusal.[\[4\]](#)

10. Observation of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation. [\[17\]](#)
11. Non-school-sponsored educational tours or trips, if the following conditions are met:
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the designated timeframe.
 - b. The student's participation has been approved by the Chief Executive Officer or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Chief Executive Officer or designee. [\[4\]](#)[\[18\]](#)
12. Students participating in a religious instruction program, if the following conditions are met:
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance. [\[17\]](#)
13. College or postsecondary institution visit, with prior approval.
14. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care. Urgent reasons shall be strictly construed and do not permit irregular attendance. [\[4\]](#)[\[7\]](#)

The Board may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Parental Notice of Absence –

Absences shall be treated as **unexcused/unlawful** until WAA receives a written excuse explaining the absence, to be submitted within 5 days of the absence.

A maximum of 10 days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond 10 cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused/unlawful.

An out-of-school suspension may not be considered an unexcused/unlawful absence. [\[9\]](#)

Parental Notification –

WAA staff shall provide prompt notice to the person in parental relation upon each incident of unexcused/unlawful absence.

Enforcement of Compulsory School Attendance Requirements

Proper child accounting is an important aspect of education that is mandated by law and regulations, and shall be strictly adhered to by WAA staff. [\[2\]](#)[\[12\]](#)

Designated WAA employees shall be responsible for preparing and submitting complete and accurate child accounting information for those students enrolled at WAA. [\[12\]](#)

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, WAA staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused/unlawful absence.[\[19\]](#)

The notice shall:[\[19\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with WAA and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[19\]](#)

If the student incurs additional unexcused/unlawful absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, WAA staff shall offer a School Attendance Improvement Conference.[\[19\]](#)

School Attendance Improvement Conference –

WAA staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[19\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate WAA personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[19\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and the appropriate WAA staff.[\[19\]](#)

WAA may not take further action to address unexcused/unlawful absences until after the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused/unlawful absences.[\[19\]](#)

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, WAA staff:[\[20\]](#)

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, WAA staff shall:[20]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

WAA staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused/unlawful absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[20]

Regardless of age, when WAA staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, WAA staff shall provide verification that WAA held a School Attendance Improvement Conference.[20]

Filing a Citation –

A citation against the student or person in parental relation shall be filed in the office of the appropriate judge whose jurisdiction includes the Charter School in which the student is enrolled.[21][22]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

[21][22]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Student Services shall be notified and shall act in accordance with established Board policy and administrative procedures to address the student's needs in accordance with applicable law, regulations and Board policy.[15][23][24]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [15][23]

Discipline

WAA shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[19]

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Legal

1. [24 P.S. 1732-A](#)
2. [22 PA Code 11.41](#)
3. [24 P.S. 1327](#)
4. [24 P.S. 1329](#)
5. [24 P.S. 1330](#)
6. [22 PA Code 11.23](#)
7. [22 PA Code 11.25](#)
8. [22 PA Code 12.1](#)
9. [24 P.S. 1326](#)
10. [22 PA Code 11.13](#)
11. [42 Pa. C.S.A. 6302](#)

[12. 24 P.S. 1332](#)

[13. 22 PA Code 11.28](#)

[14. 22 PA Code 11.8](#)

15. Pol. 1013

16. Pol. 2004.1

[17. 22 PA Code 11.21](#)

[18. 22 PA Code 11.26](#)

[19. 24 P.S. 1333](#)

[20. 24 P.S. 1333.1](#)

[21. 24 P.S. 1333.2](#)

[22. 24 P.S. 1333.3](#)

23. Pol. 1003.1

24. Pol. 1013.1



Book	Policy Manual
Section	2000 Students
Title	Bullying/Cyberbullying
Code	2049
Status	Active
Adopted	March 1, 2023

Purpose

The purpose of this policy is to maintain a safe, positive environment for students that is free from bullying.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board of Trustees (Board) prohibits all forms of bullying by Westinghouse Arts Academy Charter School (WAA) students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal, administrator or designee.

Students are encouraged to use the WAA's report form, available from the building principal or administrator, or to put the complaint in writing; however, verbal complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, WAA staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, Board policy and WAA's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

The Chief Executive Officer or designee shall ensure that this policy and administrative procedures are reviewed annually with students.[1]

The Chief Executive Officer or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

The Chief Executive Officer shall annually provide the following information with the Safe School Report: [1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every WAA classroom. The policy shall be posted in a prominent location within each WAA building and on the WAA website.[1]

Education

WAA shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide WAA staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][7][11]

1. Counseling within the WAA.

2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or program.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of WAA.
10. Referral to law enforcement officials.

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Legal

[1. 24 P.S. 1303.1-A](#)

[2. 24 P.S. 1302-E](#)

3. Pol. 2036.1

4. Pol. 1003

5. Pol. 1003.1

[6. 22 PA Code 12.3](#)

7. Pol. 2018

[8. 20 U.S.C. 7118](#)

[9. 24 P.S. 1302-A](#)

10. Pol. 2036

11. Pol. 2033

[24 P.S. 1732-A](#)

[2049-Attach.pdf \(238 KB\)](#)



Book	Policy Manual
Section	2000 Students
Title	Confidential Communications of Students
Code	2007
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that certain written and oral communications between students and Westinghouse Arts Academy Charter School (WAA) personnel must be confidential.

Authority

The Board directs WAA personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.

Guidelines

Information received in confidence from a student may be revealed to the student's parent/guardian, building administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.[\[1\]](#)

Use of a student's confidential communications to WAA personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

In qualifying circumstances, a staff member may reveal confidential information to the building administrator and other appropriate authorities.

In qualifying circumstances, the building administrator, Chief Executive Officer, or a designated administrator may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.

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Legal	1. 22 PA Code 12.12
	2. 42 Pa. C.S.A. 5945
	3. 42 Pa. C.S.A. 8337
	Pol. 6006



Book	Policy Manual
Section	2000 Students
Title	Controlled Substances/Paraphernalia
Code	2027
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole Westinghouse Arts Academy Charter School (WAA) community. As an educational institution, WAA shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all: [\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on Charter School property, at any school-sponsored activity, and during the time spent traveling to and from WAA and to and from school-sponsored activities.[\[5\]](#)[\[6\]](#)

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into WAA's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, WAA shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Off-Campus Activities

This policy shall also apply to student conduct that occurs off WAA property or during nonschool hours to the same extent as provided in Policy 2018.[\[13\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures to identify and control substance abuse in WAA which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[\[14\]](#)[\[15\]](#)[\[16\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative procedures governing student use of controlled substances

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[\[13\]](#)[\[17\]](#)[\[18\]](#)

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on Charter School property, at any school-sponsored activity or on a conveyance providing transportation to or from the Charter School or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[12\]](#)[\[14\]](#)[\[15\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[\[12\]](#)[\[19\]](#)[\[22\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[\[12\]](#)[\[15\]](#)

In all cases involving students and controlled substances, the need to protect the WAA community from undue harm and exposure to drugs shall be recognized.

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Legal

- [1. 21 U.S.C. 812](#)
- [2. 35 P.S. 780-102](#)
3. Pol. 2010
4. Pol. 2010.1
- [5. 22 PA Code 12.3](#)
- [6. 24 P.S. 510](#)
- [7. 20 U.S.C. 1400 et seq](#)
- [8. 22 PA Code 10.23](#)
9. Pol. 1003.1

10. Pol. 1013.2
11. Pol. 1013.3
12. Pol. 6005.1
13. Pol. 2018
[14. 24 P.S. 1302.1-A](#)
[15. 24 P.S. 1303-A](#)
[16. 42 Pa. C.S.A. 8337](#)
17. Pol. 2033
18. Pol. 2036
[19. 22 PA Code 10.2](#)
[20. 22 PA Code 10.21](#)
[21. 22 PA Code 10.22](#)
[22. 22 PA Code 10.25](#)
[23. 35 P.S. 807.1](#)
[24. 35 P.S. 807.2](#)
[24 P.S. 1732-A](#)
[35 P.S. 780-101 et seq](#)
[35 P.S. 807.1 et seq](#)
[21 U.S.C. 801 et seq](#)
[34 CFR Part 300](#)
Pol. 6005



Book	Policy Manual
Section	2000 Students
Title	Diabetes Management
Code	2009.2
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that an effective program of diabetes management at Westinghouse Arts Academy Charter School (WAA) is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative procedures, regarding the provision of student health services. [1][2][3][4][5][6][7][8][9]

Definitions

Diabetes Medical Management Plan (DMMP) means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian. [1]

Individualized Education Program (IEP) means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child enrolled at the WAA who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services. [7]

Section 504 Service Agreement (Service Agreement) means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented at WAA, in transit to and from WAA, and in all programs and procedures, so that the student has equal access to the benefits of WAA's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student enrolled at WAA who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of WAA's educational programs, nonacademic services or extracurricular activities. [6]

Trained Diabetes Personnel means non-licensed WAA employees who have successfully completed the required training.

Guidelines

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[3]

Diabetes-related care shall be provided in a manner consistent with Board policy, administrative procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[2][3][4][6][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to WAA staff and other adults who have responsibility for the student in the school setting.[3][6][7][10][11]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[12][13][14]

Trained Diabetes Personnel

The school nurse, Chief Executive Officer or designee may identify at least one (1) WAA employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each WAA building attended by a student with diabetes to perform diabetes care and treatment for students. The identified employee has the right to decline this role.[2]

An identified WAA employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[2]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified WAA employee shall complete such training on an annual basis.[2]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[2]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[2]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

Training of Other Charter School Personnel

WAA employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[4][15]

1. The written request from the parent/guardian that WAA comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving WAA and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that WAA is not responsible for ensuring that the medication is

taken or the monitoring equipment is used.

2. A written statement from the student's health care practitioner that provides:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times when medication is to be taken.
 - d. Times when monitoring equipment is to be used.
 - e. Length of time medication and monitoring equipment is prescribed.
 - f. Diagnosis or reason medication and monitoring equipment is needed.
 - g. Potential serious reactions to medication that may occur.
 - h. Emergency response.
 - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

WAA shall annually review the written request for student possession and use of diabetes medication and monitoring equipment, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on WAA property, at any school-sponsored activity and during the time spent traveling to and from WAA and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[4][6][10][16][17]

If WAA prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, WAA shall ensure that the diabetes medication and monitoring equipment are appropriately stored in a readily accessible location in the student's building. The school nurse and other designated WAA employees shall be informed where the medication and monitoring equipment are stored and the means to access them.[4]

Delegation of Responsibility

The Chief Executive Officer or designee, in conjunction with the school nurse(s), shall develop administrative procedures for the care and treatment of students with diabetes in the school setting.

The Chief Executive Officer or designee shall coordinate training for WAA employees. Such training may be included in the Professional Education Plan.[2][18]

The Chief Executive Officer or designee shall annually distribute this policy to all staff, students and parents/guardians, along with the Code of Student Conduct.[16][19]

Legal

[1. 24 P.S. 1401](#)

[2. 24 P.S. 1414.3](#)

[3. 24 P.S. 1414.4](#)

[4. 24 P.S. 1414.5](#)

[5. 24 P.S. 1414.7](#)

6. Pol. 1003.1

7. Pol. 1013

8. Pol. 2009

9. Pol. 2009.1

10. Pol. 1013.3

11. Pol. 6010

[12. 24 P.S. 1409](#)

13. Pol. 1013.4

14. Pol. 2016

[15. 22 PA Code 12.41](#)

16. Pol. 2018

17. Pol. 2027

18. Pol. 3033

[19. 22 PA Code 12.3](#)

Pol. 2010



Book	Policy Manual
Section	2000 Students
Title	Dress and Grooming
Code	2021
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress while in the Charter School. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program or constitute a health or safety hazard.[1]

Where student dress may constitute student expression, Board policy related to student expression shall be followed.[2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[1]

The Board directs Charter School staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.[3]

Delegation of Responsibility

The Principal shall be responsible to monitor student dress and grooming, and to enforce Board policy and Charter School rules governing student dress and grooming.

The Chief Executive Officer or designee shall ensure that all WAA rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[1]

The Chief Executive Officer or designee shall annually distribute this policy and the rules regarding dress and grooming to students and parents/guardians, and shall include this information in student handbooks and on the WAA website.

Staff members shall be instructed to demonstrate, by example, positive attitudes and compliance with Board policy and school rules related to dress and grooming.[4]

3. Pol. 2051

4. Pol. 3025



Book	Policy Manual
Section	2000 Students
Title	Educational Stability for Children in Foster Care
Code	2055
Status	Active
Adopted	March 1, 2023

Authority

To ensure the educational stability of children in foster care, the Board of Trustees (Board) requires Westinghouse Arts Academy Charter School (WAA) to collaborate with the local children and youth agency, the school district of residence and other school entities, in accordance with applicable federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.[\[4\]](#)

School of origin is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

Delegation of Responsibility

The Board designates the Chief Executive Officer, Federal Programs Coordinator, or Director of Student Services to serve as WAA's point of contact for children in foster care.

WAA's point of contact shall coordinate with:[\[1\]](#)

1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that WAA is promptly notified when a child enters foster care or changes foster care placements.
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other school entities on issues of transfer of records, transportation and other inter-school activities.
3. WAA staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[5\]](#)[\[6\]](#)

Guidelines

Enrollment/Placement

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.[1]

Best Interest Determination -

WAA shall collaborate with the local children and youth agency and the child's school district of residence to conduct a best interest determination in accordance with federal and state laws and regulations, court orders, and established local procedures.[1]

WAA shall notify the child's school district of residence of any placement and enrollment changes.[7]

In determining whether it is in a child's best interest to remain in his/her school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.[1]

Documentation related to the best interest determination shall be kept in the student's education record.

Enrollment -

When a child in foster care enrolls at WAA, in accordance with established admission and enrollment procedures, WAA's point of contact shall:[1][7]

1. Ensure the child is immediately enrolled, even if the records normally required for enrollment and attendance at WAA pursuant to Board policies are not available.
2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

Dispute Resolution -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in his/her school of origin, pending resolution of the dispute.

Assignment -

If WAA is unable to determine the student's grade or level due to missing or incomplete records, WAA shall administer tests or utilize appropriate means to determine the student's assignment to the appropriate grade, level or program.

Education Records

WAA may disclose personally identifiable information from the education records of a student without written consent of the parent(s)/guardian(s) or the eligible student if the disclosure is:[8][9][10]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Transportation

WAA shall ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner.[\[2\]](#)[\[11\]](#)

To ensure that transportation for children in foster care is provided, arranged, and funded, WAA shall collaborate with the local children and youth agency to develop a local transportation plan.[\[2\]](#)

WAA shall consult with the school solicitor and the child's school district of residence to consider:

1. Incorporating the school district of residence's transportation procedures into the local transportation plan.
2. Including language in the local transportation plan referencing the responsibilities of the school district of residence in providing transportation services in accordance with state law.[\[12\]](#)

The local transportation plan shall address the following:[\[2\]](#)

1. The procedure WAA and local children and youth agency will follow to:
 - a. Promptly provide transportation for children in foster care;
 - b. Promptly arrange transportation for children in foster care; and
 - c. Ensure transportation is funded in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act.
2. How transportation costs will be covered if additional costs are incurred, in accordance with applicable federal and state laws.[\[2\]](#)[\[12\]](#)
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.[\[13\]](#)

WAA shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to other WAA students.[\[1\]](#)[\[2\]](#)

Training

WAA's point of contact for children in foster care shall provide professional development and training to WAA staff on the Title I foster care provisions and education needs of children in foster care, as needed.

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- Legal
- [1. 20 U.S.C. 6311](#)
 - [2. 20 U.S.C. 6312](#)
 - [3. 42 U.S.C. 675](#)
 - [4. 45 CFR 1355.20](#)
 5. Pol. 1003.1
 6. Pol. 1013
 7. Pol. 2000
 - [8. 20 U.S.C. 1232g](#)
 9. Pol. 1013.4
 10. Pol. 2016
 11. Pol. 6010
 - [12. 24 P.S. 1726-A](#)
 - [13. 34 CFR 299.13](#)



Book	Policy Manual
Section	2000 Students
Title	Electronic Devices
Code	2037
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) adopts this policy in order to support an educational environment that is orderly, safe and secure for Westinghouse Arts Academy Charter School (WAA) students and employees ,while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

Definition

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Authority

Authorized Use of Electronic Devices

The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.[1][2][3][4]

The Board authorizes silent use of electronic devices by WAA students during the school day in WAA buildings, on WAA property, while students are attending school-sponsored activities and during the times students are under the supervision of WAA, when they are in compliance with this policy, other Board policies, administrative procedures and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of WAA.[3][4][5]

Building principals and administrators, in consultation with the Chief Executive Officer and in compliance with Board policy, administrative procedures and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on WAA property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels, or may be different between programs. Building principals and administrators shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal or administrator as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.
2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if

authorized by the classroom teacher.

3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or administrator or designee, or the student's individualized education program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or Charter School staff.[1][2]

The Board prohibits use of all electronic devices by students in locker rooms, bathrooms and other changing areas **at any time**.

Use of electronic devices is prohibited during a school evacuation due to the safety and security of all individuals.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, WAA may report such conduct to state and/or federal law enforcement agencies.

Delegation of Responsibility

The Chief Executive Officer or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy and established rules and administrative procedures.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[3][6][7]

WAA shall not be liable for the loss, damage or misuse of any electronic device.

WAA shall not provide technical support, troubleshooting or repair for personal electronic devices.

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Legal	1. Pol. 1003.1
	2. Pol. 1013
	3. Pol. 2018
	4. Pol. 6015
	5. Pol. 2035
	6. Pol. 2033
	7. Pol. 2026
	Pol. 1003
	Pol. 2049



Book	Policy Manual
Section	2000 Students
Title	Food Allergy Management
Code	2009.1
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management at Westinghouse Arts Academy Charter School (WAA) in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all WAA programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the Pennsylvania Department of Education and Pennsylvania Department of Health on managing severe or life-threatening food allergies in schools. [\[1\]](#)

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all WAA personnel who have responsibilities for the student, which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for WAA health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to

development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy, as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]

4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP, as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Immediately following enrollment at WAA or diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed and/or implemented for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, WAA nutrition staff, the student, if appropriate, and any other appropriate persons.[4]

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day, as well as during school-sponsored activities which take place while the student is under WAA jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to WAA food services or school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[5][6]

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.[7][8]

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be qualified students with disabilities, in which case WAA shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[2][3]

WAA shall provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[9]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Non disabling Special Dietary Needs

WAA may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

WAA shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. WAA staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][10]

Delegation of Responsibility

The Chief Executive Officer or designee, in coordination with the school nurse, WAA food services or nutrition services staff, and other pertinent staff, shall adopt as administrative procedures the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies

in WAA, including all classrooms and instructional areas, cafeterias, outdoor activity areas, on school buses, during field trips, and during WAA activities held before the school day and after the school day. [11][12][13][14]

Administrative procedures shall address the following components:

1. Identification of students with food allergies and provision of school health services.[15]
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.[5][6]
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.[12]
5. Communication and confidentiality.[7][8][10]
6. Emergency response.[16]
7. Professional development and training for WAA personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Chief Executive Officer or designee shall annually notify students, parents/guardians, staff and the WAA community about WAA's food allergy management policy by publishing such in handbooks and newsletters, on WAA website, and through posted notices and other efficient methods.

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Legal [1. 24 P.S. 1422.3](#)

2. Pol. 1013
3. Pol. 1003.1
4. Pol. 2000
5. Pol. 2010
6. Pol. 2010.1

7. Pol. 1013.4

8. Pol. 2016

[9. 7 CFR 15b.40](#)

10. Pol. 2009

11. Pol. 1021

12. Pol. 2046

13. Pol. 6008

14. Pol. 6010

15. Pol. 1046

16. Pol. 6005

[22 PA Code 12.41](#)

[20 U.S.C. 1232g](#)

[20 U.S.C. 1400 et seq](#)

[29 U.S.C. 794](#)

[42 U.S.C. 12101 et seq](#)

[7 CFR Part 15](#)

[28 CFR Part 35](#)

[34 CFR Part 99](#)

[34 CFR Part 104](#)

[34 CFR Part 300](#)

Pol. 1003

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association

Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health



Book	Policy Manual
Section	2000 Students
Title	Graduation
Code	2017
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#).

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each Charter School building and on Westinghouse Arts Academy Charter School's (WAA) publicly accessible website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each WAA building and on WAA's publicly accessible website immediately following approval by the Board. [\[1\]](#)[\[2\]](#).

Diplomas

The Board shall award a high school diploma to every student enrolled in WAA's high school program(s) who meets the requirements for graduation established by this Board. [\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension. [\[8\]](#)

Students Experiencing Educational Instability -

WAA shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability. [\[9\]](#)[\[10\]](#)

Students With Disabilities -

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with the student's graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team. [\[1\]](#)[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Part-Time Students -

A student may qualify for graduation by attending WAA part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.[\[17\]](#)[\[18\]](#)

Full-Time Postsecondary Students –

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[\[18\]](#)[\[19\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.[\[1\]](#)[\[2\]](#)
2. Counseling of students regarding expectations of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[12\]](#)
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[12\]](#)
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[\[7\]](#)[\[20\]](#)
5. Provision of assistance to those students having difficulty attaining the academic standards.[\[1\]](#)[\[2\]](#)
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

The Chief Executive Officer or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.[\[1\]](#)

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Legal

- [1. 24 P.S. 121](#)
- [2. 22 PA Code 4.24](#)
- [3. 22 PA Code 4.51](#)
- [4. 22 PA Code 4.52](#)
5. Pol. 1002
6. Pol. 1027
7. Pol. 2012
8. Pol. 2033
- [9. 24 P.S. 1331.1](#)
10. Pol. 2051
- [11. 22 PA Code 11.27](#)
- [12. 22 PA Code 4.12](#)
- [13. 24 P.S. 1614](#)
- [14. 34 CFR 300.102](#)
- [15. 34 CFR 300.305](#)
16. Pol. 1013
- [17. 22 PA Code 11.5](#)
- [18. 22 PA Code 11.8](#)
- [19. 22 PA Code 11.4](#)



Book	Policy Manual
Section	2000 Students
Title	Hazing
Code	2047
Status	Active
Adopted	March 1, 2023

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Westinghouse Arts Academy Charter School (WAA) and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

[2]

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by WAA, whose members are primarily students or alumni of the organization.[6]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[7]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[7]

Authority

The Board of Trustees (Board) prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off WAA property or outside of school hours.[4][5][8]

No student, parent/guardian, coach, sponsor, volunteer or WAA employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or administrator.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[9][10]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and WAA employees shall be alert to incidents of hazing and shall report such conduct to the building principal or administrator.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, WAA staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[11][12]

Guidelines

In addition to posting this policy on the WAA website, WAA shall annually inform students, parents/guardians, sponsors, volunteers and WAA employees of WAA's policy prohibiting hazing, including rules, penalties for violations of the policy, and the program established by the Charter School for enforcement of the policy by means of publication in handbooks. [4]

This policy, along with other applicable Board policies, procedures and Codes of Conduct, shall be provided to all school sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization, together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal, administrator or designee.

Students are encouraged to use the WAA report form, available from the building principal or administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal, administrator or designee, who shall promptly notify the Chief Executive Officer or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal, administrator or designee, in consultation with the Chief Executive Officer or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with WAA practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by WAA personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

Referral To Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on WAA property, at any school-sponsored activity or on a conveyance providing transportation to or from the WAA or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[20\]](#)[\[21\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[15\]](#)[\[20\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and WAA's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action, up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

Nonstudent Violators/Organizational Hazing –

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from employment with WAA.[\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on WAA property or to otherwise operate under the sanction or recognition of WAA20.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

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Legal

[1. 18 Pa. C.S.A. 2802](#)

[2. 18 Pa. C.S.A. 2803](#)

[3. 18 Pa. C.S.A. 2804](#)

[4. 18 Pa. C.S.A. 2808](#)

[5. 18 Pa. C.S.A. 2806](#)

[6. 18 Pa. C.S.A. 2801](#)

[7. 18 Pa. C.S.A. 2301](#)

8. Pol. 1022

9. Pol. 1003

10. Pol. 1003.1

[11. 24 P.S. 1302-E](#)

12. Pol. 2036.1

[13. 18 Pa. C.S.A. 2810](#)

[14. 22 PA Code 10.2](#)

[15. 24 P.S. 1303-A](#)

[16. 35 P.S. 780-102](#)

[17. 22 PA Code 10.21](#)

[18. 22 PA Code 10.22](#)

[19. 24 P.S. 1302.1-A](#)

20. Pol. 6005.1

[21. 22 PA Code 10.25](#)

22. Pol. 2018

23. Pol. 2033

24. Pol. 3017

[24 P.S. 1732-A](#)

[18 Pa. C.S.A. 2801 et seq](#)

[22 PA Code 10.23](#)

Pol. 1013.3

Pol. 7016

[2047-Attach.pdf \(238 KB\)](#)



Book	Policy Manual
Section	2000 Students
Title	Health Services
Code	2009
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) directs that an organized student health services program shall be conducted at Westinghouse Arts Academy Charter School (WAA). The goal of student health services is to help students maintain an optimum state of health so that they can participate fully in their educational experience, and to ensure a healthy school community.[\[1\]](#)

Definitions

For purposes of this policy, an **examination**, whether medical or dental, shall mean a general examination conducted by a licensed practitioner in accordance with the standards established by the Pennsylvania Department of Health.[\[2\]](#)

School nurse shall mean a licensed registered nurse properly certificated as a school nurse.[\[3\]](#)

Health monitoring, for purposes of this policy, shall mean screening or monitoring for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.

Authority

In compliance with law and regulations, WAA shall provide the following health services to students:[\[4\]](#)
[\[5\]](#)[\[6\]](#)

1. School nurse services;
2. Medical and dental examinations;
3. Vision and hearing screening tests;
4. Height and weight measurements;
5. Tuberculosis tests;
6. Special examinations; and
7. Maintenance of medical and dental records.

Delegation of Responsibility

The Chief Executive Officer or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse or designated staff.[\[4\]](#)

Where WAA health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[\[7\]](#)[\[8\]](#)

The Chief Executive Officer or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[9]

Guidelines

School Nurse Services

Every student shall be provided with school nurse services in accordance with law and regulations. The number of students under the care of each school nurse shall not exceed 1,500.[4][10][11][12]

Examinations/Screenings

Medical and dental examinations shall be conducted in order to:[4][5]

1. Protect the school community from the spread of communicable disease.
2. Ensure that the student's participation in health, safety and physical education courses meets the student's individual needs.
3. Ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive medical examination conducted by the school physician upon original entry to school in the Commonwealth, in sixth grade, and in eleventh grade.[4][13][14]

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry to school in the Commonwealth, in third grade, and in seventh grade.[5][13][15]

A private medical and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examinations. WAA shall accept reports of privately conducted medical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[13][14][15]

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by WAA. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[2][4]

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening, and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[14][15][16][17][18][19]

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to the student's or parent's/guardian's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[17][18]

Where it appears to WAA health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to WAA whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate WAA health personnel shall arrange a special medical examination for the student.[1][4][9][20]

In the event that the parent/guardian objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether

the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

Health Monitoring

The Board directs WAA staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.[21]

A student may request an alternative method of monitoring as a religious accommodation, and designated WAA staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.[22]

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[22][23]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.[21]

Health Records

WAA shall maintain for each student a comprehensive health record, which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations. Student health records shall be maintained in the school building where the student attends and shall be available to the school nurse at all times.[4][24]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested in writing by the parent/guardian to a physician legally qualified to practice medicine in the Commonwealth, in accordance with law and Board policy.[25][26][27]

WAA may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[25][26][27][28][29][30]

Designated WAA staff shall request the health records of students transferring into WAA from the school where the student was previously enrolled. Staff shall respond to such requests for the health records of students transferring from WAA to other schools.[24][25]

WAA shall destroy student health records only after the student has not been enrolled in WAA for at least two (2) years.[25][31]

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Legal

[1. 22 PA Code 12.41](#)

[2. 28 PA Code 23.1 et seq](#)

[3. 24 P.S. 1401](#)

[4. 24 P.S. 1402](#)

[5. 24 P.S. 1403](#)

[6. 28 PA Code 23.1](#)

[7. 23 Pa. C.S.A. 6311](#)

8. Pol. 6006

[9. 24 P.S. 1406](#)

[10. 28 PA Code 23.51](#)

[11. 28 PA Code 23.52](#)

[12. 28 PA Code 23.53](#)

[13. 24 P.S. 1407](#)

- [14. 28 PA Code 23.2](#)
- [15. 28 PA Code 23.3](#)
- [16. 24 P.S. 1405](#)
- [17. 24 P.S. 1419](#)
- [18. 28 PA Code 23.45](#)
- [19. 20 U.S.C. 1232h](#)
- [20. 28 PA Code 23.11](#)
21. Pol. 2003
22. Pol. 1003
23. Pol. 1003.1
- [24. 28 PA Code 23.55](#)
- [25. 24 P.S. 1409](#)
26. Pol. 1013.4
27. Pol. 2016
- [28. 20 U.S.C. 1232g](#)
- [29. 34 CFR Part 99](#)
30. Pol. 6005
31. Pol. 6000
- [24 P.S. 1401-1419](#)
- [24 P.S. 1732-A](#)



Book	Policy Manual
Section	2000 Students
Title	Immunizations and Communicable Diseases
Code	2003
Status	Active
Adopted	November 2, 2022

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board of Trustees (Board) requires that guidance and orders from state and local health officials, established Board policy and administrative procedures, and Board-approved health and safety plans be followed by students, parents/guardians and Charter School staff.[\[1\]](#)

Definitions

Certificate of Immunization - The official form furnished by the PA Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the Charter School as proof of full immunization. The Charter School maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[\[2\]](#)

Medical Certificate - The official form furnished by the PA Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the PA Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[\[2\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[\[1\]](#)[\[3\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the PA Department of Health.[\[4\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[\[3\]](#)[\[5\]](#)[\[6\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend the Charter School, unless exempted for medical or religious reasons, or provisionally admitted by the Chief Executive Officer or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[\[4\]](#)[\[7\]](#)[\[8\]](#)

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[\[4\]](#)[\[9\]](#)

Monitoring of immunization requirements shall be the responsibility of the Chief Executive Officer or designee and the school nurse.[\[5\]](#)[\[10\]](#)

The Chief Executive Officer or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to the Charter School, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)
2. Designate Charter School personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[\[2\]](#)[\[4\]](#)

The Chief Executive Officer or designee shall report immunization data electronically to the PA Department of Health by December 31 of each year. If the Charter School is unable to complete the report electronically, the Chief Executive Officer or designee shall report the immunization data on the required form to the PA Department of Health by December 15.[\[11\]](#)

Communicable Diseases

PA Code § 27.71. Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions.

A person in charge of a public, private, parochial, Sunday or other school or college shall exclude from school a child, or a staff person, including a volunteer, who has contact with children, who is suspected by a physician or the school nurse of having any of the communicable diseases, infections or conditions. Readmission shall be contingent upon the school nurse or, in the absence of the school nurse, a physician, verifying that the criteria for readmission have been satisfied. The diseases, the periods of exclusion and the criteria for readmission are as follows:

- Diphtheria. Two weeks from the onset or until appropriate negative culture tests.
- Measles. Four days from the onset of rash. Exclusion may also be ordered by the Department as specified in § 27.160 (relating to special requirements for measles).
- Mumps. Nine days from the onset or until subsidence of swelling.
- Pertussis. Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- Rubella. Four days from the onset of rash.
- Chickenpox. Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
- Respiratory streptococcal infections including scarlet fever. At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- Infectious conjunctivitis (pink eye). Until judged not infective; that is, without a discharge.
- Ringworm. The person shall be allowed to return to school, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- Impetigo contagiosa. Twenty-four hours after the institution of appropriate treatment.
- Pediculosis capitis. The person shall be allowed to return to either the school, child care or other group setting immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, 7 days post treatment.

- Pediculosis corpora. After completion of appropriate treatment.
- Scabies. After completion of appropriate treatment.
- Trachoma. Twenty-four hours after institution of appropriate treatment.
- Tuberculosis. Following a minimum of 2 weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is noncommunicable shall be submitted prior to readmission.
- Neisseria meningitidis. Until judged noninfective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.[\[12\]](#)[\[13\]](#)[\[14\]](#)

The Board directs Charter School staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.[\[16\]](#)[\[17\]](#)[\[18\]](#).

The Chief Executive Officer or designee shall direct that health guidelines, Board-approved health and safety plans and universal precautions designed to minimize the transmission of communicable diseases be implemented in the Charter School.

Health Records

A comprehensive health record shall be maintained for each student enrolled in the Charter School. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[19\]](#)[\[15\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. The Charter School may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

[NOTE: List of required immunizations can be found at 28 Pa. Code Sec. 23.83]

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- Legal
- [1. 28 PA Code 23.81 et seq](#)
 - [2. 28 PA Code 23.82](#)
 - [3. 22 PA Code 11.20](#)
 - [4. 28 PA Code 23.85](#)
 - [5. 28 PA Code 23.83](#)
 - [6. 28 PA Code 23.84](#)
 7. Pol. 2000
 8. Pol. 2051
 9. Pol. 2055

- [10. 28 PA Code 27.77](#)
- [11. 28 PA Code 23.86](#)
- [12. 28 PA Code 27.71](#)
- [13. 28 PA Code 27.72](#)
14. Pol. 2004
15. Pol. 2009
- [16. 28 PA Code 27.1](#)
- [17. 28 PA Code 27.2](#)
- [18. 28 PA Code 27.23](#)
- [19. 24 P.S. 1402](#)
- [20. 24 P.S. 1409](#)
- [21. 20 U.S.C. 1232g](#)
- [22. 34 CFR Part 99](#)
23. Pol. 1013.4
24. Pol. 2016
25. Pol. 6005



Book	Policy Manual
Section	2000 Students
Title	Medications
Code	2010
Status	Active
Adopted	November 2, 2022

Purpose

Westinghouse Arts Academy Charter School (WAACS) recognizes that some students must take prescription medication during school hours. This policy establishes that prescription medication must be taken in accordance with the direction of a parent/guardian or family physician and will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. [\[1\]](#)

Definitions

medication - shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

licensed prescribers - shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians' assistants.

EpiPen® – Epinephrine auto-injectors for the emergency treatment of life-threatening allergic reactions (anaphylaxis) caused by allergens, exercise, or other triggers; and for people who are at increased risk for these reactions.

Inhalers – Short-acting bronchodilators containing "quick-acting," "reliever," or "rescue" medications to relieve sudden acute asthma symptoms or attacks.

Over-the-counter (OTC) medications – Substances sold direct to consumers without prescription.

Parent – Any adult responsible for the care and well-being of a minor student. "Parent" will be interpreted in the broadest sense to include any person responsible for the student whether that is a birth/adoptive parent, guardian, step parent, or foster parent.

Authority

The Board of Trustees (Board) directs all School employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.

Delegation of Responsibility

The Chief Executive Officer or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a Charter School employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[\[2\]](#)

The Certified School Nurse shall collaborate with parents/guardians, administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[\[3\]](#)[\[4\]](#)

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, designated administrators, and revised as necessary.

Guidelines

The Charter School shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Pennsylvania Department of Health Guidelines.[\[5\]](#)[\[6\]](#)[\[7\]](#)

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[\[8\]](#)[\[9\]](#)

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The Charter School shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.

7. Name of medication and amount dispensed.

8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Pennsylvania Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the School shall require the following:[9][10]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[11]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning Charter School health staff to be available.
2. Utilizing a licensed person from the Charter School's substitute list.

3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the Charter School and the individual.
5. Addressing with the parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking the parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

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Legal

[1. 22 PA Code 12.41](#)

[2. 42 Pa. C.S.A. 8337.1](#)

3. Pol. 1003.1

4. Pol. 1013

[5. 24 P.S. 1409](#)

6. Pol. 2009

7. Pol. 2016

[8. 24 P.S. 1414.1](#)

9. Pol. 2010.1

10. Pol. 2009.2

11. Pol. 1021

[24 P.S. 1401](#)

[24 P.S. 1402](#)

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

[2010-Attach.doc \(44 KB\)](#)



Book	Policy Manual
Section	2000 Students
Title	Medications
Code	2010
Status	Active
Adopted	November 2, 2022

Purpose

Westinghouse Arts Academy Charter School (WAACS) recognizes that some students must take prescription medication during school hours. This policy establishes that prescription medication must be taken in accordance with the direction of a parent/guardian or family physician and will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. [\[1\]](#)

Definitions

medication - shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

licensed prescribers - shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians' assistants.

EpiPen® – Epinephrine auto-injectors for the emergency treatment of life-threatening allergic reactions (anaphylaxis) caused by allergens, exercise, or other triggers; and for people who are at increased risk for these reactions.

Inhalers – Short-acting bronchodilators containing "quick-acting," "reliever," or "rescue" medications to relieve sudden acute asthma symptoms or attacks.

Over-the-counter (OTC) medications – Substances sold direct to consumers without prescription.

Parent – Any adult responsible for the care and well-being of a minor student. "Parent" will be interpreted in the broadest sense to include any person responsible for the student whether that is a birth/adoptive parent, guardian, step parent, or foster parent.

Authority

The Board of Trustees (Board) directs all School employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.

Delegation of Responsibility

The Chief Executive Officer or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a Charter School employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[2]

The Certified School Nurse shall collaborate with parents/guardians, administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[3][4]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, designated administrators, and revised as necessary.

Guidelines

The Charter School shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Pennsylvania Department of Health Guidelines.[5][6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The Charter School shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.

7. Name of medication and amount dispensed.

8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Pennsylvania Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the School shall require the following:[9][10]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[11]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning Charter School health staff to be available.
2. Utilizing a licensed person from the Charter School's substitute list.

3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the Charter School and the individual.
5. Addressing with the parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking the parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

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Legal

[1. 22 PA Code 12.41](#)

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3. Pol. 1003.1

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[5. 24 P.S. 1409](#)

6. Pol. 2009

7. Pol. 2016

[8. 24 P.S. 1414.1](#)

9. Pol. 2010.1

10. Pol. 2009.2

11. Pol. 1021

[24 P.S. 1401](#)

[24 P.S. 1402](#)

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

[2010-Attach.doc \(44 KB\)](#)



Book	Policy Manual
Section	2000 Students
Title	Monkeypox Prevention
Code	2003.1
Status	Active
Adopted	November 2, 2022

Monkeypox Prevention

Monkeypox does not spread easily between people. However, anyone in close contact with a person with monkeypox can get it and should take steps to protect themselves. People who do not have monkeypox symptoms cannot spread the virus to others.

People residing in a home with a person showing symptoms of monkeypox or who has tested positive for the monkeypox virus, or a person awaiting test results, can avoid getting the infection if they understand how it is spread. The virus can spread from person to person through direct contact with the rash, scabs, or body fluids of a person with monkeypox. It also can be spread by saliva droplets during prolonged, face-to-face contact, or during intimate physical contact, such as kissing, cuddling or intercourse. Touching objects, such as clothing or linens, previously touched by the rash or body fluids of a person infected with the disease, is another way monkeypox spreads.

Therefore, people in the home should:

- Avoid close, skin-to-skin contact with the infected or potentially infected person
- Not touch the rash or scabs
- Not kiss, hug, cuddle or have intercourse
- Not share eating utensils or cups
- Not handle or touch bedding, towels or clothing worn or used by the affected person
- Use a separate bathroom and sleeping spaces
- Wash hands often with soap and water or use an alcohol-based hand sanitizer
- Talk to a health care provider about the monkeypox vaccine

Preventative Measures

Use an EPA-registered disinfectant, in accordance with the manufacturer's instructions. Follow all manufacturer directions for use, including concentration, contact time, and care and handling. When choosing a disinfectant, it is important to consider any potential health hazards, and do not mix disinfectants or add other chemicals. More considerations can be found here: [Hazard Communication for Disinfectants Used Against Viruses | NIOSH | CDC](#). Follow these steps for safe and effective disinfectant use:

- Check that your product is EPA-registered
- Follow the product's directions. Check "use sites" and "surface types" to make sure this is the right product for your surface.
- The surface should remain wet for the amount of time indicated to ensure the product is effective. Reapply if necessary.

Cleaning and Disinfection

During isolation at home, people with monkeypox should clean and disinfect the spaces they occupy regularly to limit household contamination.

ISOLATING ALONE IN HOME

- People with monkeypox who are isolating alone at home should regularly clean and disinfect the spaces they occupy, including commonly touched surfaces and items, to limit household contamination. Perform hand hygiene afterwards using an alcohol-based hand rub (ABHR) that contains at least 60% alcohol, or soap and water if ABHR is unavailable.

ISOLATING WITH OTHERS IN HOME

- People with monkeypox who are isolating in a home with others who don't have monkeypox should follow the isolation and infection control guidance, and any shared spaces, appliances, or items should be disinfected immediately following use.

People who have recovered from monkeypox and whose isolation period has ended should conduct a thorough disinfection of all the spaces within the home that they had been in contact with. Follow the steps below to minimize risk of infection to others in your home after recovery.

- If cleaning and disinfection is done by someone other than the person with monkeypox, that person should wear, at a minimum, disposable medical gloves and a respirator or well-fitting mask.
- Standard clothing that fully covers the skin should be worn, and then immediately laundered according to recommendations below.
- Hand hygiene should be performed using an ABHR, or soap and water if ABHR is unavailable.
- Focus on disinfecting items and surfaces that were in direct contact with the skin of the person with monkeypox, or often in the presence of the person with monkeypox, during isolation. If unsure, disinfect.
- Do not dry dust or sweep as this may spread infectious particles.
 - Wet cleaning methods are preferred such as disinfectant wipes, sprays, and mopping.
 - Vacuuming is acceptable using a vacuum with a high-efficiency air filter. If not available, ensure the person vacuuming wears a well-fitting mask or respirator.
- Clean and disinfect household in the following order:
 - General waste containment
 - Collect and contain in a sealed bag any soiled waste such as bandages, paper towels, food packaging, and other general trash items.
 - Laundry
 - Gather contaminated clothing and linens before anything else in the room is cleaned. Do not shake the linens as this could spread infectious particles.
 - Hard surfaces and household items
 - Upholstered furniture and other soft furnishing
 - Carpet and flooring
 - Waste disposal

Laundry

Used or contaminated clothing, linens and bedding materials, towels, and other fabric items should be contained until laundering. When at all possible, people with monkeypox should handle and launder their own soiled laundry. Laundry should not be mixed with that of other members of the household.

Follow these laundering procedures:

- Handle soiled laundry according to standard practices, avoiding contact with contaminants from the rash that may be present on the laundry.

- Soiled laundry should never be shaken or handled in a manner that may spread infectious particles.
- In-home laundry facilities:
 - Transfer soiled laundry items to be laundered in an impermeable container or bag that can be disinfected afterwards. Alternatively, a fabric bag may be used that can also be laundered along with the soiled items.
 - Wash laundry in a standard washing machine with detergent, following label instructions. Laundry sanitizers may be used but are not necessary.
- In-home laundry facilities not available:
 - When in-home laundry facilities (facilities not shared with other households) are not available, individuals should coordinate with their local public health department to determine appropriate laundering options.

Hard Surfaces (and non-porous car interiors)

Routinely clean and disinfect commonly touched surfaces and items (such as counters or light switches) using an EPA-registered disinfectant in accordance with the manufacturer's instructions.

- This includes surfaces like tables, countertops, door handles, toilet flush handles, faucets, light switches, and floors.
- Include interior surfaces of refrigerator, freezer, other appliances, interior cabinet spaces, or drawers if they have been accessed by the person with monkeypox.
- Items and surfaces within the home that have likely not been in contact with the person while sick with monkeypox do not need to be disinfected.
 - This includes clothing and items in drawers or boxes that have not been in contact with, or in the direct presence of the person with monkeypox.
- Wash soiled dishes and eating utensils in a dishwasher with detergent and hot water or by hand with hot water and dish soap.

Upholstered Furniture, Carpet and Soft Furnishing (and porous car interiors)

- If the person with monkeypox had direct skin contact and/or excessive drainage of fluids from rashes onto soft furnishings, such as upholstered furniture, carpets, rugs, and mattresses, steam cleaning can be considered. Discuss with state or local health authorities for further guidance.
- If the person with monkeypox had minimal contact with soft furnishings, disinfect the surface with a surface-appropriate disinfectant.

Waste Disposal

Generally, management of waste from homes, including those of people with monkeypox isolating at home, should continue as normal. Municipal waste management systems routinely collect and dispose of waste materials from individuals with infectious diseases and can do so safely using existing procedures.

- The person with monkeypox should use a dedicated, lined trash can in the room where they are isolating.
 - Any gloves, bandages, or other waste and disposable items that have been in direct contact with skin should be placed in a sealed plastic bag, then thrown away in the dedicated trash can.
 - The person with monkeypox or other household members should use gloves when removing garbage bags and handling and disposing of trash.
- If professional cleaning services are used, treat and/or dispose of waste in accordance with applicable state, local, tribal, and territorial laws and regulations for waste management. For more information, the Department of Transportation has monkeypox-specific information in Appendix F-

2 of the federal interagency guidance for managing solid waste contaminated with a Category A infectious substance.



Book	Policy Manual
Section	2000 Students
Title	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
Code	2010.1
Status	Active
Adopted	March 1, 2023

Authority

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.[\[5\]](#)

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Delegation of Responsibility

The Chief Executive Officer or designee, in conjunction with the school nurse(s), shall develop administrative procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response.

The Chief Executive Officer or designee shall annually distribute this policy to students and parents/guardians, along with the Code of Student Conduct, and shall post this policy on the WAA website.[\[2\]](#)[\[6\]](#)[\[7\]](#)

Guidelines

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, administrative procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[\[1\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to WAA staff and other adults who have responsibility for the student in the school setting.[\[3\]](#)[\[8\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following: [2]

1. A written request from the parent/guardian that WAA complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that WAA is not responsible for ensuring the medication is taken and relieving WAA and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If student is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior. [2]
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector. [2]

WAA reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. [2]

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements. [2]

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on WAA property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards. [2][7][15][16]

If WAA denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other trained WAA employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication. [2]

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Legal

[1. 22 PA Code 12.41](#)

[2. 24 P.S. 1414.1](#)

3. Pol. 1003.1

[4. 24 P.S. 1414.2](#)

[5. 24 P.S. 1401](#)

[6. 22 PA Code 12.3](#)

7. Pol. 2018

8. Pol. 1013

9. Pol. 2010

10. Pol. 2009.1

[11. 24 P.S. 1409](#)

12. Pol. 1013.4

13. Pol. 2016

14. Pol. 2009

15. Pol. 1013.3

16. Pol. 2027

[17. 42 Pa. C.S.A. 8332](#)

[18. 42 Pa. C.S.A. 8337.1](#)

[19. 42 Pa. C.S.A. 8541](#)

[20. 42 Pa. C.S.A. 8545](#)

[21. 24 P.S. 1414.9](#)

[22. 42 Pa. C.S.A. 8547](#)

[23. 42 Pa. C.S.A. 8548](#)

[Pennsylvania Department of Health Guidance - Epinephrine Auto-Injector Administration, May 2018](#)



Book	Policy Manual
Section	2000 Students
Title	Promotion and Retention
Code	2015
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. Westinghouse Arts Academy Charter School (WAA) shall establish and maintain academic standards for each grade, level and/or program, and monitor individual student achievement in a continuous and systematic manner.[1]

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress and attainment of the academic standards established for each grade, level and/or program.[2][3][4]

A student shall be promoted to the next grade or level when s/he has successfully completed the curriculum requirements and has achieved the established academic standards, based on the professional judgement of the teaching staff and the results of assessments.[4]

Students with disabilities shall be assessed and placed in the appropriate grade, level and/or program in accordance with their Individualized Education Program (IEP).[5][6]

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures for promotion and retention of students, which assure that every effort will be made to remediate the student's difficulties before the student is retained. The building administrator shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

In all cases of retention, the parents/guardians and student shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[7]

WAA shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[7]

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.[8]

1. Pol. 1002

[2. 22 PA Code 4.12](#)

[3. 22 PA Code 4.42](#)

[4. 24 P.S. 1531](#)

5. Pol. 1003.1

6. Pol. 1013

7. Pol. 2012

8. Pol. 2017



Book	Policy Manual
Section	2000 Students
Title	Public Performances by Students
Code	2030
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Board supports public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled instructional activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.

Delegation of Responsibility

All requests for public performances by student groups require the approval of the building administrator, who shall report such requests to the Chief Executive Officer.

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.



Book	Policy Manual
Section	2000 Students
Title	Reporting Student Progress
Code	2012
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that communication between Westinghouse Arts Academy Charter School (WAA) and home is a vital component in the growth and education of each student. The Board acknowledges WAA's responsibility to keep parents/guardians informed of student welfare and academic progress.[1]

Authority

The Board directs that the Charter School's instructional program shall include a system of measuring all students' academic progress.[2][3][4]

The Board directs the Chief Executive Officer or designee to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures for reporting student progress to parents/guardians.

All teaching staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.[3]

Guidelines

Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.

Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.

Grade reports shall be issued at intervals of not less than quarterly.

WAA shall periodically review and evaluate the methods of reporting student progress to parents/guardians and make adjustments to the system as needed.

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Legal	1. Pol. 2016 2. 22 PA Code 4.11 3. 24 P.S. 1531 4. Pol. 1027
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Pol. 1002

Pol. 1038



Book	Policy Manual
Section	2000 Students
Title	School Wellness
Code	2046
Status	Active
Adopted	March 1, 2023

Purpose

Westinghouse Arts Academy Charter School (WAA) recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board of Trustees (Board) is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)

To ensure the health and well-being of all students, the Board establishes that the Charter School shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades 9-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with curriculum regulations and academic standards.

Delegation of Responsibility

The Chief Executive Officer or designee shall be responsible for the implementation and oversight of this policy to ensure WAA, each of its programs and curriculum is compliant with this policy, related policies and established guidelines or administrative procedures.[\[1\]](#)[\[2\]](#)

The designated building administrator shall annually report to the Chief Executive Officer or designee regarding compliance in WAA.[\[2\]](#)

Staff members responsible for programs related to school wellness shall report to the Chief Executive Officer or designee regarding the status of such programs.

The Chief Executive Officer or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[\[1\]](#)[\[2\]](#)

1. The extent to which WAA is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by WAA in attaining the goals of this policy.

At least once every three (3) years, WAA shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as WAA and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[\[2\]](#)

WAA shall annually inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via WAA website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[\[1\]](#)[\[2\]](#)

Guidelines

Recordkeeping

WAA shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include: [\[2\]](#)[\[3\]](#)

1. The written School Wellness policy.
2. Documentation demonstrating that WAA has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by WAA to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

WAA shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: WAA Trustee, administrator, food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each building and reflect the diversity of the community.[\[1\]](#)

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[\[2\]](#)

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Physical Activity

WAA shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical Education

A sequential physical education program shall be developed and implemented.[5][6]

All Charter School students must participate in physical education.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Accommodations or adaptive physical education classes shall be available for documented medical conditions and disabilities.[8]

Physical education shall be taught by certified health and physical education teachers.

Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

Physical activity shall not be used or withheld solely as a form of punishment.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[9][10]

Nutrition professionals who meet hiring criteria established by WAA and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for nutrition staff, as required by federal regulations.[7][11][12][13]

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in WAA during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods –

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[\[2\]](#)[\[14\]](#)[\[15\]](#)

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of WAA that students may access during the school day.[\[2\]](#)[\[14\]](#)

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[\[2\]](#)[\[14\]](#)

WAA may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[14\]](#)

Fundraiser Exemptions –

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative procedures.[\[16\]](#)

WAA may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers at the elementary and middle school levels, and up to ten (10) exempt fundraisers at the high school level. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[\[14\]](#)

WAA shall establish administrative procedures to implement fundraising activities, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods –

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the Charter School.

WAA shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting –

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative procedures.[\[2\]](#)[\[14\]](#)

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Management of Food Allergies

WAA shall establish Board policy and administrative procedures to address food allergy management in order to:[17]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all Charter School programs and activities.

Safe Routes to School

The Charter School shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

Charter School administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

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Legal

1. [42 U.S.C. 1758b](#)
2. [7 CFR 210.31](#)
3. [7 CFR 210.15](#)
4. [24 P.S. 1513](#)
5. Pol. 1002
6. Pol. 1005
7. Pol. 6008
8. Pol. 1003.1
9. [7 CFR 210.10](#)
10. [7 CFR 220.8](#)
11. [42 U.S.C. 1751 et seq](#)
12. [42 U.S.C. 1773](#)
13. [7 CFR 210.30](#)
14. [7 CFR 210.11](#)
15. [7 CFR 220.12](#)
16. Pol. 2029
17. Pol. 2009.1
- [24 P.S. 1422.3](#)
- [7 CFR Part 210](#)
- [7 CFR Part 220](#)
- [P.L. 111-296](#)
- Pol. 1003



Book	Policy Manual
Section	2000 Students
Title	Searches
Code	2026
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling Westinghouse Arts Academy Charter School's (WAA) interest in protecting and preserving the health, safety and welfare of the WAA population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

Charter School officials have the authority to lawfully search students or their belongings, including lockers or storage spaces, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when on WAA property or when otherwise under WAA supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the WAA population, or evidence that there has been a violation of the law, Board policy, or WAA rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. [\[1\]](#)
[\[2\]](#)[\[3\]](#)

WAA has a compelling interest in protecting and preserving the health, safety and welfare of the WAA population, which under certain circumstances may warrant general or random searches of students and their lockers or storage spaces, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto WAA property of controlled substances, weapons or other dangerous materials. [\[4\]](#)[\[5\]](#)

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers and storage spaces, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Chief Executive Officer or designee, in consultation with the WAA solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that WAA staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards. [\[1\]](#)

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

Students or their belongings, including lockers and storage spaces, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when on WAA property or when otherwise under WAA supervision, if there is a reasonable suspicion that the place or

thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the WAA population, or evidence that there has been a violation of the law, Board policy, or WAA rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1]

In determining whether reasonable suspicion exists, the administrator or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by WAA staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, Board policy or WAA rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers and storage spaces, or vehicles parked on WAA property, may be conducted during the school day or upon entry into WA buildings, property or WAA activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto WAA property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of WAA, which threatens to spill over into WAA, into a school-sponsored activity, or into other times and places that students are under WAA supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in the WAA.

Random or general searches not based on individualized suspicion must be approved in advance by the Chief Executive Officer or designee, in consultation with the WAA solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[6]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on Charter School property, that make the student's consent to random searches or inspections a condition of access to the privilege.

Searches By or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by WAA officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles, lockers or storage spaces are conducted by or at the request of law enforcement officials, with or without the involvement of WAA staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions.

WAA staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[6]

Locker/Storage Space Inspections and Searches

Lockers or storage spaces are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from WAA. Such lockers and storage spaces are and shall remain the property of WAA, and to the extent students have any expectation of privacy of lockers or storage spaces at all, it is very limited.

No student may place or keep in a locker or storage space any substance or object that is prohibited by law, Board policy or WAA rules, or that constitutes a threat to the health, safety or welfare of the occupants of WAA building or the building itself. Students are required to ensure that their lockers and storage spaces do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker or storage space may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker or storage space contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers and storage spaces to ensure the security of their personal belongings and WAA property entrusted to them. Students are permitted to secure their assigned lockers and storage spaces only with locks provided by WAA, or if WAA does not provide locks, personal combination locks for which the combination has been provided to designated WAA staff.

Prior to an individual locker or storage space search or inspection, the student to whom the locker or storage space is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker or storage space contains materials which pose a threat to the health, welfare or safety of WAA population, student lockers and storage spaces may be searched without prior notice to the student.

The building administrator or a designated staff person shall be present whenever a student locker or storage space is inspected for cleanliness or is searched. The building administrator or designee shall maintain written records of all occasions when a locker or storage space is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the WAA population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the WAA solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, Board policies or WAA rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The building administrator or Chief Executive Officer shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

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Legal

[1. 22 PA Code 12.14](#)

[2. PA Const. Art. I Sec. 8](#)

[3. U.S. Const. Amend. IV](#)

4. Pol. 2018.1

5. Pol. 2027

6. Pol. 6005.1

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)



Book	Policy Manual
Section	2000 Students
Title	Social Events and Class Trips
Code	2031
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) recognizes the value of student social events and class trips in enhancing and enriching the educational experience for students.

Authority

The Board shall make facilities available and provide appropriate staff for social events within the Charter School facilities that have been approved by the building administrator.

Class trips and social events that take place outside of Charter School facilities require approval by the Chief Executive Officer.

As voluntary participants in social events and class trips, students shall be held responsible for compliance with Board policies and WAA rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular WAA program.^{[1][2][3]}

Participation in social events and class trips is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative procedures or WAA rules.

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures governing the conduct of student social events and class trips.

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Legal	1. 24 P.S. 510
	2. Pol. 2018
	3. Pol. 2033



Book	Policy Manual
Section	2000 Students
Title	Student Assistance Program
Code	2036
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) is committed to assisting all students to achieve to their fullest potential.

Definition

Student Assistance Program (SAP) - a systematic process designed to assist WAA personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success; the process uses effective and accountable professional techniques to mobilize WAA resources to remove the barriers to learning and, when the problem is beyond the scope of WAA, to assist the parent/guardian and student with information so they may access services within the community.[\[1\]](#)

Authority

The Board shall provide a Student Assistance Program (SAP) that assists WAA staff in identifying issues and providing assistance to students in accordance with law and regulations.[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state law and regulations.[\[2\]](#)[\[3\]](#)

Guidelines

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of WAA.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

Legal

[1. 22 PA Code 12.16](#)

[2. 22 PA Code 12.42](#)

[3. 24 P.S. 1547](#)

[24 P.S. 1732-A](#)

[22 PA Code 12.41](#)

[42 Pa. C.S.A. 8337](#)

[20 U.S.C. 1232g](#)

[34 CFR Part 99](#)



Book	Policy Manual
Section	2000 Students
Title	Student Complaint Process
Code	2019
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) recognizes that students have the right to request redress of complaints. In addition, the Board believes that the demonstration of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints from students shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a *student complaint* shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the established administrative procedures developed by the Chief Executive Officer or designee.

The Board directs the Chief Executive Officer to ensure that students, staff and parents/guardians are informed of the established complaint process.

Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor or teacher; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reason(s) why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the Chief Executive Officer and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level of the complaint process, the student shall be afforded the opportunity to be heard personally by WAA authority.

A student shall not be subjected to any reprisals because of filing a complaint.



Book	Policy Manual
Section	2000 Students
Title	Student Discipline
Code	2018
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board, in accordance with Westinghouse Arts Academy Charter School (WAA) application and written Charter, shall establish fair, reasonable and nondiscriminatory rules and procedures regarding the conduct of all students at WAA. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline. [\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board prohibits the use of corporal punishment by WAA staff to discipline students for violations of Board policies, the Code of Student Conduct and WAA rules and procedures. [\[10\]](#)

Any student disciplined by a WAA employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated. [\[11\]](#)

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy. [\[8\]](#)[\[11\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, WAA shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[5\]](#)[\[8\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

On and Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of WAA or at any time while on WAA property, while present at school-sponsored activities, and while traveling to or from WAA and school-sponsored activities or at other times while riding in WAA-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when: [\[3\]](#)

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on WAA property or at WAA functions;

3. The conduct interferes with or threatens to interfere with the rights of students or WAA staff or the safe and orderly operation of WAA and its programs;
4. The conduct involves the theft or vandalism of WAA property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed to furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of WAA staff because of their status as WAA staff.

Delegation of Responsibility

The Chief Executive Officer or designee shall ensure that reasonable and necessary rules and procedures are developed to implement Board policy governing student conduct.

The Chief Executive Officer or designee shall publish and distribute to all staff, students and parents/guardians the Board policy, and rules and procedures for student behavior contained in the Code of Student Conduct, the consequences that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available on the WAA website, in student/parent handbooks, and in each WAA library and the WAA administrative office.[1][7][18]

The building principal or administrator shall have the authority to assign discipline to students, subject to Board policies, administrative procedures, the Code of Student Conduct and WAA rules, and to the student's due process right to notice, hearing, and appeal.[8][11][19][20]

Teaching staff and other WAA employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of WAA or threatens the health and safety of others, in accordance with Board policy, administrative procedures, the Code of Student Conduct and WAA rules.[19]

Reasonable force may be used by teachers and WAA authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[10]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term *incident* shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[21][22][23]

The Chief Executive Officer or designee shall immediately report required incidents and may report discretionary incidents committed by students on WAA property, at any school-sponsored activity or on a conveyance providing transportation to or from WAA or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][21][22][24][25][26]

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[16][21][27]

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[16][22][28][29][30][31]

When a student's behavior indicates a threat to the safety of the student, other students, WAA employees, WAA facilities, the community or others, WAA staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[32\]](#)[\[33\]](#)

The Chief Executive Officer shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

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Legal

- [1. 22 PA Code 12.3](#)
- [2. 22 PA Code 12.4](#)
- [3. 24 P.S. 510](#)
4. Pol. 1003
5. Pol. 1003.1
- [6. 22 PA Code 12.2](#)
7. Pol. 2035
8. Pol. 1013.3
9. Pol. 1046.1
- [10. 22 PA Code 12.5](#)
11. Pol. 2033
- [12. 20 U.S.C. 1400 et seq](#)
- [13. 22 PA Code 10.23](#)
- [14. 22 PA Code 711.61](#)
15. Pol. 1013.2
16. Pol. 6005.1
17. Pol. 1022
- [18. 24 P.S. 1743-A](#)
- [19. 24 P.S. 1317](#)
- [20. 24 P.S. 1318](#)
- [21. 22 PA Code 10.2](#)
- [22. 24 P.S. 1303-A](#)
- [23. 35 P.S. 780-102](#)
- [24. 22 PA Code 10.21](#)
- [25. 22 PA Code 10.22](#)
- [26. 24 P.S. 1302.1-A](#)
- [27. 22 PA Code 10.25](#)
28. Pol. 2018.1
29. Pol. 2018.2
30. Pol. 2022
31. Pol. 2027
- [32. 24 P.S. 1302-E](#)
33. Pol. 2036.1
- [24 P.S. 1716-A](#)
- [24 P.S. 1732-A](#)
- [22 PA Code 12.1 et seq](#)
- [34 CFR Part 300](#)

Mahanoy Area School District v. B.L., 594 U.S. ____ (2021)

Pol. 2020

Pol. 6005



Book	Policy Manual
Section	2000 Students
Title	Student Expression/Dissemination of Materials
Code	2020
Status	Active
Adopted	March 1, 2023

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board of Trustees (Board) respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with Westinghouse Arts Academy Charter School's (WAA) responsibility to maintain a safe and orderly school environment and to protect the rights of all members of WAA community.[\[1\]](#)

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of WAA-sponsored activities (nonschool materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of WAA, which shall be regulated separately as part of WAA's educational program.

Definitions

For the purposes of this policy, **dissemination** shall mean students distributing or publicly displaying nonschool materials to others:

1. On WAA property or during WAA-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by WAA.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of WAA. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on WAA property or at school functions; threatens serious harm to WAA or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:[\[1\]](#)

1. Violates federal, state or local laws, Board policy or WAA rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane;[\[2\]](#)
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to WAA or community;
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on WAA property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of WAA and its programs; or
7. Violates written WAA procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on WAA property or at WAA-sponsored events, or occurs at any time or place when created or communicated using WAA-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy will apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression: [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on WAA property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the Charter School and its programs.

Dissemination of Nonschool Materials

The Board requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of WAA, while recognizing the rights of students to engage in protected expression. [\[1\]](#)
[\[3\]](#)

The Board requires that students who wish to disseminate nonschool materials on WAA property shall obtain approval by submitting them at least 2 school days in advance to the building principal or administrator [\[1\]](#).

If the nonschool materials include matters prohibited by this policy, the building principal or administrator shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed nonschool materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed nonschool materials displayed in a fixed location of a WAA building shall bear the date when placed in each location. WAA may remove the materials within 10 school days of the posting or other reasonable time as stated in the applicable procedures.

Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

WAA officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of WAA or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

Appeal of the reviewer's decision may be made to the Chief Executive Officer and then to the Board, in accordance with Board policy and WAA procedures.[5]

Delegation of Responsibility

The Chief Executive Officer shall assist the building principal or administrator in determining the designation of the places and times nonschool materials may be disseminated in each WAA building. Such designations may take into account maintenance of the flow of student traffic throughout the building and shall limit dissemination of nonschool materials to noninstructional times.

When student dissemination of nonschool materials or other student expression violates this policy, the building principal or administrator may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.[6][7][8]

The Chief Executive Officer shall ensure that building principals, administrators and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on Charter School officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

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Legal

[1. 22 PA Code 12.9](#)

[2. 22 PA Code 12.2](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 511](#)

5. Pol. 2019

6. Pol. 2018

7. Pol. 2033

8. Pol. 1013.3

[24 P.S. 1716-A](#)

[24 P.S. 1732-A](#)

[2020-Attach.doc \(42 KB\)](#)



Book	Policy Manual
Section	2000 Students
Title	Student Fundraising
Code	2029
Status	Active
Adopted	March 1, 2023

Purpose

Westinghouse Arts Academy Charter School (WAACS) recognizes that fundraising by students and affiliated groups is an important part of supporting student programs and community nonprofit organizations. These guidelines have been developed to help communicate expectations for planning, approval, and implementation of Student and Adult Fundraising activities affiliated with Westinghouse Arts Academy student groups and programs.

Authority

The Board prohibits the collection of money by a student for personal benefit in Charter School buildings, on Charter School property or at any school-sponsored activity. Charter School students shall not be obligated to conduct door-to-door sales for fundraising activities.

Fundraising activities held during the school day involving the sale of food or beverages shall comply with Board policy related to school wellness.

General Planning Considerations

- All activities should be planned and carried out so as to safeguard the health, safety, and general well-being of students.
- No student can be required to participate in a fundraiser.
- Activity sponsors and school groups should thoroughly plan with building administration and allow adequate time for the approval process. The farther in advance that permission is secured, the more likely it is that correct implementation of Fundraising Policy will occur.
- Fundraising organizations must be sure to minimize the duplication of sales, overlapping of fundraisers which could overwhelm the community, and to ensure students are not distracted from their academic work.
- Student participation in school day fundraising may only occur during non-instructional periods, such as lunch, with permission from the building administration.
- Schools will not be involved in any way with fundraising activities that involve the use or sale of weapons, alcohol, tobacco, drugs, or medications, and/or any material that encourages violence, immorality, or abusive behavior. This also extends to students during the school day.
- Fundraisers from outside groups (ex. Boosters, Foundations, FTO's) that occur on Westinghouse Arts Academy property and/or have student involvement, may not involve the use or sale of weapons, alcohol, tobacco, drugs, or medications, and/or any material that encourages violence, immorality, or abusive behavior.
- Unapproved use of school or Westinghouse Arts Academy letterhead for the purpose of student fundraising, the solicitation of monetary donations by any school-sponsored organization, or the

solicitation by any outside group is not permitted.

- Building level fundraising efforts benefiting the school or a school-sponsored organization will not be included on the main Westinghouse Arts Academy website/social media accounts without prior authorization.
- Fundraising for personal benefit is prohibited.
- Students are prohibited from going door-to-door for sales or canvassing the community.
- All applicable sales tax must be paid on fundraiser items.
- Fundraisers need to be in compliance with all federal, state, local, and policy regulations.

Request for Fundraising

All requests for fundraising should following this standard procedure:

- The Employee sponsor for the student group should fill out and submit the Request for Fundraiser form to the Principal.
- Once the fundraising request has been approved, a meeting with the Business Administrator and the Employee sponsor will be scheduled to discuss the setting up of accounts for the organization.
- Once accounts have been established, the Employee sponsor will work with administration to secure the space needed for the fundraising activity.
- Once the event is concluded, the Employee sponsor will oversee the processing and deposit process of any funds received during the event while working with the Business Administrator.

Student Fundraising and Responsibilities

Student Fundraising is defined as any solicitation and collection of money or goods by students for any purpose.

Please review the following Westinghouse Arts Academy guidelines before submitting a request form for approval:

Sponsor responsibilities:

- The sponsor is responsible for maintaining accurate records of all sales activities and accounting for all items purchased from vendors for resale.
- Sponsors should take care to select a reputable company for the purchase of fundraising materials. In addition, the sponsor should maintain a good relationship with Westinghouse Arts Academy vendors by submitting bills to the Business Administrator for payment in a timely manner.
- Sponsors must keep control of the merchandise and money. Both should be secured at all times.
- Sponsors should keep accurate records of purchased items and funds received, collect all money due to the activity account, and keep a detailed list of any amounts due from students. Sales details should be turned in to the Business Administrator with all funds collected. The principal should be notified if student obligations are not paid.
- In planning fundraising activities, the first priority must be to protect the health, safety, and security of students.
- Fundraising activities should result in minimal disruption to the school day or instruction.
- When school-sponsored organizations want to raise funds, they must complete the Fundraising Request Form and receive formal approval from building administration at least four weeks prior to the start of the campaign.

- When outside companies or agencies are used for fundraising, the quality of the product and reputation of the firm must be considered. Related contracts must be reviewed and approved by the Director of Operations or the Director of Business Affairs prior to approval by the organization or start of fundraising activities.
- No money will be given to vendors prior to delivery of services. If up-front money is required, the school-sponsored organization will keep the funds if payment is required upon delivery.
- Fundraising activities shall be supportive of healthy eating and student wellness and in compliance with any state or local statutes.

Adult Fundraising

Adult Fundraising is defined as any solicitation and collection of money or goods by staff, parents, or affiliated groups as a part of the school affiliated program.

Adult Fundraising is divided into two classifications:

Classification 1:

Students may be present at the fundraiser with or without their parent(s), but are not involved in the solicitation and collection of funds. The fundraiser will take place on Westinghouse Arts Academy property. (ex. 50/50 raffle)

Classification 2:

Students may be present at the fundraiser with or without their parent(s), but are not involved in the solicitation and collection of funds. The event will not take place on Westinghouse Arts Academy property. (ex. golf outing, vacation raffle) When school affiliated groups are contemplating classification 2 fundraising events, the Westinghouse Arts Academy does not endorse these fundraising activities, but expects the affiliated group to submit the standard fundraising request forms at least one month in advance of the start of the fundraiser as a courtesy. All promotional materials for events of this sort must include Westinghouse Arts Academy standard disclaimer:

The opinions expressed here are those of [INSERT ORGANIZATION NAME HERE] and do not necessarily reflect the views of Westinghouse Arts Academy. Distribution of information and/or display of material does not constitute endorsement of any product, service, organization, company, information provider, or content by Westinghouse Arts Academy).

Guidelines for Adult Fundraising Classifications:

The following guidelines have been developed for sharing with the organizations and groups interested in adult fundraising and may be discussed at Family Teacher Organization meetings as needed.

- Organizations that request to conduct an Adult Fundraising activity must submit a Fundraising Request Form to building administration at least four weeks prior to the start of the campaign.
- When students are involved with the proposed activity, and/or the fundraising event is going to occur on school grounds or at a school event, fundraisers conducted by staff, Family Teacher Organizations (FTOs), and Booster Groups must follow Westinghouse Arts Academy guidelines for Student Fundraising and are not classified as an Adult Fundraiser.
- When FTO or Booster Clubs plan fundraisers to take place on Westinghouse Arts Academy property, in addition to the Fundraising Request Form, they must also request the facility usage online. Groups may incur costs (ex. custodial fees) and will be responsible for paying those costs as part of their fundraising efforts. Additional information can be found on the Facility Requests page of the Westinghouse Arts Academy website.
- 50/50 and other Small Games of Chance events also require approval from building administration and the Director of Operations prior to their start. FTO or Booster Clubs wishing to sponsor small games of chance should review the requirements found in the Westinghouse Arts Academy Procedural Guidelines for the Operation of Small Games of Chance and must submit a copy of

their Small Games of Chance license as well as evidence of valid Blanket Bond coverage for organization's treasurer with the Fundraising Request Form.

- Those who are planning FTO, Booster Groups, and other adult fundraising events that do not occur with student involvement and do not occur on school grounds (Classification 2), should be mindful of:
 - the timing of the fundraising event related to other events in the community
 - the potential presence of students if the fundraising includes items/activities which would be prohibited for student groups (ex. alcohol, gambling, weapons)

Delegation of Responsibility

Fundraising activities by approved Charter School classes, programs, clubs and student organizations may be permitted by the Chief Executive Officer or the Principal.

The Chief Executive Officer or designee shall distribute this policy and relevant administrative procedures to each class, program, club or student organization granted permission to conduct fundraising activities.

Funds collected shall be controlled by Board policy and Charter School procedures.[2]

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Legal
1. Pol. 2046
2. Pol. 4018



Book	Policy Manual
Section	2000 Students
Title	Student Government
Code	2028
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) acknowledges the importance of offering students the opportunity to participate in self-government within Westinghouse Arts Academy Charter School (WAA).

The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and to offer another avenue toward the realization of WAA goals.

Authority

The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.

The Board will recognize the Student Leadership Committee as the official voice of the student body.

The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents.

The Principal shall be the qualified member of the faculty to serve as an advisor for student government activities.



Book	Policy Manual
Section	2000 Students
Title	Student Records
Code	2016
Status	Active
Adopted	March 1, 2023

Authority

The Board of Trustees (Board) recognizes Westinghouse Arts Academy Charter School's (WAA) responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by WAA and revised as required by changes in federal or state laws and regulations.

Copies of the student records plan shall be submitted to the Pennsylvania Department of Education, upon request.

The Board also recognizes that the chartering school district(s) and the Pennsylvania Department of Education [\[12\]](#)[\[20\]](#) shall have ongoing reasonable access to the records and facilities of WAA to ensure WAA is in compliance with its written Charter, Charter School application and applicable laws and regulations. This may include access to student education records and information; however, all access shall comply with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations when dealing with student education records and personally identifiable information. [\[5\]](#)[\[19\]](#)

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program. [\[21\]](#)

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. [\[1\]](#)[\[21\]](#)

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[\[21\]](#)

Education records - records that are directly related to a student, maintained by WAA or by a party acting for WAA.[\[1\]](#)[\[21\]](#)

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by WAA after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, WAA shall make the education records accessible to the parent of said student.[\[21\]](#)[\[22\]](#)

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. WAA shall give full rights to either parent unless WAA has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[\[21\]](#)[\[23\]](#)

Personally identifiable information - includes, but is not limited to:[\[21\]](#)

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who WAA reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at WAA and regarding whom WAA maintains education records.[\[21\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All WAA personnel having access to student education records shall receive training in the requirements of Board policy, the student records plan, and applicable federal and state laws and regulations as directed by the Chief Executive Officer.

Guidelines

WAA's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[18][24].
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. WAA may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. WAA shall not charge a fee to search for or to retrieve information in response to a parental request.[25][26][27].
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[28].
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[29][30].
6. Enumerating and defining the types, locations and persons responsible for education records maintained by WAA.
7. Determining the types of personally identifiable information designated as directory information.[21][31].
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[5][32].
9. Reasonable methods to ensure that WAA officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a WAA official and what constitutes a legitimate educational interest.[24][33].
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[34].
11. Ensuring appropriate review, retention, disposal and protection of student records.[5][17].
12. Transferring and receiving education records and appropriate disciplinary records to and from other school entities.[5][7][13][18].

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.[35]

Termination or Nonrenewal of Charter

In the event WAA's charter is revoked, nonrenewed or expired, all student records maintained by WAA shall be forwarded to the student's school district of residence.[36][37].

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to WAA officials by a law enforcement agency. Such notation shall be removed when WAA is notified by the appropriate law enforcement agency that a missing child has been recovered.[38].

In the event WAA receives a request for information from the school records of a missing child, WAA shall:[\[39\]](#)

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

NOTE: Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue SW
Washington D.C. 20202-5920

DO NOT add guardian to this policy, based on definition of "parent".

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Legal

- [1. 20 U.S.C. 1232g](#)
- [2. 22 PA Code 12.31](#)
- [3. 22 PA Code 12.32](#)
- [4. 22 PA Code 4.52](#)
- [5. 22 PA Code 711.8](#)
- [6. 24 P.S. 1304-A](#)
- [7. 24 P.S. 1305-A](#)
- [8. 24 P.S. 1306-A](#)
- [9. 24 P.S. 1307-A](#)
- [10. 24 P.S. 1402](#)
- [11. 24 P.S. 1409](#)
- [12. 24 P.S. 1743-A](#)
- [13. 24 P.S. 1744-A](#)
- [14. 34 CFR Part 300](#)
- [15. 34 CFR Part 99](#)
- [16. 42 Pa. C.S.A. 6341](#)
17. Pol. 1013.4
18. Pol. 2000
- [19. 24 P.S. 1728-A](#)
- [20. 24 P.S. 1742-A](#)
- [21. 34 CFR 99.3](#)
- [22. 34 CFR 99.5](#)
- [23. 34 CFR 99.4](#)
- [24. 34 CFR 99.7](#)
- [25. 34 CFR 99.10](#)
- [26. 34 CFR 99.11](#)
- [27. 34 CFR 99.12](#)
- [28. 34 CFR 99.20](#)
- [29. 34 CFR 99.21](#)

[30. 34 CFR 99.22](#)

[31. 34 CFR 99.37](#)

[32. 34 CFR 99.30-99.39](#)

[33. 34 CFR 99.31](#)

[34. 34 CFR 99.32](#)

35. Pol. 2050

[36. 24 P.S. 1729-A](#)

[37. 24 P.S. 1741-A](#)

[38. 35 P.S. 450.403-A](#)

[39. 35 P.S. 450.404-A](#)

[24 P.S. 1732-A](#)

[35 P.S. 450.401-A et seq](#)

Pol. 1013

Pol. 1013.3



Book	Policy Manual
Section	2000 Students
Title	Student Recruitment
Code	2050
Status	Active
Adopted	March 1, 2023

Authority

In accordance with law, the Board of Trustees (Board) and Westinghouse Arts Academy (WAA) shall permit disclosure of required student directory information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Guidelines

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent. [\[1\]](#)[\[3\]](#)

WAA shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent, and the procedures and timeline for opting out. [\[1\]](#)[\[3\]](#)
[\[4\]](#)

WAA shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation. [\[4\]](#)

Military Personnel

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on WAA property. [\[5\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The Chief Executive Officer or designee reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation and discipline of WAA; is likely to cause violence or disorder; or will constitute a violation of the rights of other students.



Book	Policy Manual
Section	2000 Students
Title	Student Rights and Responsibilities
Code	2035
Status	Active
Adopted	March 1, 2023

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Board of Trustees (Board) has the authority and responsibility to establish reasonable rules and procedures for the conduct and deportment of Westinghouse Arts Academy Charter School (WAA) students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and WAA rules and procedures.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and WAA rules and procedures; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[\[2\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

It shall be the responsibility of the student to:[\[7\]](#)

1. Be aware of all policies, rules and procedures for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[\[9\]](#)
2. Volunteer information in matters relating to the health, safety and welfare of the WAA community and the protection of WAA property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.[\[12\]](#)
4. Assist WAA staff in operating a safe school.
5. Comply with federal, state and local laws and regulations.
6. Exercise proper care when using WAA facilities, supplies and equipment.
7. Attend school daily and be on time to all classes and other programs and school activities.[\[8\]](#)
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by WAA authorities.
10. Report accurately in student media.[\[10\]](#)

11. Avoid using obscene language in student media or on WAA property.[10]

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[9][13]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[2][9]

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

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Legal

[1. 22 PA Code 12.1](#)

[2. 22 PA Code 12.3](#)

[3. 22 PA Code 12.4](#)

[4. 22 PA Code 12.9](#)

[5. 22 PA Code 4.4](#)

[6. 24 P.S. 510](#)

[7. 22 PA Code 12.2](#)

8. Pol. 2004

9. Pol. 2018

10. Pol. 2020

11. Pol. 1030

12. Pol. 2021

13. Pol. 2033

[24 P.S. 1732-A](#)

Pol. 1003

Pol. 2018.1

Pol. 2018.2

Pol. 2049

Pol. 5005



Book	Policy Manual
Section	2000 Students
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	2051
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy (WAA) recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to eliminating barriers to application for admission; facilitating the immediate enrollment; and providing support for attendance, education and graduation in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Authority

The Board directs WAA staff to collaborate with the student's school district of residence, local children and youth agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other WAA students; no student shall be discriminated against, segregated or stigmatized due to experiencing educational instability, homelessness or foster care.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board authorizes the Chief Executive Officer to waive specific requirements in Board policies and procedures to the extent that they create barriers for the application, enrollment, attendance, school stability and success in school of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Dress code.[\[7\]](#)
2. Transportation.[\[8\]](#)
3. WAA-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, internships and specialized classes.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
4. Fees related to WAA-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[\[7\]](#)[\[10\]](#)[\[11\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)
5. Graduation.[\[13\]](#)
6. Activity or program registration deadlines.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[\[1\]](#)

1. Homelessness.[4]
2. An adjudication of:[16][17]
 - a. Dependency relating to child protective services and juvenile matters;
 - b. Delinquency, if disclosed by the student's parent/guardian; or
 - c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[18]

Enroll or Enrollment means attending classes and participating fully in school activities.[19]

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[18]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[19]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school which the homeless child or youth attended when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[20]
- The school of origin for a *child in foster care* - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[5]
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the

next grade level for all feeder schools, where applicable.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [\[19\]](#)

Delegation of Responsibility

The Board designates the Chief Executive Officer, the Federal Programs Coordinator, or the Director of Student Services to serve as WAA's point of contact for students experiencing educational instability. [\[1\]](#) [\[2\]](#)[\[20\]](#)

The name and contact information of WAA's point of contact shall be included in the student's education records and provided to the student's education decision maker. [\[1\]](#)

WAA's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs: [\[1\]](#)[\[2\]](#)[\[20\]](#)

1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that WAA is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. The student's school district of residence.
3. Other local service agencies and entities that provide services to students experiencing educational instability.
4. Other school entities on issues of prompt identification, transfer of records, transportation and other inter-school activities.
5. WAA staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act. [\[9\]](#)[\[21\]](#)
6. State and local housing agencies responsible for comprehensive housing affordability strategies.

WAA's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall: [\[1\]](#)

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses and programs.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

WAA's point of contact shall coordinate with the point of contact in the chartering school district(s) to ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[20]

WAA shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[20]

Training

WAA's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability and children in foster care.

Additional Training to Support Homeless Students -

WAA's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[20]

WAA's point of contact shall arrange professional development programs for school staff, including office staff.[20]

WAA personnel providing services to homeless children and youths, including enrollment staff, shall receive professional development and support to:[20]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students experiencing educational instability who are enrolled at WAA shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[1]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with WAA.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other WAA staff who have a legitimate need to know unless authorized by the student or parent/guardian.[22][23]

Enrollment and Placement

Except when an unaccompanied youth or the parents/guardians of a homeless child request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[2][20]

Best Interest Determination -

The best interest determination shall be made in coordination with the local children and youth agency, where applicable, the child's or youth's school district of residence, and in accordance with federal and state laws and regulations, court orders and established local procedures.[\[2\]](#)[\[20\]](#)

In determining the best interest of a child or youth, WAA, in coordination with the child's or youth's school district of residence, shall:[\[2\]](#)[\[20\]](#)

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.
2. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
3. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements, including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[\[22\]](#)[\[23\]](#)

WAA shall notify the child's or youth's school district of residence of any placement and enrollment changes.[\[6\]](#)

Placement - Homeless Students -

In accordance with the homeless child's or youth's best interest, WAA shall continue to serve a homeless student in the student's school of origin while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[\[20\]](#)

An unaccompanied homeless youth or the parents/guardians of a homeless student may request enrollment in a Charter School in the area where the student is actually living or other schools.[\[20\]](#)

WAA's point of contact, in coordination with the point of contact from the homeless child's or youth's school district of residence, shall assist an unaccompanied homeless youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[\[20\]](#)

Timeliness of Enrollment -

WAA shall immediately enroll a student experiencing educational instability who has been admitted to WAA in accordance with Board policy, and begin programs and services, even if the student is unable to produce records normally required for enrollment, in accordance with state and federal laws and regulations.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[6\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

WAA's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[\[1\]](#)[\[2\]](#)[\[6\]](#)[\[20\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

WAA may require a parent/guardian to submit contact information.[\[20\]](#)

Assignment -

If WAA is unable to determine the student's grade or level due to missing or incomplete records, WAA may administer tests or utilize appropriate means to determine the student's assignment to the appropriate grade, level or Charter School program.

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[\[27\]](#)

Dispute Resolution for Homeless Students -

If WAA, in coordination with the school district of residence, determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, WAA shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for the determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[20]

If a dispute arises:[20]

1. The parent/guardian or unaccompanied youth shall be referred to WAA's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. WAA's point of contact, in coordination with the point of contact from the child's or youth's school district of residence, shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[22][23][28]

WAA may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[22][23][28]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other WAA students including, but not limited to:[20][29]

1. Transportation services.[8]
2. School nutrition programs.[14]
3. Career and technical education.
4. Educational programs for which the student meets the eligibility criteria, such as:

- a. Services provided under Title I or similar state or local programs.
- b. Programs for English Learners.[30]
- c. Programs for students with disabilities.[9]
- d. Programs for gifted and talented students.

Transportation for Students in Foster Care –

WAA shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[3][8]

To ensure that transportation for children in foster care to their school of origin is provided, arranged and funded, WAA shall collaborate with the local children and youth agency to develop a local transportation plan.[3]

WAA shall consult with the school solicitor and the child's school district of residence to consider:

1. Incorporating the school district of residence's transportation procedures into the local transportation plan.
2. Including language in the local transportation plan referencing the responsibilities of the school district of residence in providing transportation services in accordance with state law.[31]

The local transportation plan shall address the following:[3]

1. The procedure WAA and local children and youth agency will follow to:
 - a. Promptly provide transportation for children in foster care;
 - b. Promptly arrange transportation for children in foster care; and
 - c. Ensure transportation is funded in a cost-effective manner and in accordance with applicable law.[5]
2. How transportation costs will be covered if additional costs are incurred, in accordance with applicable state and federal laws.[3][31]
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.[32]

WAA shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to other WAA students.[2][3]

Course Credit and Graduation

WAA shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. WAA's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[1][2][3]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[1][13]
 - a. Competency demonstration, which could include, but is not limited to:

- i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
- b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by WAA.
2. If a specific course requirement cannot be waived, WAA shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
 3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, WAA determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not to be eligible for graduation, WAA may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[\[1\]](#)[\[33\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

WAA's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[\[1\]](#)[\[33\]](#)

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[\[9\]](#)[\[13\]](#)

Students with an IEP may elect to remain in school until age twenty-one (21) even if WAA determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[\[13\]](#)

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Legal

- [1. 24 P.S. 1331.1](#)
- [2. 20 U.S.C. 6311](#)
- [3. 20 U.S.C. 6312](#)
- [4. 42 U.S.C. 11431 et seq](#)
- [5. 42 U.S.C. 675](#)
- 6. Pol. 2000
- 7. Pol. 2021
- 8. Pol. 6010

9. Pol. 1013
10. Pol. 1021
11. Pol. 1022
12. Pol. 2031
13. Pol. 2017
14. Pol. 6008
15. Pol. 1010
- [16. 23 Pa. C.S.A. 6301 et seq](#)
- [17. 42 Pa. C.S.A. 6301 et seq](#)
- [18. 45 CFR 1355.20](#)
- [19. 42 U.S.C. 11434a](#)
- [20. 42 U.S.C. 11432](#)
21. Pol. 1003.1
22. Pol. 1013.4
23. Pol. 2016
24. Pol. 2003
25. Pol. 2004
26. Pol. 2009
27. Pol. 7006
- [28. 20 U.S.C. 1232g](#)
29. Pol. 1046
30. Pol. 1038
- [31. 24 P.S. 1726-A](#)
- [32. 34 CFR 299.13](#)
- [33. 24 P.S. 121](#)
- [20 U.S.C. 6301 et seq](#)
- [34 CFR Part 99](#)
- [67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide



Book	Policy Manual
Section	2000 Students
Title	Surveys
Code	2035.1
Status	Active
Adopted	March 1, 2023

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[\[1\]](#)

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[\[1\]](#)

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board of Trustees, based on the Chief Executive Officer's recommendation, prior to administration to Westinghouse Arts Academy Charter School (WAA) students.

Guidelines

All surveys and instruments used to collect information from students shall relate to WAA's educational objectives.[\[2\]](#)

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[\[1\]](#)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.[\[1\]](#)[\[3\]](#)

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building administrator, Chief Executive Officer, Federal Programs Coordinator, or the Director of Student Services.[\[1\]](#)[\[2\]](#)

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[\[1\]](#)[\[2\]](#)
[\[4\]](#)

Collection of Information for Marketing, Sales or Other Distribution Purposes

WAA shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[\[1\]](#)

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[\[1\]](#)

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[\[1\]](#)

Privacy

WAA shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[\[1\]](#)

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[\[1\]](#)[\[2\]](#)
[\[4\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall notify parents/guardians and students of:[\[1\]](#)

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.

4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Chief Executive Officer or designee shall establish administrative procedures for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

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Legal

[1. 20 U.S.C. 1232h](#)

[2. 22 PA Code 12.41](#)

3. Pol. 1005.1

[4. 22 PA Code 4.4](#)



Book	Policy Manual
Section	2000 Students
Title	Suspension and Expulsion
Code	2033
Status	Active
Adopted	November 2, 2022

Purpose

The Board of Trustees (Board) recognizes that exclusion from the educational programs of Westinghouse Arts Academy Charter School (WAACS), whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from the School, and shall establish procedures regarding suspension and expulsion of Charter School students, in accordance with law, regulations, the Charter School application and the written Charter. All exclusions affecting students with disabilities shall be governed by applicable state and federal laws and regulations, and Board policy. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student. [\[2\]](#)[\[5\]](#)[\[10\]](#)

Guidelines

Exclusion From School - Suspension

The Chief Executive Officer or Principal may suspend a student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days, and shall immediately notify the parent/guardian in writing when the student is suspended. [\[2\]](#)[\[5\]](#)

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the School official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the School population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period. [\[2\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated School official. Such hearing shall take place as soon as possible after the suspension, and the Charter School shall offer to hold it within the first five (5) days of the suspension. [\[2\]](#)[\[10\]](#)

Informal hearings under this provision shall be conducted by the Principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses. [\[10\]](#)

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension. [\[10\]](#)
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The School shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the School. [\[3\]](#)

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the Principal. [\[3\]](#)[\[10\]](#)

Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions. [\[3\]](#)[\[10\]](#)

WAACS shall provide for the student's education during the period of in-school suspension. [\[3\]](#)

Expulsion

Expulsion is exclusion from school for a period exceeding ten (10) consecutive school days. WAACS may permanently expel from the School any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before Administration and upon action taken by the Board after the hearing. [\[2\]](#)[\[5\]](#)[\[10\]](#)

Expulsion Hearings

A formal hearing shall be required in all expulsion actions. [\[2\]](#)[\[5\]](#)[\[10\]](#)[\[11\]](#)

The formal hearing shall observe the due process requirements of: [\[10\]](#)

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after WAACS has acted to expel a student. The adjudication may include additional conditions or sanctions.[12]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[2][13]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the School may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class or program would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[2][4][13][14]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the School that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the School shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations, and Board policy.[4][8][15]

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
[9]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Procedures regarding student records, which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[16]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to the Charter School upon such conditions as may be imposed by the Board.

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Legal

- [1. 20 U.S.C. 1400 et seq](#)
- [2. 22 PA Code 12.6](#)
- [3. 22 PA Code 12.7](#)
- [4. 22 PA Code 711.61](#)
- [5. 24 P.S. 1318](#)
- [6. 24 P.S. 1719-A](#)
- [7. 34 CFR Part 300](#)
8. Pol. 1013.3
9. Pol. 2018
- [10. 22 PA Code 12.8](#)
- [11. 2 Pa. C.S.A. 101 et seq](#)
- [12. 2 Pa. C.S.A. 101](#)
13. Pol. 2004
- [14. 24 P.S. 1326](#)
15. Pol. 1013
16. Pol. 2016
- [24 P.S. 1732-A](#)
- [22 PA Code 12.3](#)



Book	Policy Manual
Section	2000 Students
Title	Temporary Medical Excusals
Code	2004.1
Status	Active
Adopted	March 1, 2023

Authority

The Board of Trustees (Board) directs Westinghouse Arts Academy Charter School (WAA) to consider requests for temporary excusals from attendance upon receipt of satisfactory evidence of mental, physical or other urgent reasons which warrant the student’s absence. The term “urgent reasons” shall be strictly construed and does not permit irregular attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Students excused from school attendance under this policy may be provided homebound instruction. The purpose of homebound instruction shall be to keep students on track academically while the student is temporarily out of school.[\[1\]](#)

Temporary medical excusals and the provision of homebound instruction are discretionary and not required by law or regulations.[\[1\]](#)

Guidelines

Eligibility and Conditions

A student may be considered for a temporary medical excusal for a temporary medical, physical, psychological and/or psychiatric condition considered medically urgent and so severe that:

1. The condition will persist for more than 10 school days; **and**
2. The condition will prevent the student from attending any part of the school day. If the student’s school program can be modified to accommodate his/her needs, then a temporary medical excusal is not appropriate.

The request for a temporary medical excusal must be based on the recommendation of an appropriately certified/licensed physician, psychologist, and/or psychiatrist.

Students and/or parents/guardians must obtain a Temporary Medical Excusal form from the building administrator or designee. The form must be completely filled out and contain the required medical certification for consideration by WAA.

WAA must be granted ongoing permission by the parent/guardian to contact the recommending physician, psychologist, or psychiatrist for verification and/or updates regarding a student’s temporary medical excusal. Revocation of permission shall constitute revocation of the temporary medical excusal.

WAA requires a reassessment of the student to determine eligibility for a temporary medical excusal after 30 school days.

Duration of an Approved Temporary Medical Excusal

An approved temporary medical excusal shall be effective for a specified time period not to exceed 3 months.[\[1\]](#)

Denial and Revocation

If an application for a temporary medical excusal is denied and no other accommodations or arrangements are made by WAA, the student shall be requested to return to school. Students denied a temporary medical excusal shall be subject to all laws, regulations, and Board policies governing school attendance.[3]

An approved temporary medical excusal may be revoked by WAA. Whenever possible, WAA shall provide the parent/guardian with at least forty-eight (48) hours' notice of such termination.

Any change in conditions affecting eligibility or breach of the conditions set forth in this policy may result in denial of the application or revocation of a temporary medical excusal.

Participation in Extracurricular Activities

Students on a temporary medical excusal shall not be eligible to participate in any clubs, athletics, field trips, performances, and/or other extracurricular, co-curricular or after-school activities.[4][5]

Homebound Instruction During Temporary Medical Excusals

Homebound instruction may be provided during an approved temporary medical excusal at WAA's discretion. Homebound instruction should not be considered as a replacement to attendance and instruction in the school setting, and parents/guardians and students do not have a legal right to homebound instruction during a temporary medical excusal.

Homebound instruction is not intended to take the place of a regular or special educational program obtained through regular school attendance and is not an educational placement. The purpose of homebound instruction is to maintain current skill levels and prevent regression, if possible, until the student can return to school.

Following approval of a temporary medical excusal, WAA shall determine whether to provide homebound instruction in accordance with law and regulations. Homebound instruction will only be provided under the following limitations and conditions:[1]

1. Homebound instruction may only be provided where the temporary medical excusal period is expected to exceed 3 months.
2. The period of homebound instruction for an individual student may not exceed three (3) months, except that WAA may request approval from the Pennsylvania Department of Education to extend the provision of homebound instruction. Any such extension shall be re-evaluated every three (3) months.[1]
3. The hours of instruction shall not exceed 5 hours per week maximum, or the maximum that the health and well-being of the student will allow, whichever is less.
4. WAA is under no obligation to reschedule missed or cancelled sessions, but may attempt to do so.
5. Homebound instruction during a temporary medical excusal shall be based upon provision of assignments and materials from the student's current courses, as provided by the student's teachers. Such teachers have discretion to substitute alternate assignments if the regular assignments are not appropriate for homebound instruction.
6. WAA may choose to use online instruction or other programs instead of live instruction.
7. Due to the nature of course content, it may not be possible for the instructor to deliver or teach specific course content. In such a case, the student shall be required to reschedule such course(s) during the next available school term.
8. Each hour of homebound instruction is to be supported by one (1) to three (3) hours of independent study by the student, depending on grade level, and as permitted by the student's medical condition.
9. Parents/Guardians are required to provide an educational learning environment within the home conducive to conducting the assigned course work. It is expected that family members will not

interfere with instruction sessions. It is expected that students will be prepared for sessions. Eating during sessions is not permitted unless necessary for medical reasons. If an appropriate environment conducive to learning is not provided, homebound instruction may be terminated

Discontinuation of Homebound Instruction

WAA reserves the right to discontinue homebound instruction at any time and for any reason. Homebound instruction shall be discontinued when any one (1) of the following occurs:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health and/or safety of the teacher.
2. A parent/guardian or other responsible adult is not at home or does not remain in the home with the student during the hours of instruction.
3. The parents/guardians and/or student routinely cancel instructional sessions.
4. The medical condition of the student is such as to preclude any benefit from such instruction.
5. A student is routinely unprepared for instructional sessions.
6. The home environment is not conducive to learning (loud noise or other distractions; family members or other individuals interfering with work; no suitable place to work; unsanitary conditions; etc.).

Disability Accommodations

Temporary medical excusals are designed for students with temporary medical conditions and are not intended to be and may not be substituted for appropriate in-school accommodations for students with disabilities who are able to attend some part of the school day. Students with disabilities may be entitled to accommodations during the school day under federal laws and regulations.

Parents/Guardians seeking accommodations for their students should contact the Chief Executive Officer.[6][7]

Temporary Medical Excusal Not a Special Education Placement

Identified students with disabilities may, in some cases, receive special education instruction in the home, in accordance with the individualized education program (IEP). This is called "instruction in the home" and is not the same as a temporary medical excusal with homebound instruction. Instruction in the home is a placement within the special education continuum that may be chosen by an IEP Team where the Team has determined that this is the appropriate educational placement for the eligible student to receive a free appropriate public education, in accordance with law, regulations and Board policy.[8]

Parents/Guardians who have additional questions about instruction in the home or need further clarification should contact the Chief Executive Officer.

If a parent/guardian believes his/her child may be eligible for accommodations for a student with a disability or special education services, the parent/guardian has the right to request that the child be evaluated in accordance with law and regulations. Requests for evaluation should be made to the Director of Student Services.[7][8][9]

Delegation of Responsibility

The Chief Executive Officer or designee may develop administrative procedures for review, approval and implementation of temporary medical excusals, in accordance with law and regulations.

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Legal

[1. 22 PA Code 11.25](#)

[2. 24 P.S. 1329](#)

3. Pol. 2004

4. Pol. 1021
5. Pol. 1022
6. Pol. 1003
7. Pol. 1003.1
8. Pol. 1013
9. Pol. 1013.1



Book	Policy Manual
Section	2000 Students
Title	Terroristic Threats
Code	2018.2
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) recognizes the danger that terroristic threats by students present to the safety and welfare of Westinghouse Arts Academy Charter School (WAA) students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions. [\[1\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. [\[1\]](#)

Authority

The Board prohibits any WAA student from communicating terroristic threats directed at any student, employee, Trustee, community member or property owned, leased or being used by WAA.

In the case of a student with a disability, including a student for whom an evaluation is pending, WAA shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative procedures, and with the procedures set forth in the memorandum of understanding with local law enforcement officials and WAA's emergency preparedness plan. [\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, WAA staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [\[11\]](#)[\[12\]](#)

WAA staff members and students shall be made aware of their responsibility to inform the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat. [\[12\]](#)[\[13\]](#)

The threat assessment team shall immediately inform the Chief Executive officer or designee, School Safety and Security Coordinator and building principal or administrator of a terroristic threat, in accordance with Board policy and administrative procedures.[12]

The Chief Executive Officer or designee may report incidents involving terroristic threats on WAA property, at any school-sponsored activity or on a conveyance providing transportation to or from WAA or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][14][15][16]

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[8][14][17]

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[8][16]

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Legal

[1. 18 Pa. C.S.A. 2706](#)

[2. 20 U.S.C. 1400 et seq](#)

[3. 22 PA Code 10.23](#)

[4. 22 PA Code 711.61](#)

5. Pol. 1003.1

6. Pol. 1013.2

7. Pol. 1013.3

8. Pol. 6005.1

[9. 24 P.S. 1302.1-A](#)

10. Pol. 6005

[11. 24 P.S. 1302-E](#)

12. Pol. 2036.1

[13. 22 PA Code 12.2](#)

[14. 22 PA Code 10.2](#)

[15. 22 PA Code 10.22](#)

[16. 24 P.S. 1303-A](#)

[17. 22 PA Code 10.25](#)

18. Pol. 2033

[24 P.S. 1732-A](#)

[34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Threat Assessment
Code	2036.1
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

Authority

The Board directs the Chief Executive Officer or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[2\]](#)

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Chief Executive Officer or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a WAA threat assessment team. [\[1\]](#)

The Chief Executive Officer or designee shall designate a member of the team as team leader for the threat assessment team.[\[1\]](#)

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[\[1\]](#)

The Chief Executive Officer or designee shall develop and implement administrative procedures to support the threat assessment process.

Guidelines

Training

The Chief Executive Officer or designee, or the School Safety and Security Coordinator shall ensure that threat assessment team members are provided individual and/or group training **annually** on:[\[1\]](#)

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[\[7\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[\[3\]](#)
[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[\[1\]](#)[\[5\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

Information for Students, Parents/Guardians and Staff

WAA shall **annually** notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the WAA website, publishing in handbooks and through other appropriate methods.[\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other WAA reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The threat assessment team shall make available informational materials for WAA employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other WAA reporting hotlines or methods. Information for employees shall include a list of the staff members who have been appointed to the threat assessment team.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[16\]](#)[\[18\]](#)

The Charter School shall annually provide mandatory training for Charter School staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[\[5\]](#)[\[14\]](#)

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[\[1\]](#)

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[\[1\]](#)[\[5\]](#)

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[\[1\]](#)[\[6\]](#)

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[\[1\]](#)

1. Notify the Chief Executive Officer or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal or administrator of the school building the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and WAA administration.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[19\]](#)

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[\[1\]](#)[\[20\]](#)[\[21\]](#)

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative procedures, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[\[7\]](#)[\[16\]](#)
2. Bullying/Cyberbullying.[\[18\]](#)
3. Suicide Awareness, Prevention and Response.[\[6\]](#)
4. Hazing.[\[22\]](#)

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces, and other possessions on WAA property as applicable, in accordance with applicable law, regulations and Board policy.[\[23\]](#)
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[\[3\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

The threat assessment team shall establish and implement procedures, in accordance with WAA's memorandum of understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[\[4\]](#)[\[19\]](#)

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[\[1\]](#)

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other WAA supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[\[1\]](#)

1. A referral to the Student Assistance Program.[\[3\]](#)
2. A referral to the appropriate law enforcement agency.[\[4\]](#)[\[5\]](#)[\[19\]](#)
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[\[24\]](#)[\[25\]](#)[\[26\]](#)
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[\[24\]](#)
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[\[29\]](#)
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate Charter School personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[\[5\]](#)[\[34\]](#)

Safe Schools Incident Reporting –

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[19\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Chief Executive Officer or designee shall immediately report required incidents, if not previously reported by WAA staff, and may report discretionary incidents committed by students on WAA property, at any school-sponsored activity or on a conveyance providing transportation to or from WAA or school-sponsored activity to the local police department that has jurisdiction over WAA's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[19\]](#)[\[30\]](#)[\[35\]](#)[\[36\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian, if not previously notified by WAA staff, of any student directly involved in an incident on WAA property, at any school-sponsored activity or on a conveyance providing transportation to or from WAA or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Chief Executive Officer or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over WAA property has been or may be notified of the incident. The Chief Executive Officer or designee will document attempts made to reach the parent/guardian.[19][36][41]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, WAA shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. WAA shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[8][10][42][43][44][45]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[3][6][8][10][24][25]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[46][47]
2. Prior school disciplinary records.[8][10]
3. Records related to adjudication under applicable law and regulations.
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the Charter School.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the Charter School.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and WAA's legal and investigative obligations.[3][6][8][9][10][18][42][44][48]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative procedures.[9][49][50][51][52]

Annual Board Report

The threat assessment team shall provide the required information to the Chief Executive Officer, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining WAA's approach to threat assessment, which shall include:[\[1\]](#)

1. Verification that WAA's threat assessment team(s) and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in WAA, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of WAA's threat assessment team(s) operation.
6. Recommendations for improvement of WAA's threat assessment processes.
7. Any additional information required by the Chief Executive Officer or designee.

{ } The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on WAA safety and security practices.[\[1\]](#)[\[4\]](#)

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in WAA and their composition, the total number of threats assessed that year, and **additional** information required by the Chief Executive Officer or designee shall be included in the School Safety and Security Coordinator's annual report on WAA safety and security practices that is submitted to the state's School Safety and Security Committee.[\[1\]](#)[\[4\]](#)[\[53\]](#)

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Legal

[1. 24 P.S. 1302-E](#)

[2. 24 P.S. 1301-E](#)

3. Pol. 2036

4. Pol. 6005.2

5. Pol. 6005

6. Pol. 6019

7. Pol. 1003

8. Pol. 1013.4

9. Pol. 2007

10. Pol. 2016

11. Pol. 1046.1

[12. 24 P.S. 1205.2](#)

[13. 24 P.S. 1205.5](#)

[14. 24 P.S. 1310-B](#)

15. Pol. 3033

16. Pol. 1004

17. Pol. 1005.1

18. Pol. 2049

19. Pol. 6005.1

20. Pol. 6006

[21. 23 Pa. C.S.A. 6311](#)

22. Pol. 2047

23. Pol. 2026

24. Pol. 1003.1

25. Pol. 1013

26. Pol. 1013.1

27. Pol. 1013.2

28. Pol. 1013.3

29. Pol. 1046

30. Pol. 2018

31. Pol. 2018.1

32. Pol. 2018.2

33. Pol. 2033

34. Pol. 5009

[35. 24 P.S. 1303-A](#)

[36. 22 PA Code 10.2](#)

[37. 35 P.S. 780-102](#)

[38. 24 P.S. 1302.1-A](#)

[39. 22 PA Code 10.21](#)

[40. 22 PA Code 10.22](#)

[41. 22 PA Code 10.25](#)

[42. 20 U.S.C. 1232g](#)

[43. 20 U.S.C. 1415](#)

[44. 34 CFR Part 99](#)

[45. 34 CFR Part 300](#)

[46. 24 P.S. 1409](#)

47. Pol. 2009

[48. 24 P.S. 1304-D](#)

[49. 22 PA Code 12.12](#)

[50. 42 Pa. C.S.A. 5945](#)

[51. 42 Pa. C.S.A. 8337](#)

[52. 42 CFR Part 2](#)

[53. 24 P.S. 1309-B](#)

[20 U.S.C. 1400 et seq](#)

[35 P.S. 7601 et seq](#)

[42 Pa. C.S.A. 6341](#)

[PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12 Threat Assessment Procedures and Guidelines](#)

Pol. 2018.3

[2036_1-AP-0-IntakeForm.docx \(24 KB\)](#)

[2036_1-AP-1-AssessmentChecklist.docx \(31 KB\)](#)

[2036_1-AP-2-IndivMgmtPlan.docx \(30 KB\)](#)



Book	Policy Manual
Section	2000 Students
Title	Tobacco and Vaping Products
Code	2022
Status	Active
Adopted	November 2, 2022

Purpose

Westinghouse Arts Academy Charter School (WAACS) recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the environment of the School. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following: [\[1\]](#)[\[2\]](#).

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following: [\[1\]](#)[\[2\]](#).

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[\[3\]](#)
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[\[4\]](#)

Authority

The Board prohibits possession, use or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a School building and on any property owned, leased or controlled by the School; or at school-sponsored activities held off school property.[1][2][5]

The Board also prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medications policy.[3]

The Board prohibits student possession of any form of medical marijuana at any time in a School building; on school buses or other vehicles that are owned, leased or controlled by the Charter School; on property owned, leased or controlled by the School; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures to implement this policy.

The Chief Executive Officer or designee shall annually notify students, parents/guardians and staff about the School's tobacco and vaping products policy by publishing information in the student handbook, parental newsletters, posters, the School website, and other efficient methods.[2]

Guidelines

Reporting

Parental Report -

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school's property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian.[6][7][8]

Office for Safe Schools Report -

The Chief Executive Officer shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.[6][9]

Law Enforcement Incident Report -

The Chief Executive Officer or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on School property, at any school-sponsored activity or on a conveyance providing transportation to or from the School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][6][7][9][10][11]

A student who violates this policy shall be subject to prosecution and, if convicted, shall be required to pay a fine plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.[12]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[6][13][14][15][16][17]

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Legal

- [1. 18 Pa. C.S.A. 6305](#)
- [2. 18 Pa. C.S.A. 6306.1](#)
3. Pol. 2010
4. Pol. 2027
- [5. 20 U.S.C. 7973](#)
6. Pol. 6005.1
- [7. 22 PA Code 10.2](#)
- [8. 22 PA Code 10.25](#)
- [9. 24 P.S. 1303-A](#)
- [10. 24 P.S. 1302.1-A](#)
- [11. 22 PA Code 10.22](#)
12. Pol. 2018
- [13. 20 U.S.C. 1400 et seq](#)
- [14. 22 PA Code 10.23](#)
15. Pol. 1013.2
16. Pol. 1013.3
17. Pol. 1003.1
- [20 U.S.C. 7971 et seq](#)
- [34 CFR Part 300](#)
- Pol. 2033

[Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts](#)



Book	Policy Manual
Section	2000 Students
Title	Weapons
Code	2018.1
Status	Active
Adopted	November 2, 2022

Purpose

Westinghouse Arts Academy Charter School (WAACS) recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - any object, device, or instrument designed for or capable of threatening or inflicting serious bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, shotgun, or rifle, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; any nunchaku; any chemical agents such as pepper spray or mace; laser pointers; stun gun; incendiary device; any other tool, instrument or object used or intended to be used to inflict serious bodily harm. The term weapon shall also include any simulated, replica, toy, or look-alike weapon.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or storage space; or under the student's control while on School property, on property being used by the School, at any School function or activity, at any school event held away from the School, or while the student is coming to or from the School or school-sponsored activities.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any School buildings, onto School property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from the School or a school-sponsored activity or while the student is coming to or from the School.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Chief Executive Officer may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)[\[5\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, WAACS shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the School's emergency preparedness plan.[\[12\]](#)[\[13\]](#)[\[14\]](#)

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, School staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [\[15\]](#)[\[16\]](#)

Guidelines

The Chief Executive Officer or designee shall immediately report incidents involving weapons on School property, at any school-sponsored activity or on a conveyance providing transportation to or from the School or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[2\]](#)[\[12\]](#)[\[13\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Chief Executive Officer or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Chief Executive Officer or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Chief Executive Officer or designee shall document attempts made to reach the parent/guardian. [\[12\]](#)[\[17\]](#)[\[20\]](#)

In accordance with state law, the Chief Executive Officer shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form. [\[12\]](#)[\[19\]](#)

The Chief Executive Officer or designee shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the Charter School community.

An exception to this policy may be made by the Chief Executive Officer, who shall prescribe special conditions or administrative procedures to be followed. [\[2\]](#)

Transfer Students

When the School receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the School may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period. [\[2\]](#)[\[8\]](#)[\[21\]](#)

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Legal

- [1. 24 P.S. 1301-A](#)
- [2. 24 P.S. 1317.2](#)
3. Pol. 2018
4. Pol. 2033
5. Pol. 1013.3
- [6. 20 U.S.C. 1400 et seq](#)
- [7. 22 PA Code 10.23](#)
- [8. 22 PA Code 711.61](#)
9. Pol. 1003.1
10. Pol. 1013.2
11. Pol. 1013.1
12. Pol. 6005.1
- [13. 24 P.S. 1302.1-A](#)
14. Pol. 6005
- [15. 24 P.S. 1302-E](#)
16. Pol. 2036.1

[17. 22 PA Code 10.2](#)

[18. 22 PA Code 10.21](#)

[19. 24 P.S. 1303-A](#)

[20. 22 PA Code 10.25](#)

21. Pol. 2000

[24 P.S. 1732-A](#)

[18 Pa. C.S.A. 912](#)

[18 U.S.C. 921](#)

[18 U.S.C. 922](#)

[20 U.S.C. 7961](#)

[34 CFR Part 300](#)



Book	Policy Manual
Section	2000 Students
Title	Withdrawal From School
Code	2008
Status	Active
Adopted	March 1, 2023

Purpose

The Board of Trustees (Board) and Westinghouse Arts Academy Charter School (WAA) affirms that even though law requires attendance of only students of compulsory school age, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action.

No student of compulsory school age may be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

WAA shall approve the withdrawal of students attending college full-time.[\[6\]](#)

Guidelines

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

School District of Residence Notification

WAA shall notify a student's school district of residence within fifteen (15) days of the student's withdrawal from WAA.[\[7\]](#)[\[8\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall ensure the timely return of all WAA-owned supplies and equipment in the possession of the student.

The Chief Executive Officer or designee shall notify parents/guardians and students about WAA's student withdrawal policy.[\[9\]](#)

[4. 24 P.S. 1327](#)

5. Pol. 2004

[6. 22 PA Code 11.4](#)

[7. 24 P.S. 1725-A](#)

[8. 24 P.S. 1748-A](#)

[9. 24 P.S. 1743-A](#)

[24 P.S. 1747-A](#)