MASCOT - Bulldog

SCHOOL COLORS
Royal Blue and Gold

SCHOOL MOTTO
Here Youth and Opportunity Meet

Alma Mater

Westinghouse forever loyal and true.
Nothing can ever change our love for you.
Rah! Rah! Rah!
Westinghouse forever we're true to you
We love our colors of GOLD and BLUE.

George Westinghouse BULLDOGS
Rules

Be on time to school and classes every day
Use proper manners and treat everyone with respect
Leave cell phones and all electronic devices in your locker
Leave hats, coats and all headgear in your locker
Dress in appropriate school clothing. We are in school to work
Only be in the halls with a properly authorized hall pass
Go only to the cafeteria to eat. Food is never to be taken to class
Start every day with the determination to do what is necessary to learn
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Important Numbers of Administration/Staff
2013
August 23………………………….First Day for School 9th
August 26………………………….First Day for Students
September 2………………………Labor Day (No School)
September 5………………………Vacation Day (No School)
October 14………………………..Parent Teacher Conference (No School)
October 17………………………..1/2 Day of school
November 5………………………..Election Day (No School)
November 11……………………..Veterans Day (No School)
November 28 – 29………………..Thanksgiving Vacation
December 23 – January 1………..Winter Vacation

2014
January 20………………………..Dr. Martin L. King Day (No School)
January 21 & 22 ………………….In-service Days (No School)
April 11…………………………….1/2 Day of school
April 14-18………………………..Spring Vacation
May 26……………………………..Memorial Day (No School)
June 9……………………………..Last Day for Students
PRINCIPAL’S ADDRESS

This student handbook of information has been prepared to help facilitate your understanding of the services and operations of the school. This handbook will also address the disciplinary rules that the staff will follow to ensure that Westinghouse students are safe and comfortable while engaged in learning. We hope that you will read and study the messages in both areas.

The purpose and commitment of George Westinghouse Academy 6-12 are to provide a quality educational program for all of our students. To this end, the school environment must be free of disruptions, which interfere with the educational process. Students help to make this possible by exhibiting acceptable behavior and by contributing to an educational environment, which encourage opportunities for learning by all.

We encourage you to share this handbook with your parents, become familiar with the provisions of the Student Code of Conduct, and abide by the policies expressed in this document. If we are to: “BUILD A CULTURE OF EXCELLENCE” for ALL students.

May this year be one of the most rewarding in your school career. We care about you and the quality of education you receive here.

WELCOME TO PITTSBURGH WESTINGHOUSE ACADEMY 6-12!

Dr. Shemeca Crenshaw
Principal
PHILOSOPHY
The educational programs at George Westinghouse Academy 6-12 are designed to meet the needs of all students. Each individual curriculum is structured to meet the ever-changing demands of society and to enable young adults to take their places as a responsible, contributing members of our democratic way of life.

The individual programs of study foster the highest potential for growth in each individual. To meet this responsibility, a comprehensive program of studies is offered. They range from one that benefits the academically talented to one that develops the potential of learning disabled. In the educational program, provisions are made for a student to advance according to their abilities, talents, interest, endeavors, and needs.

Here at Westinghouse we have embraced a student centered educational philosophy. The African symbol of Sankofa is used to demonstrate the spiritual mindset and cultural awakening to “The wisdom of reaching back to fetch the learning from the past in order to build for the future.” Our focus of Student Centered Education prepares our students to live and serve the community. We hope to prepare our students to give back in knowledge, skills and values, while developing positive attitudes for the betterment of humanity.

MISSION STATEMENT
The Mission of George Westinghouse Academy 6-12 is to prepare students to be productive by providing a comprehensive and equitable education that reflects the community and culture of the student population. Together, students and staff will build “A Culture of Excellence!”

STUDENT CENTERED EDUCATION PLEDGE
I pledge myself to learning by building my mind, my character and my body to be a powerful person, so that I can teach and share my knowledge to make a better world that restores, retains and reflects the best of humanity. I owe my skills and values to my ancestors, parents, community, self and the children unborn.

PARENT SCHOOL COMMUNITY COUNCIL
The Parent School Community Council (PSCC) is an organized support group to bring parents, staff and community for each individual school to the table to focus on individual school issues and concerns. Our Parent School Community Council has created a climate where participation of all stakeholders resulted in increased commitment, responsibility and satisfaction for the total Westinghouse School community. Our PSCC has become a unified legitimate voice that has helped to advise the decision making process.
(These councils are designed to be advisory and not governing bodies)
# Pittsburgh Westinghouse Academy 6-12

## BELL SCHEDULE

### 2013-2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>7:30 a.m.</td>
<td>Arrival</td>
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<tr>
<td>7:36 am – 8:21 am</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:25 am – 9:18 am</td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>Morning Announcements</td>
</tr>
<tr>
<td>9:22 am – 10:07 am</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:11 am – 10:58 am</td>
<td>Period 4</td>
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<tr>
<td></td>
<td>Homeroom Attendance</td>
</tr>
<tr>
<td>10:58 am – 12:13 pm</td>
<td>Period 5</td>
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<tr>
<td></td>
<td>Lunch</td>
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<tr>
<td></td>
<td>Grades 6-8 Lunch</td>
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<tr>
<td></td>
<td>Grades 6-8 Class</td>
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<tr>
<td></td>
<td>Grades 9-12 Class</td>
</tr>
<tr>
<td></td>
<td>Grades 9-12 Lunch</td>
</tr>
<tr>
<td>12:15 pm – 1:03 pm</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:07 pm – 1:52 pm</td>
<td>Period 7</td>
</tr>
<tr>
<td>1:52 pm – 2:46 pm</td>
<td>Period 8</td>
</tr>
<tr>
<td></td>
<td>Afternoon Announcements</td>
</tr>
</tbody>
</table>
FLAG SALUTE:
It is the responsibility of all citizens to show proper respect for our country and our flag.
1. Students may decline to recite the Pledge of Allegiance on the basis of personal belief or religious convictions;
2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

SCHOOL CLOSING:
George Westinghouse Academy 6-12 follows the Pittsburgh Public Schools decisions regarding closing. If the Pittsburgh Public Schools have closed due to inclement weather conditions, **all school activities** will be cancelled for the day. Please follow KDKA Television and Radio (1020 AM) and/or WPXI/WTAE Television for closings and delays due to inclement weather.

SCHOOL DELAYS:
In the event that school is delayed the following policies apply to Westinghouse Academy –
1. A two hour delay means that school starts promptly at 9:36 a.m.
2. Class periods are rotated so that students are not missing the same class during each delay.
3. No student will be admitted after 10:30 a.m.

VISITORS:
The school office opens at 7:00 a.m. Monday through Friday. Parents requesting a conference with an administrator, counselor, teacher or other staff member are respectfully requested to **CALL IN ADVANCE TO MAKE AN APPOINTMENT**. Adult visitors wishing to visit the school for reasons other than parental conferences may call the school and speak with an administrator to request a visit. An administrator must clear parents and former students in the building. Upon entering the building, a Security Officer will clear you and provide you with a visitor's pass. The Administration retains the authority to determine if clearance will be issued. If a visitor is caught without a pass, school police will be summoned for violation of the Pittsburgh Public School Trespassing Code. **METAL DETECTORS ARE USED TO SCREEN INDIVIDUALS WHEN ENTERING SCHOOL OR WHEN ATTENDING ATHLETIC EVENTS AND ACTIVITIES.**

DISCIPLINE CODE
The discipline code of Westinghouse Academy is designed to establish a code of behavior that benefit the student, the school, and society in which the student will eventually live and work as an adult.

Students are expected to exercise foresight and judgment in the manner which they conduct their lives. All disciplinary action will be administered fairly and firmly for the good of the students and school.
Students are attending Westinghouse to acquire the fundamental skills, knowledge, and habits that are essential for success in a global economy. Rule infractions disrupt the educational process and create a detrimental effect that is harmful to the students and instructors.

Therefore, every student should adopt the commitment that the main purpose of school is to receive an education. If students strive towards that goal, disciplinary problems will be non-existent. The following statements are given to serve as your guide toward acceptable behavior.

**Attendance**

Westinghouse Academy is committed to academic excellence and preparing our students to participate in the global market. Being in school everyday and on time is fundamental to academic scholarship and success in the world of work. Therefore, absents and tardiness of any kind is not a behavior that will be tolerated. Good work habits must be developed now! To prevent failure of a class due to excessive tardiness or absences, it is imperative that students report to school and class on time.

- All students are expected to arrive at school by 7:20 am Classes begin promptly at 7:36 am. Students arriving after 7:36 am. will be sent to the late room and remain there until the end of first period. No exceptions!!
- Students who come to school late during the second period are also being directed to the late room and will remain there until the end of the second period.

- **No student will be permitted to enter the building after 9:30 a.m. unless accompanied by a parent or guardian.** Exceptions will be made for students with a note from a physician or another legal agency (not from home) covering an appointment.

  - **If a student is tardy three (3) times, they will be sent home to return to school with a parent or guardian for a mandatory attendance meeting.**

**Early Dismissals**

The following procedure must be followed:

- Students must submit a written note from the parent or guardian to the MAIN OFFICE BY 8:00 A.M.
  - The note should include: the student’s name, grade, reason for the request, time of the dismissal, the parent’s signature and telephone number so that they may be contacted in order to verify all the information.
  - Accepted reasons for early dismissals: Medical appointment, job interviews, college interviews, mandated court appearances, funerals, illness and other specific reasons pre-approved by the administration.
  - If the note is verified the student may pick up a yellow dismissal slip in the main office. If the parent cannot be contacted then no dismissal will be given.
  - In the event of an emergency, an approved administration dismissal is required.
- No early dismissals will be given over the telephone. Parents/guardians must make sure the child has a note before leaving home.

Cell Phones and other Electronic devices
Cell phones should not be visible or turned on during school hours. Parents wishing to get in touch with children should call the main office. Students can use the phone in the main office or an assistant administrator’s office for emergencies only.

- Students caught using a cell phone will automatically be suspended for three (3) days, and a parent must come to retrieve the phone. No exceptions will be made. If caught using someone else’s cell phone, the phone will be seized and the parent of the student who owns the phone must come to retrieve the phone.

- Students caught taking pictures or recording via cell phone will also have the phone confiscated. This is a security matter when it comes to testing, personal injury, or school disruption. Parents should contact the Main Office or Administration when trying to reach their child or children.

- The use of CD players, iPods, or MP3 players can no longer be used during lunch time. Students caught listening to them at lunch, in the hallways, or class will be sent home for three (3) days.

Student Computer Use
Computers have become an integral part of today’s society as well as an integral part of specific programs here at Westinghouse Academy. Computer labs are used by students and classes. The equipment is expensive to purchase and maintain, therefore, students are expected to handle this equipment with care. Failure to do so can and will result in restitution, suspension, and/or return to the home school. The use of unauthorized websites can also result in suspension, and/or the return to the home school. For further information, please refer to the board of education website, Acceptable Use Policy, http://info.pghboe.net/acceptableusepolicies.asp

Leaving School Unlawfully
Students who leave school without permission are subject to the following disciplinary actions: (1) parents are notified immediately by phone; (2) a letter is sent home giving the day, time, date, and circumstances; (3) students are not permitted to return to school until accompanied by a parent/guardian.

DETENSIONS:
Detentions can be issued by the classroom teacher or school administrators. Usually detentions are issued for less serious offenses but not limited to those. Parents are notified before a detention is served. If the child does not serve his/her detention, a detention suspension is issued. The detention suspension is for one day, and it is served out of school. (For example, if a child is to serve detention on May 21st and does not serve, the home is notified and the child is suspended on May 23rd.)
The Pittsburgh School District also has Saturday detention which any child from any school can be assigned to the South Annex from 8:30 a.m. until 12:30 p.m. The transportation cost to Arsenal Middle School is the responsibility of the student or parent/guardian.

SUSPENSIONS
The seriousness of the act and the frequency of occurrence determine disciplinary action. Infractions are divided into three levels: Level 1 misbehavior involves minor infractions while Level II infractions involve more serious issues that could involve the district magistrate. Level III misconduct involves criminal acts or potential threats to the health and safety of the school environment that may require the intervention of law enforcement authorities and the expulsion from school. The parent/guardian will be notified of all disciplinary infractions.

<table>
<thead>
<tr>
<th>LEVEL 1 – INFRINGEMENTS</th>
<th>Level 1 – May result in the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; OFFENSE:</td>
</tr>
<tr>
<td>Refusal to participate in class/lab</td>
<td>Verbal Warning/ 1 day in-school suspension</td>
</tr>
<tr>
<td>Misuse of school supplies &amp; equipment</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; OFFENSE:</td>
</tr>
<tr>
<td>Hall Sweeps</td>
<td>1-3 days in-school suspension</td>
</tr>
<tr>
<td>Disrespect and defiance</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; OFFENSE:</td>
</tr>
<tr>
<td>Defacing school property (graffiti)</td>
<td>1-3 days out of-school suspension &amp; parental conference</td>
</tr>
<tr>
<td>Lack of proper tools for success</td>
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</tbody>
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<table>
<thead>
<tr>
<th>LEVEL II – INFRINGEMENTS</th>
<th>LEVEL II – These offenses being of a more serious nature shall result in the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmodified Level 1 behavior</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; OFFENSE:</td>
</tr>
<tr>
<td>Leaving school w/o permission</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>Disruptive Behavior/Insubordination</td>
<td>1 – 3 days of in-school suspension or 1 – 3 days out of-school suspension &amp; parental conference</td>
</tr>
<tr>
<td>Profanity (Possible Magistrate Referral)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; OFFENSE:</td>
</tr>
<tr>
<td>Repeated Tardiness</td>
<td>Up to 5 days out-of-school suspension &amp; parental conference</td>
</tr>
<tr>
<td>Unauthorized/unexcused absence from school</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; OFFENSE:</td>
</tr>
<tr>
<td>Hall Sweeps</td>
<td>Up to 10 days out-of-school suspension &amp; parental conference</td>
</tr>
<tr>
<td>Smoking</td>
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<tr>
<td>LEVEL III – INFRACTIONS</td>
<td>LEVEL III –</td>
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<td>----------------------------------------------------------------------------------------</td>
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<tr>
<td>Unmodified Level II Behavior</td>
<td>May result in a 3 – 10 day out-of-school suspension and/or expulsion. The offenses at this level represent a violation of the law and are subject to civil and/or criminal penalties. The local law enforcement agency may be notified.</td>
</tr>
<tr>
<td>Possession/use of alcohol/drugs/paraphernalia</td>
<td>DRUG &amp; ALCOHOL INFRACTIONS</td>
</tr>
<tr>
<td>Possession/use of tobacco/smokeless product</td>
<td>5 to 10 day out-of-school suspension, pending an expulsion hearing. Mandated rehabilitation program.</td>
</tr>
<tr>
<td>Sale of drugs/alcohol</td>
<td>TOBACCO POSSESSION &amp; USE</td>
</tr>
<tr>
<td>Possession of dangerous weapons including but not limited to knives, firearms, mace, razors &amp; explosive devices</td>
<td>3 day out-of-school, subject to prosecution at District Magistrate.</td>
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<tr>
<td>Theft</td>
<td>COMPUTER/INTERNET ABUSE</td>
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<tr>
<td>Bullying</td>
<td>Suspension, libel for civil/criminal penalties &amp; privileges revokes.</td>
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<tr>
<td>Harassment</td>
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<tr>
<td>Fighting</td>
<td></td>
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<tr>
<td>Threats to students</td>
<td></td>
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<tr>
<td>Threats to staff member</td>
<td></td>
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<tr>
<td>Aggravated assault of staff member/student</td>
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<tr>
<td>Violent disruptive behavior</td>
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<tr>
<td>Computer Network/Internet abuse</td>
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<tr>
<td>Destruction of school property</td>
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<tr>
<td>Possession of “look – alike” drugs</td>
<td></td>
</tr>
<tr>
<td>Possession of “look-alike weapons</td>
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<tr>
<td>Use of pagers/cell phones</td>
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</tbody>
</table>

A Discipline infraction at Level II or III, based on the severity and occurrence, may disqualify a student from being able to participate in a school-sponsored class, sports, or field trips.

**IN-SCHOOL SUSPENSION (ISS)**
Students on in-school suspension are required to do work assigned to them for the day. **Failure to complete the assigned work will result in a zero for the daily grade and the student will return to in-school suspension the following day.**

While on in-school suspension, the student will not talk, rest their head on the desk, eat or drink. The wearing of hats/head bands, coats, and sweatshirts will be prohibited in the ISS room. Personal items will be placed in an assigned area until the end of the day.
HAZING
Under no circumstances should any student at Westinghouse High School be involved in any act that could cause bodily harm to any other student. This policy is in effect throughout the school year and during those times when our students are engaged in school sanctioned activities. Furthermore, the Administration does not condone, nor will we tolerate any activity that can be defined as hazing. Examples of such activities include, but will not be limited to:

- Harassment of freshmen and other students
- Harassment of students who step on the bulldog emblem on the gym floors, etc.
- Harassment of students who walk between the football goal post.

The staff and faculty of Westinghouse want our teams to utilize appropriate team building activities under the supervision of our coaches. Any student or athlete who feels that he/she has been a victim of hazing should report this incident to his/her coach and to his/her designated assistant principal. Below you will find a copy of the Pennsylvania Law against hazing:

Pennsylvania Law (P.S.) 5352
Any action or situation which recklessly or intentionally endangers the mental or physical Health or Safety of a student or which willfully destroys or removes public property for the purpose of initiation or admission into or affiliation with, or as condition for membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of an individual and shall include any exclusion from social contact, forced conduct which could result in extreme embarrassment, or other activity which could adversely affect the mental health or dignity of the individual.

DRESS CODE – UNIFORM POLICY
- **Uniform Bottoms:** solid khaki or navy slacks/ pants/ walking shorts/ culottes/ skirts/ jumpers
- **Uniform tops:** Blue, White, Yellow solid color Polo or Oxford button down shirts with a collar
- **Westinghouse Gear**
- **At no time are jeans acceptable.**
- **NO SHOWER OR FLIP FLOP SHOES**

DO NOT WEAR ANY OF THE FOLLOWING ITEMS INSIDE THE BUILDING:
- Coats, hats, bandanas, scarves or hoods
- Any clothing or jewelry that by words, signs, pictures, or any combination that promotes sexual activity, violence, the use of alcohol or drugs, that may demean or degrade others because of race, sex, religious persuasion, national origin, handicap or disability.
- Biker shorts, spandex shorts, mini shorts or shorts with slits or holes of any kind or gym shorts.
- No short skirts or dresses that are above the thighs
- See through shirts, bare midriff shirts, strapless or spaghetti strap tops, and/or cut off clothing.
- Clothing designed to be worn as undergarments
- Any clothing or ornaments that would cause a safety hazard
- Any tight fitting clothing that emphasizes your undergarments.

This rule shall be in effect during regular school hours and at any school sponsored event whether on or off school premises. Students will be sent home to change clothes or confined to the In-School Suspension Room until a parent arrives with a change of appropriate clothing. Students are expected to dress in a manner that dignifies their self-worth and upholds the proud tradition of Westinghouse High School. Our expectation is that both students and staff dress appropriately for the image we want to present to the school and community.

PROCEDURES

SUSPENSIONS:
Students returning to school after a suspension should report to their school administrator for a re-admit slip. This slip must be shown to all teachers and returned to the Main Office after school dismissal.

FIRE DRILLS:
The danger of a fire at Westinghouse Academy 6-12 is greater than at a student’s home. By law, the school is required to have monthly drills. Therefore, it is imperative that all students, faculty, and staff leave the school in a swift orderly fashion upon the sounding of the fire alarm. Teachers and students should follow the directions posted in each of the classrooms. Any student who is out of the class in another part of the building should leave by the nearest exit and report to the closest instructor. No student is to re-enter the school until the “all clear” signal has been sounded.

STUDENT INFORMATION:
During the course of the school year, changes to the student information (address, area code/phone, guardianship, etc.) are to be reported to Student Service Office promptly.

MEDICAL INFORMATION:
All medical information concerning a student’s medical history should be filed with the school nurse. The school nurse can not dispense “medicine.” Prescription medication shall be restricted to those medications prescribed in writing by a physician and accompanied by a note from parent or guardian.

FIELD TRIPS:
All school rules and regulations are to be followed when students attend school-sponsored field trips. Any misbehavior will result in disciplinary action and exclusion from future field trips. In order to participate on a field trip, students must turn in a signed permission slip containing signatures of both parent/guardian and teachers. All teachers must approve
for a student to be eligible to go on a trip.

LOCKERS:
The Assistant Principal will assign student lockers. Each student will have his or her own individual locker. **There is to be no sharing of lockers unless assigned!** The school will not be responsible for lost or stolen property. Lockers are the property of the Pittsburgh Public School District. They are on loan to the students. The school administrator may authorize the search of school property without prior warning if suspicion is that the property contains materials that pose a threat to the health, welfare, or safety of students in the school. Students will be charged for any vandalism or destruction of lockers. **Lockers are only opened during periods 1, 2, 5 and at the dismissal bell.**

CORRIDOR PASSES:
Students are not to be in the halls during class time without a corridor pass obtained from a teacher. Students without corridor passes will be assumed to be cutting class and subject to disciplinary action. **It is a school policy to conduct hall sweeps periodically in order to maintain safe halls and reduce the number of students in the halls. If a student is caught in a hall sweep, school administrators will issue a three day suspensions, and students will receive a citation/fine at the district magistrate office.**

VALUABLES:
Students should not bring expensive clothing, jewelry or other items to school. The school and Pittsburgh Public School District will not be held responsible for lost or stolen items. **Radios, walkmans, ipods, cellular phones, etc………should not be visible in the building. If confiscated by security and or administration, a parent/guardian must come to the school to retrieve them. Students who are caught with cell phones will be required to turn it over to the appropriate Assistant Principal. This action will result in an automatic 3 day suspension.**

FOOD AND BEVERAGES:
The cafeteria is located on the ground floor. Breakfast is served every morning beginning at 7:15 a.m. through 7:32 a.m. For lunch, the cafeteria serves a full hot lunch or side cart items during two lunch periods. **Free or reduced lunch tickets are subject to federal guidelines. Applications are available in the cafeteria. (Each year these applications must be filed out.)** Vending areas are also available for the students’ convenience. Please be advised that the school is not responsible for money lost in the vending machines. **Students are not permitted to leave school grounds for lunch or any other time during the school day! Students are also not permitted to order food to be brought in or have food delivered to the school.**

All food and beverages must remain in the cafeteria area. Each student will be responsible for cleaning the table where he/she has eaten. All trash is to be deposited in trash receptacles. Throwing food can and will result in disciplinary action. Please take pride in our school by helping keep it clean and presentable.
RULES OF STUDENT CONDUCT

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of George Westinghouse Academy 6-12 and the Pittsburgh Public School district. As a student you are not to infringe upon the rights of others. The following activities are considered improper conduct and will subject the student (s) to disciplinary action, including but not limited to, suspension and or expulsion from school. A violation of the rules will occur whether the conduct:

- Takes place on school grounds at any time when the school is being used by a school group, or
- Off the school grounds at any school activity, function or event
- In route to and from the school, unless otherwise indicated herein.

The following are infractions that warrant school discipline:

1. Disruption of School
2. School Property - Damage, Destruction or Theft
3. Private Property - Damage, Destruction or Theft
4. Assault-School Employee – Simple Assault
5. Assault-School Employee – Aggravated Assault
6. Assault-Student or Other Person not Employed – Simple Assault
7. Assault-Student or Other Person not Employed- Aggravated Assault
8. Weapons and Other Dangerous Instruments
9. Narcotics, Marijuana, Stimulant Drugs, and Alcoholic Beverages
10. Disorderly Conduct
11. Telecommunication Devices
12. Academic Dishonesty
13. Sexual Harassment
14. Misuse of Computers/Network
15. Undesirable Group Activity
16. Fighting
17. Bullying

These are the governing rules as set forth by the Pittsburgh Public School District. A complete explanation can be read in the Code of Student Conduct Booklet revised version approved June 27, 2001. This booklet is utilized by all Pittsburgh Public Schools in setting policy as to the procedures, responsibilities and rights of student behavior.

Types of Behavioral Adjustment

Students referred to an administrator in violation of Student Code of Conduct may be assigned to one or more of the following disciplinary procedures:

- **Individual Conferences** – focus on the individual and the “issues” that may be causing the school disruption
- **Telephone Call** – a phone call home to inform the family of the issue at hand
- **Parent/Teacher Conference** – the parent is requesting to come in to assist in the problem solving to turn around the negative behavior
- **Administrator/Parent/Teacher** – an administrator is asked to sit in on the conference to assist in the
problem solving of the negative behavior

- **Detention** – assignment by the teacher or administrator to report to a particular classroom either before school (7:00 a.m.), or after school (3:00 p.m.), to make up missed work or to focus on correcting the negative behavior being exhibited in the school.

- **In-School Suspension** - assignment by an administrator to the “time out of school” classroom where the student spends the day being restricted to that classroom to complete assignments mandated by suspension room policy and correcting negative behavior. These suspensions may last from one to three (1-3) days.

- **Saturday Detention** – assignment to the Saturday Option Program in Lawrenceville where the student will receive anger management classes.

- **Out-of-School Suspension** - assigned by an administrator to spend days at home or the Options Center away from the school environment. A record of suspension is placed in the student's permanent record and a parental appointment is necessary to reinstate the student.
**GRADUATION REQUIREMENTS**

**Credits Needed for Diploma**
(Minimum units to be earned in grades 9 – 12)

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>(Course requirements earned in Grade 9 – 12 must be Algebra, Geometry, Algebra II and two other advance math courses)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>(Civics, World Cultures, United States History, Sociology, Psychology)</td>
<td></td>
</tr>
<tr>
<td>World Languages</td>
<td>3</td>
</tr>
<tr>
<td>(The two units must be earned in the same language)</td>
<td></td>
</tr>
<tr>
<td>Fine and/or Practical Arts</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total units, Academic Program**  
27 UNITS
GRADES AND ATTENDANCE

Students are eligible for the Academic Honor Roll if they have a Quality Point Average (QPA) of 3.00 - 3.499. High Honor roll requires a QPA of 3.5 – 4.0. Grades are assigned the following Quality Point Values:

A=4  B=3  C=2  D=1  E=0

If a student shows signs of poor progress, INTERIM PROGRESS REPORTS will be sent to the parents during the school year. These notices are designed to encourage discussion between the student, home and the teacher on how to improve upon the student’s progress. A student who has received a failing grade(s) for one or more report periods due to failure, shall be entitled to receive the semester final grade for the course which the student otherwise would have received had it not been for the failing report period(s) or grade(s), provided the following requirements are met:

- The student has provided appropriate documentation to verify the reason for the absences.

Students who have more than six (6) illegal absences (less than 95% attendance) will receive a failing grade for the report period and will not be permitted to makeup assignments:

- 85%-94% Attendance: Probationary can make up courses in summer school, other extended day, or year programs. Students can only participate in extracurricular activities, prom, promotion or commencement with permission from the principal
- Below 85% Attendance: Unacceptable. Students cannot make up courses in summer school, other extended day, and year programs. Students cannot participate in extracurricular activities, prom, promotion, or commencement. Students are also ineligible for academic or citizenship honor roll.

GRADUATION PROJECT

In order to graduate from the Pittsburgh Public Schools, every student must satisfactorily complete a Graduation Project as required by the Pennsylvania Department of Education regulations. The purpose of the Graduation Project is to ensure that all students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding of this information. The student must demonstrate his/her knowledge through a
combination of research, writing and presentation as stated in the Commonwealth of Pennsylvania mandated Chapter IV Regulations. In order to meet this requirement, student in the Pittsburgh Public Schools must complete a project with the following components:

- **The Project**
  Each student must design and complete a series of Activities as Outlined in the Graduation Project Handbook.

- **Project Portfolio**
  In the Graduation Project, each student must prepare a Project Portfolio as outlined in the Handbook.

- **Oral Presentation**
  The student must present an oral defense of his/her Project to a panel for final verification of successful completion.

The development of an individual Graduation Project requires self motivation to keep on task. Hard work and time management skills are essential in meeting the rigorous requirements and various deadlines. Your positive influence will be invaluable to your child throughout the project. Identification of an adult mentor to provide guidance or expertise in completing the project is a must. It is the responsibility of the parent/guardian to oversee the selection and work of the mentor.

**PROGRAM OFFERINGS**
Science and Math Program (SAM)  
Business and Finance Academy (B & F)  
Health Careers  
Culinary Arts  
Cosmetology  
Center for Advanced Studies (CAS)  
*Advance Placement US History (AP)*  
*Advance Placement Psychology (AP)*  
*Advance Placement English (AP)*  
Applied Technology and Career Development (ATCD)  
Fine Arts  
Foreign Language  
English  
Science  
Mathematics  
History  
Health  
Physical Education  
Family Resource/ Support Center

The following is a list of the clubs, organizations, and athletic teams that are available at Westinghouse. To join, contact the sponsor or coach. Every student should be active in at least one organization or athletic team.

National Honor Society  
Marching Band  
Student Council  
Pommerettes  
Senior Class Committee  
Cheerleaders  
Junior Class Committee  
Flag Squad  
Yearbook  
Majorettes
Students who participate in an extracurricular activity must:

- Maintain a 2.0 GPA or better before each season of participation.
- Comply with all academic and attendance requirements of the PIAA.
- Participate in an academic support system as established by our school.

Academic eligibility is checked, verified, and reported by the Activities Director and Faculty Manager of Athletics. Any student who does not meet the necessary requirements should see one of the above people or the appropriate coach for information and assistance to become eligible to participate.

**Sports**

Athletic competition at Westinghouse provides students with the opportunity to develop sportsmanship, school spirit, teamwork, and leadership skills. We encourage students to participate in one interscholastic or intramural sport.

**Fall Sports**
- Football
- Girls' Volleyball
- Co-ed Cross Country
- Co-ed Soccer

**Winter Sports**
- Boys' Basketball
- Girls' Basketball
- Wrestling
- Co-ed Swimming

**Spring Sports**
- Boys' Track
- Girls' Track
- Boys' Baseball
- Girls' Softball
- Boys' Volleyball
- Girls' Tennis
- Boys' Tennis

**Intramural Sports**
- Basketball ---Fall & Spring
## Important Numbers

### Administration
- Dr. Crenshaw - Principal: 412-665-3977
- Mr. Varlotta – Assistant Principal: 412-390-2785
- Mr. Moore – Design Director: 412-665-3974

### Pupil Services
- Mrs. T. Harris – Counselor: 412-665-3954
- Ms. Naugle – Counselor: 412-665-3952
- Mrs. Gordon – Social Worker: 412-665-3955
- Mrs. Creighton – Community Liaison: 412-665-5016
- Mrs. Babik – Project Manager: 412-665-3979
- TBA – Nurse: 412-665-5025
- Mrs. Rivers – Teen Parent Coordinator: 412-665-4361
- TBA – Cafeteria Supervisor: 412-665-3962

### Clerical
- Main Office: 412-665-3940
- Main Office: 412-665-3942
- Bookroom: 412-665-3963

### Support Services
- Custodian: 412-665-3964
- Wellness Center: 412-361-0909
- Child Care: 412-665-5020
- Security Office: 412-665-2250
- Probation Office: 412-665-4957
I have received a copy and have read the entire “Student/Parent Handbook” and understand the consequences of violating any of the policies or procedures contained herein.

Signatures below also constitute acceptance/notification of:

1. Discipline Policy (Page _____ )
2. Attendance Policy (Pages _____)
3. Graduation Requirements (Page _____)
4. Drug/Weapons/Alcohol Policy (Page _____ )
5. Field Trips (Page _____ )
6. Suspensions/Extracurricular Activities (Page _____ )
7. Computer/Network Policy (Page _____ )

_____________________________            ____________________
Student Signature                                 Date

_____________________________           ___________________
Parent/Guardian Signature                      Date
SANKOFA
West African Symbol
“return and get it”
symbol of importance of learning from the past