



Book	Policy Manual
Section	5000 Property
Title	Building Security
Code	5009
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) recognizes the need to maintain security of Westinghouse Arts Academy Charter School (WAA) buildings and facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Building security shall be coordinated by the Chief of Campus Safety and Security, with the cooperation of WAA administrators and staff.[1][2]

The Chief Executive Officer or designee shall determine who may be authorized to access WAA building(s), the designated level of access, and who may have after-hours access to WAA facilities.

The need for access shall be the underlying principle in determining who will have keys, fobs, and identification badges to WAA buildings and facilities.

Guidelines

After the start of the school day, access to WAA buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated WAA staff shall follow established Board policy and procedures for entry of visitors and other authorized individuals into WAA facilities.[3]

The Chief Executive Officer or designee shall designate staff members who have limited or unlimited access to WAA buildings and facilities, based on their job functions.

A log of employees with keys, fobs, and identification badges shall be maintained in the office of the Chief Executive Officer or designee.

A set of master and/or duplicate keys shall be kept in the custody of the Chief Executive Officer or designee and maintained in a safe and secured location.

After hours entry to WAA buildings shall be controlled by the staff member on duty. Rules for after hours entry shall be communicated to all staff.

Entry to a WAA building shall be prohibited when a person authorized as a WAA representative for the building is not present.

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- Legal
1. Pol. 6005
 2. Pol. 6005.2
 3. Pol. 7007
- [24 P.S. 1716-A](#)



Book	Policy Manual
Section	5000 Property
Title	Crowdfunding
Code	5002.1
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) recognizes that crowdfunding has become an increasingly popular method by which schools can procure funding for specific projects and/or programs.

Authority

The Board permits Westinghouse Arts Academy Charter School (WAA) employees and eligible organizations to maximize opportunities to obtain resources for the benefit of students and the WAA; however, unregulated use of crowdfunding on behalf of WAA can expose WAA, the employee, and an organization to significant potential legal liability. The Board adopts this policy to effectively mitigate risks and establish parameters for the use of crowdfunding on behalf of WAA. Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of WAA.

Any gift, donation or contribution received by WAA through crowdfunding shall be given freely and voluntarily. No gift, donation or contribution of any kind shall be accepted, demanded or requested, directly or indirectly, from any parent/guardian, teacher, employee or any other person affiliated with WAA as a condition for employment or enrollment and/or continued attendance of any student. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Crowdfunding shall mean a mechanism by which an individual or organization solicits and accepts donations from the general public, via specially-designed websites, to fund a specific purpose or cause. **Crowdfunding** shall not include requests for donations WAA makes using its own website or social media platforms.

Eligible organizations shall mean booster groups, parent organizations, or school-sponsored student organizations [\[4\]](#) that have been formally recognized by the Board and may be granted permission to utilize crowdfunding upon proper application and subsequent approval.

A **crowdfunding campaign** shall mean an approved crowdfunding request that has been set up and is actively soliciting and accepting donations.

A **crowdfunding request** shall mean the form and related information submitted by an individual who, or eligible organization that, seeks permission to engage in a crowdfunding campaign.

A **crowdfunding site**, for the purposes of this policy, shall mean one that has been approved by the Board or designated administrator.

Individual, for purposes of this policy, shall mean a WAA employee.

Resources include donated funds, items purchased with donated funds, and, when the crowdfunding site directly provides the items, the items themselves.

Delegation of Responsibility

The Chief Executive Officer and Business Manager shall approve crowdfunding sites for use by individuals and eligible organizations based on the criteria outlined in this policy.

The Chief Executive Officer and Business Manager shall maintain a list of approved crowdfunding sites and update the list as needed.

It shall be the responsibility of the Chief Executive Officer and Business Manager to approve all crowdfunding requests totaling \$2000 or less. When the crowdfunding request is more than \$2000, Board approval shall be required.

If the crowdfunding request is approved, the requester shall be responsible for:

1. Preparing all materials and information related to the crowdfunding campaign.
2. Keeping WAA administrators apprised of the status of the campaign.
3. Following all applicable laws, Board policies, and administrative procedures, including the requirements, policies and/or regulations established by the crowdfunding site.

Guidelines

WAA reserves the right to withhold approval of any crowdfunding request or terminate a pre-approval for a crowdfunding campaign for any reason.

WAA reserves the right to refuse to accept funds that have been raised through a crowdfunding campaign if it discovers that the campaign violated this policy or any of the crowdfunding site's requirements, policies and/or regulations.

All resources obtained through crowdfunding campaigns are the property of WAA.

While preference shall be given for the resources to be used and maintained by the individual or eligible organization who originally obtained them through crowdfunding, WAA reserves the right to transfer such resources to another classroom, program and/or individual, as necessary.[5][6]

Approval of Crowdfunding Sites

When evaluating crowdfunding sites to be approved for use by individuals or eligible organizations, the Chief Executive Officer and Business Manager shall consider the following:

1. The crowdfunding site shall be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement, or other misconduct.
2. The crowdfunding site shall publicly display details about each resource funded (unit cost, vendor, etc.) and provide easy-to-understand explanations of fees and overhead costs.
3. Crowdfunding sites that provide requested items in lieu of direct funds shall be given preference.
4. The crowdfunding site shall require that all resources secured by an individual or eligible organization on behalf of the Charter School go directly to the building or program listed in the crowdfunding request, not the individual who, or the eligible organization that, submitted the crowdfunding request.
5. Sites designed for crowdfunding by schools and/or educators shall be given preference, as long as they otherwise meet the requirements of this section

All crowdfunding campaigns shall utilize one (1) of the approved crowdfunding sites.

Approval of the Crowdfunding Request

Individuals who, and eligible organizations that, wish to use crowdfunding to obtain resources for classroom or school purposes shall submit a written request to the Chief Executive Officer and Business Manager for approval at least 14 days before the desired start of the crowdfunding campaign.

The crowdfunding request shall include:

1. The name and job title of the individual requester or, if the applicant is an eligible organization, the names of two (2) members of the eligible organization, and their position within the eligible organization, who shall be responsible for overseeing the crowdfunding campaign.
2. The crowdfunding site to be used.
3. The requested item(s) and/or the amount of funds targeted to be raised in order to purchase the item(s).
4. The building, classroom, program, and/or activity to be benefited.
5. The exact language, as well as any graphics, that will be included in the post on the crowdfunding site.
6. The projected start and end dates of the post on the crowdfunding site.
7. A list and description of any social media platforms and/or accounts that will be used to promote the crowdfunding campaign, including the identification of the individuals/organizations to whom such accounts belong.
8. A description of any other methods/channels that will be used to promote/market the crowdfunding campaign

The individual(s) reviewing the crowdfunding request shall ensure that:

1. The crowdfunding request does not conflict with other WAA fundraising efforts.
2. WAA does not already have the requested resources.
3. WAA can adequately utilize, support, store, and maintain the resources, if received.
4. The crowdfunding campaign is compliant with all applicable federal and state laws and regulations, and Board policies and administrative procedures.
5. WAA, staff and/or students are not portrayed in a negative light.
6. The crowdfunding request is compatible with WAA's educational program, mission, vision, shared values, curriculum, and initiatives.

Use of Crowdfunding

Where crowdfunding resources are in the form of funds, such funds shall be sent to WAA's Business Manager, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose.

Where crowdfunding resources are in the form of the requested items, all items must be delivered directly to the principal or administrator of the building in which they will be used.

All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with WAA-approved curriculum.

The Chief Executive Officer or designee shall be promptly notified of any unused funds.

The building principal or administrator shall maintain control and discretion over unused items or items that can be used after the conclusion of the project for which the items were sought.

Prohibitions

Crowdfunding campaigns may not:

1. Include pictures or personally identifying information of WAA students in the crowdfunding post, or on the posting individual's home or biography page on the crowdfunding site, without proper consent.[7][8][9][10][11]
2. Be used for the personal gain of any individual.
3. Request food items that do not meet the Smart Snacks standards of the USDA regulations for school nutrition.[12][13]
4. Contain language that suggests, infers or states that:
 - a. The resources sought are required for, or otherwise integral to, a student's special education program, necessary for a student to achieve his/her Individualized Education Program (IEP) goals, or essential to ensure participation of a student or students with disabilities in school or any program offered by WAA.[14][15]
 - b. WAA does not have enough resources.

Individuals may not keep resources for personal use.

Individuals who are not employees of WAA or authorized as part of an eligible organization may not engage in crowdfunding on behalf of WAA.

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Legal

[1. 24 P.S. 1714-A](#)

[2. 24 P.S. 1725-A](#)

3. Pol. 5002

4. Pol. 2029

5. Pol. 1022

6. Pol. 1050

7. Pol. 1013.4

8. Pol. 2016

9. Pol. 3024

[10. 20 U.S.C. 1232g](#)

[11. 34 CFR 99.3](#)

[12. 7 CFR 210.11](#)

13. Pol. 2046

14. Pol. 1003.1

15. Pol. 1013

[24 P.S. 1603-C](#)

[34 CFR Part 99](#)

[7 CFR Part 210](#)



Book	Policy Manual
Section	5000 Property
Title	Facilities and Workplace Safety
Code	5005
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) recognizes that Westinghouse Arts Academy Charter School (WAA) facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The Board directs WAA to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of WAA, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.

The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative procedures and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and WAA safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to WAA buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]

Delegation of Responsibility

The Chief Executive Officer or designee shall periodically review and evaluate Charter School health and safety rules and health and safety plans, as necessary.[7]

Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of each school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.[7]

Guidelines

Safety Committee

A safety committee shall be established to promote WAA's goals concerning safe schools.[8][9][10]

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.

2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Chief Executive Officer or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Chief Executive Officer or designee shall maintain written records of workplace safety committee training.

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Legal

1. Pol. 1003.1
2. Pol. 1013
3. Pol. 1013.3
4. Pol. 2018
5. Pol. 3017
6. Pol. 7007
7. Pol. 6005
- [8. 34 PA Code 129.1001 et seq](#)
- [9. 72 P.S. 1722-J](#)
- [10. 77 P.S. 1038.2](#)
- [24 P.S. 1517](#)
- [24 P.S. 1518](#)
- [24 P.S. 1722-A](#)
- [24 P.S. 1732-A](#)



Book	Policy Manual
Section	5000 Property
Title	Facilities Planning
Code	5001
Status	Active
Adopted	June 7, 2023

Authority

The Board of Trustees (Board) recognizes that sound planning based on accurate information is essential to meeting the ongoing needs of Westinghouse Arts Academy Charter School's (WAA) educational programs and operations. The Board shall engage in facilities planning that includes the involvement of the staff, community, businesses and parents/guardians as an important part of the process.

Delegation of Responsibility

In order to inform the Board of WAA's future needs, the Chief Executive Officer or designee shall:

1. Annually report to the Board on enrollment projections.
2. Report to the Board on the enrollment by grades during the school year.
3. Estimate each spring the number of students who will be enrolled in September of the year for which the estimate is made.
4. Prepare student enrollment projections and compare the actual enrollment figures to the previously projected figures to detect early any changes in enrollment trends.

Guidelines

When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.[\[1\]](#)

All construction, renovation, leasing and/or sale of WAA buildings and property shall be conducted in accordance with applicable law, regulations, state guidelines and WAA application and written Charter.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.[\[5\]](#)[\[6\]](#)[\[7\]](#)

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- Legal
- [1. 24 P.S. 701](#)
 - [2. 24 P.S. 1715-A](#)
 - [3. 24 P.S. 1722-A](#)
 - [4. 24 P.S. 2574.3](#)
 - [5. Pol. 1003](#)
 - [6. Pol. 1003.1](#)

[7. Pol. 1004](#)

[24 P.S. 708](#)

[24 P.S. 733](#)

[24 P.S. 741](#)

[24 P.S. 742](#)

[24 P.S. 751](#)

[24 P.S. 751.1](#)

[24 P.S. 752](#)

[24 P.S. 753](#)

[24 P.S. 756](#)

[24 P.S. 757](#)

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

[25 PA Code 171.1 et seq](#)



Book	Policy Manual
Section	5000 Property
Title	Gifts and Donations
Code	5002
Status	Active
Adopted	June 7, 2023

Authority

The Board of Trustees (Board) has the authority to accept gifts and donations made to Westinghouse Arts Academy Charter School. [\[1\]](#)[\[2\]](#)

Any gift, donation or contribution received by WAA shall be given freely and voluntarily. No gift, donation or contribution of any kind shall be accepted, demanded or requested, directly or indirectly, from any parent/guardian, teacher, employee or any other person affiliated with WAA as a condition for employment or enrollment and/or continued attendance of any student. [\[2\]](#)

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of WAA goals or when such ownership would adversely affect WAA.

Any gift accepted by the Board or its designee shall become WAA property, may not be returned without Board approval, and is subject to the same controls and regulations as are other WAA properties.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of WAA's programs.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records. [\[3\]](#)

The Chief Executive Officer shall publicly report to the Board all gifts to WAA accepted on behalf of the Board.

Delegation of Responsibility

The Chief Executive Officer or designee shall:

1. Provide potential donors with information regarding WAA and its programs.
2. Consult with individuals and organizations considering a donation on appropriateness of gifts.
3. Acknowledge the receipt and value of any gift accepted by WAA.
4. Prepare appropriate means for recognizing or memorializing gifts.



Book	Policy Manual
Section	5000 Property
Title	Integrated Pest Management
Code	5016
Status	Active
Adopted	June 7, 2023

Purpose

The Westinghouse Arts Academy Charter School (WAA) shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

WAA shall integrate IPM education into the curriculum in accordance with relevant academic standards. [\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks. [\[3\]](#)

Authority

The Board of Trustees (Board) establishes that WAA shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs. [\[4\]](#)
[\[5\]](#)

The Board shall adopt an Integrated Pest Management Plan for WAA buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture. [\[3\]](#)[\[5\]](#)

The Board or the Chief Executive Officer or designee shall designate an employee to serve as IPM Coordinator for WAA.

Delegation of Responsibility

The IPM Coordinator shall be responsible to implement the Integrated Pest Management Plan and to coordinate communications between WAA and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in WAA buildings and on WAA grounds. [\[6\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at WAA's administrative office. [\[6\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

When pesticide applications are scheduled in WAA buildings and on WAA grounds, WAA shall provide notification in accordance with law, including:[\[6\]](#)

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, WAA may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[\[6\]](#)

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Legal

[1. 22 PA Code 4.12](#)

2. Pol. 1002

[3. 24 P.S. 772.1](#)

[4. 3 P.S. 111.21 et seq](#)

[5. 7 PA Code 128.1 et seq](#)

[6. 24 P.S. 772.2](#)

[24 P.S. 1722-A](#)

[7 U.S.C. 136 et seq](#)



Book	Policy Manual
Section	5000 Property
Title	Lending of Equipment and Books
Code	5008
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) directs that Westinghouse Arts Academy Charter School (WAA) owned equipment normally shall not be loaned for non-school use off WAA property. If equipment is required for use by those granted permission to use WAA facilities, it may be loaned in accordance with Board policy.[1]

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Board or Chief Executive Officer.

Guidelines

The user of WAA-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by WAA and shall pay the stated cost of services.

Removal of WAA equipment or supplies from WAA property for personal use by staff or students is prohibited.

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Legal 1. Pol. 5007
[24 P.S. 1716-A](#)



Book	Policy Manual
Section	5000 Property
Title	Maintenance
Code	5004
Status	Active
Adopted	June 7, 2023

Purpose

Adequate maintenance of Westinghouse Arts Academy Charter School (WAA) buildings, property and equipment is essential to fiscal responsibility and efficient management of WAA facilities.

Authority

The Board of Trustees (Board) directs that a continuous program of inspection and maintenance of all WAA buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.

Delegation of Responsibility

The Director of Operations or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of maintenance, repair and improvement of buildings and facilities.
2. Equipment replacement program.
3. Long-range plans for building modernization and conditioning.

The Director of Operations or designee shall develop a maintenance check list.

Each building administrator, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Chief Executive Officer or designee as to the findings of that inspection.

The Chief Executive Officer shall report periodically to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Guidelines

Lead Testing

The Chief Executive Officer or designee shall determine the necessity for annual lead testing in the drinking water of WAA facilities where children attend school. [\[1\]](#)

If WAA does not test drinking water for lead, the Chief Executive Officer or designee shall discuss lead issues in WAA facilities at a public meeting, as required by law. [\[1\]](#)

When lead testing is conducted and water samples show lead levels in excess of the standards set by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations, WAA shall immediately: [\[1\]](#)

1. Ensure that no child or adult is exposed to drinking water contaminated with lead.

2. Make alternative sources of drinking water available.

3. Take corrective actions, as necessary.

The Chief Executive Officer or designee shall report elevated lead levels to the Pennsylvania Department of Education.[\[1\]](#)

The Charter School shall communicate information to students, parents/guardians, staff and the community about the programs in place for monitoring lead levels, the results of testing for lead in the drinking water, and remediation action being taken by WAA when necessary.

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Legal

[1. 24 P.S. 742](#)

[25 PA Code 171.1 et seq](#)



Book	Policy Manual
Section	5000 Property
Title	Property Records
Code	5006
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property of Westinghouse Arts Academy Charter School (WAA).

Authority

The Board directs that a complete inventory, by physical count, of all WAA-owned equipment and property records of all WAA buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

Delegation of Responsibility

It shall be the responsibility of the Supervisor of Buildings and Grounds to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or non-school use, except in accordance with Board policy. [1]

Equipment shall be identified with a permanent tag that provides appropriate WAA identification.

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Legal	1. Pol. 5008 24 P.S. 1716-A Pol. 4026
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Book	Policy Manual
Section	5000 Property
Title	Service Animals in Schools
Code	5018
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from Westinghouse Arts Academy Charter School (WAA) programs, activities and services, and to ensure that WAA does not discriminate on the basis of disability.

Definition

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[\[1\]](#)

Miniature horses may be utilized as service animals if:[\[2\]](#)

1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.
2. The facility can accommodate the type, size and weight of the miniature horse.
3. The presence of the miniature horse does not compromise the safe operation of the facility.

The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[\[1\]](#)

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[\[1\]](#)

Authority

The Board shall permit individuals with disabilities to use service animals in WAA buildings; on WAA property; and on vehicles that are owned, leased or controlled by WAA, in accordance with this policy and applicable state and federal laws and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

Admission of Service Animals to School Programs

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative procedures

governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building administrator for their student to bring a service animal to school. The building administrator shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.[7][8]

Before a service animal shall be allowed in a WAA building, or on WAA property or vehicles, WAA shall request the following from the owner or handler of the animal:[3]

1. Verification of the need for a service animal.[2]
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.[2]
3. Proof of current vaccinations and immunizations of the service animal.[9]

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on WAA property for events that are open to the general public. This right of access does not extend to the school buildings generally or to other activities that are not open to the general public.[2][6][10]

WAA administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[2]

WAA shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.[2]

Delegation of Responsibility

The Chief Executive Officer or designee shall develop and disseminate administrative procedures to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in WAA buildings and on WAA property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in WAA buildings or on WAA property or vehicles are informed of the Board policy and administrative procedures governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.
[2]
2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.
3. Damages to WAA buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

The building administrator shall receive and forward to the Director of Special Education each completed request by an individual with a disability to be accompanied by a service animal. The Director of Special Education shall respond to the request.

WAA administrators may exclude a service animal from WAA buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[7][11][12]

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Legal

- [1. 28 CFR 35.104](#)
- [2. 28 CFR 35.136](#)
- [3. 28 CFR 35.130](#)
- [4. 29 U.S.C. 794](#)
- [5. 42 U.S.C. 12101 et seq](#)
- [6. 43 P.S. 953](#)
7. Pol. 1003.1
8. Pol. 1013
- [9. 3 P.S. 455.1 et seq](#)
10. Pol. 7004
11. Pol. 1004
12. Pol. 7006
- [28 CFR Part 35](#)
- [29 CFR Part 1630](#)
- Pol. 1003
- Pol. 5007



Book	Policy Manual
Section	5000 Property
Title	Use of Charter School Facilities
Code	5007
Status	Active
Adopted	June 7, 2023

Purpose

The Board of Trustees (Board) recognizes that although the primary purpose of Westinghouse Arts Academy Charter School (WAA) buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make facilities available to individuals and community groups without discrimination and in accordance with this policy. This policy establishes conditions, restrictions and procedures for the use of WAA facilities for non-school-sponsored purposes.

Authority

The Board directs that use of WAA facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with WAA's mission.
2. Social, civic and recreational meetings, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.

The Board shall establish a schedule of fees for the use of WAA facilities by approved groups.

Delegation of Responsibility

The Chief Executive Officer or designee shall implement administrative procedures for requesting and granting permission for use of WAA facilities, and shall distribute the necessary information to individuals affected by them.

An application for use of WAA facilities may be disapproved because of noncompliance with established policy and administrative procedures by the Chief Executive Officer or designee or as directed by the Board.

Guidelines

Application Process

An individual or community group requesting permission to use Charter School buildings, facilities or property must submit a written request on the prescribed application form at least 5 days in advance of the proposed date to the office of the Chief Executive Officer or the Director of Operations. The application must specify the portion of the WAA facilities or property requested for use; proposed activities; estimated number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. Payment of the specified rental fee.

2. Evidence of organizational liability to limits required by WAA and listed on the application or administrative procedures.
3. Documentation evidencing WAA shall be held harmless by the user for any liability that arises from use of WAA facilities or property by the individual or group.

Application Evaluation

No application to use WAA facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any WAA-sponsored activity.
2. Access to WAA facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to WAA facilities containing equipment or furnishings which would be detrimental to the operation of a program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber WAA personnel from preparing facilities for their primary purpose, because of the nature or duration of the activity.

Limitations

When individuals and community groups receive approval to use WAA facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of WAA facilities or their contents not specified in the approved application.
2. All activities must begin after the end of the school day unless otherwise authorized.
3. When advertising or promoting activities held at WAA facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by WAA.
4. WAA equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of WAA equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by WAA.
5. Users shall be financially liable for damage to the facilities and for proper supervision of attendees.
6. Users shall provide adequate security personnel or police coverage as deemed necessary by WAA for events where the activity is such that crowd and/or traffic control appears essential to the safety and welfare of the spectators and the participants, and the safety of WAA property.
7. A custodian, or designated WAA employee, is required to be present in the building at any time the facilities are in use, and is responsible to assure that participants use only authorized facilities.

Prohibited Activities

The following activities are strictly prohibited in WAA facilities when individuals and community groups are granted permission to use facilities:

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any WAA property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.

5. Use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Products 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, are permitted, as long as the product is not inhaled.

6. Medical marijuana products as prohibited by federal law.
7. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or WAA administration.[\[5\]](#)[\[6\]](#)

Violations

WAA reserves the right to remove from WAA property any individual or community group who fails to comply with the terms and conditions of this policy and established rules and administrative procedures.

In the event an individual or community group violates this policy or the terms under which permission was granted to use WAA facilities, that individual or community group forfeits the right to submit future applications to use WAA property, unless otherwise decided by the Board.

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Legal

[1. 18 Pa. C.S.A. 6306.1](#)

[2. 20 U.S.C. 7972](#)

[3. 20 U.S.C. 7973](#)

4. Pol. 7004

[5. 10 P.S. 328.101 et seq](#)

[6. 61 PA Code 901.701](#)

[61 PA Code 901.1](#)

[20 U.S.C. 7905](#)

[20 U.S.C. 7971 et seq](#)