



# **THE WORSHIP ACADEMY**

School of The Arts

# Handbook

Revised 2023

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School of The Arts

## MESSAGE FROM THE ADMINISTRATION

Welcome to The Worship Academy School of the Arts, home of the **Mighty Stallions!** Every new school year brings three challenges:

1. **THE PERSONAL CHALLENGE:** It is up to you to develop and maintain a growth mindset. Everyday is packed with new opportunities for growth and enrichment. Take advantage of each opportunity to learn. Get to know yourself, challenge yourself and mature in your artistic abilities!
2. **THE ACADEMIC CHALLENGE:** Our courses challenge you to think beyond the textbook and form connections to real life. Come to class prepared to learn with an open mind and willingness to personally contribute, participate in teamwork and research!
3. **THE COMMUNITY CHALLENGE:** There are plenty of opportunities to give back to our community. Take part and take pride! Be a leader and develop lasting friendships. Be a good citizen by being kind to others, being polite and being considerate.

The content of this handbook provides the framework of policies and procedures to guide you toward meeting these challenges. As a student, you can best help yourself and the school by committing to excellence in your courses. As always, changes occur from one school year to the next however, the primary focus of learning and enrichment will remain in place.

As a student of The Worship Academy School of Arts you are expected to show respect, take responsibility, be prepared, be studious and be purposeful. No individual or group has the right to keep you from getting a quality education, and these expectations are in place to ensure a quality education for all. We encourage you to review this handbook with your parents/guardian and ask questions about anything you do not understand.

As you move forward through the year remember you are attending a private school which was founded to meet your needs. Your instructors are highly qualified and eager to assist you in meeting your goals. Take advantage of the opportunities presented and fully commit yourself to being an exceptional student.

I am looking forward to an enjoyable and rewarding school year,



A handwritten signature in black ink, appearing to read 'Shakara Alcorn-Beckem'.

**Ms. Shakara Alcorn-Beckem**

*Artistic & Academic Director*



## ACADEMIC GUIDELINES

### Grading Scale

A+	98 - 100	(4.0)
A	94 - 97	(3.7)
A-	90 - 93	(3.3)
B+	87 - 89	(3.0)
B	84 - 86	(2.7)
B-	81 - 83	(2.5)
C+	78 - 80	(2.3)
C	75 - 77	(2.0)
C-	73 - 74	(1.8)
D	71 - 72	(1.5)
D-	69 - 70	(1.0)
F	Below 69	(0.0)

### Report Card Codes:

I = Incomplete Grade

P = Pass

M = Medical

W = Withdraw

WF = Withdraw Failing

## **Report Cards**

Report cards will be electronically released at the end of each grading period via email. In addition, printed copies will be sent home with each parent following conferences (Marking Periods 1&3)

## **Honor Roll**

Elementary/Middle School: Students must earn all A's and B's to qualify for Honor Roll status.

High School: Students must have an overall average of 3.3 or above for the marking period GPA and no incomplete grades to attain Honor status. Students who have lower GPA's than this may require an Academic Intervention Plan for the following semester(s). Student academic grades must be at least 75% or higher in each subject, however each student should have 3.0 overall GPA to be promoted to the next grade. Final retention/promotion decisions are made by the director in consideration of what is best for each individual student (also see below).

## **Promotion and Retention**

Promotion for Elementary/Middle School students with more than one failed core course is not permitted. High School students with less than a 3.0 is at the discretion of the director. Students permitted to advance may still be required to successfully complete Summer or Fall replacement courses if they fail 2 or more core courses. \*Course Fee may apply.

## **Course Change Information**

Upon receipt of their final course assignments, students will be permitted to request course changes only if the instructional level is too rigorous. To request a course change, the student must work in their assigned class for two full school weeks and attend all assigned academic support sessions for the course in question. Course transfer requests must be submitted to the office. Once the director has reviewed the request it will be approved or denied.

## **Credit Recovery**

To qualify for credit recovery prior to the end of the current school year, students must:

- Submit a request in writing
- Follow Academic Intervention Plan

### **Academic Intervention and Academic Probation**

Students earning less than a B- will be assigned academic interventions to better equip them for further study. Students who have academic intervention in place and earn below a C will be placed on academic probation. While on academic probation the student will be required to use all available academic support periods and Hip Hop/Flex periods to supplement their learning. The intensity of the required time periods will be at the discretion of the instructor and ultimately the director.

### **SPECIAL EDUCATION/PROTECTED HANDICAPPED STUDENTS**

The Worship Academy School of Arts provides the necessary programs to meet the unique needs of identified children. Such children are identified through a process that is following federal and state standards.

## STUDENTY INFORMATION

### **Academic Integrity**

(Includes plagiarism and cheating)

#### **Guidelines to avoid plagiarism:**

1. Teachers shall review the definition of plagiarism with their students and the expected ethical behavior on an annual basis.
2. The definition and expectations of students with regard to plagiarism
3. There should be clear, objective evidence that plagiarism occurred. If there is a reasonable suspicion of plagiarism, but no physical evidence, instructors should check the bibliography and/or have the student summarize work under different conditions.

#### **Consequences for academic dishonesty:**

All infractions of academic dishonesty will be recorded in the student's discipline file. Course specific consequences to be defined in the course guide at the course's start.

#### **Minor Offense**

Definition: Academic dishonesty that involves a student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is still his/her own. This includes assignments of any type

1. Teacher/ student conference
2. Student required to redo all or part of paper/project/assignment no academic penalty

\*Multiple Minor Offenses may be considered a Serious Offense; at the discretion of the course instructor.

#### **Serious Offense**

Definition: Academic dishonesty involves a student's intentional use of large parts or entire works which have been plagiarized. This includes cheating. The majority of the student's work is not their own.

1. Teacher/Student Conference
2. Teacher/Director Conference
3. Student required to redo all of the paper/ project/ assignment with academic penalty, and it will be noted in their discipline file.
4. Parental notification of the disciplinary summary.

Violations of the academic integrity policy are cumulative for a student's entire school career.

## **Attendance**

With any absence for any reason: It is the student's responsibility to meet with the teacher to determine how to make up missed work, and it is the student's responsibility to get the work completed within the given timeframe. **Please adhere to the following daily schedule"**

**8:00 am Breakfast**

**8:20 am Last Breakfast Served (Cut off point)**

**8:30 am School Begins**

**3:15 pm Kindergarten Dismissal**

**3:20 pm Bus Dismissal**

**3:30 Last Pick up**

## **Absentee Reporting**

1, When a child is absent from school, the parent /guardian is responsible for sending a note to school stating the reason for the absence. If a note is not received within three (3) school days after an absence, the absence will be marked truant/unlawful according to the Pennsylvania Department of Education's revised truancy policy.

2. Students who have been absent due to illness for more than two consecutive days will require a doctor's note to return and have their absences excused.

3. Students will not be excused for a absences during Final Exams/

4. Students who come to school after 11 AM will be considered tardy to school and half day absent. Students who leave school prior to 1:30 PM and do not return to school will be considered half-day absent.

## **Excused Absences**

The policy stipulates that EXCUSED absences include the following:

1. Illness
2. Family emergencies (note must explain nature of emergency)
3. Prearranged doctor and dentist appointments
4. Authorized school activities
5. College visitations – two (2) days per year (Highschool Only)
6. Once a student has reached ten (10) days of cumulative unlawful, unexcused, or lawful absences, all future absences will only be excused with a note from a physician. Exceptions may be made at the discretion of the school director.



### **Dismissal from School (Appointments and Illness)**

1 Students will be released from school only with the permission of authorized persons.

2 A student who becomes ill during the school day must report to the office to be dismissed. Students making their own arrangements will not be excused and will receive consequences for attempting to leave/leaving campus without permission. \*Students are not allowed to shop at Transit News (convenience store) located on the 1<sup>st</sup> floor in Amtrak.

3 Requests for release time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the student's parents or guardians is necessary. The request should be turned into the office no later than the morning of the dismissal. **The early dismissal will not be excused unless the student returns with documentation from the appointment (ie: provide a doctor's note in addition to or in place of a parent note.)**

### **Visitor Guidelines**

Please assist us in keeping our building secure for our students and staff. Due to the concern for the safety of all of our students, visitors during school hours are discouraged. Any exceptional situations must receive prior approval from the administration.

- All visitors must report directly to the security desk to obtain a visitor's pass (ID required) Passes must be visible at all times. People who enter the building without knowledge and consent of the administration may be subject to trespass regulations.
- Students from other area schools will not be permitted on campus without permission from a building administrator
- All visitors must be escorted while in the building during the school day unless they have been invited in for enrichment, guest instruction or have volunteer
- agreements and clearances.
- Students are not permitted to let others in any door of the building or academic suites.

### **Telephone/Messages**

Parents/Guardians may call and leave messages with the office during the school day; however, no messages, other than emergencies, will be given to students or teachers during the time that classes are in session. Students will not be permitted to make telephone calls from the office unless it is urgent. Parents should only call or text their child's cellular device during the time designated for student cellular device use (which is very limited). Please do not encourage your child to break rules in an effort to communicate with you.

## General School and Student Property

### Hanging Posters or Signs

Any student who desires to hang posters/signs in the building or academic suites must receive permission in advance from school administrators.

### Cubbies/Coat Racks and Closets

Students are not to change their cubby assignment without permission from administration. Students are not permitted to write or place stickers on their cubbies. Students are not to share their cubbies with anyone. Coat storage areas and cubbies are the property of The Worship Academy School of the Arts and as such are subject to search. The advisory Board authorizes the administration to conduct random general searches of storage area, cubbies and coat racks/closets when the school has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

### Loitering by Students

No student is permitted in the school after school hours **unless under the preapproved supervision of a staff member**. Students under the supervision of a staff member are restricted to the area of their activity. Students are not to have the unsupervised use of school keys and/or pass cards. Students waiting for transportation should wait near the main entrance. Students are not permitted to wander the building while waiting for transportation. Violators will be subject to discipline.

Students who are traveling from one area of the building to another are expected to take the most direct route. Students who remain in the halls or other areas without any specific educational purpose will be considered to be loitering. (This includes during school hours)> Students are not allowed to congregate in the lobby of Amtrak at any time.

### Make-Up Work

It is the responsibility of each student/parent to make up work missed during his/her absence. The student/parent should inquire of the teacher what must be made up on the day the student returns. The minimum required amount of time for make-up work is equal to the number of days an absent unless the absence was prearranged, in which case arrangements would be coordinated with the teacher in advance. For example, if a student is absent two (2) days from a class, then the make-up time is also two (2) days.

### **Student Financial Obligations**

TUITION is \$9,250 per academic year. Student financial aid, scholarships, and discounts may reduce tuition amounts. Textbooks, equipment, and most supplies are furnished free to all students. Each student has an obligation to keep these items in good condition while they are in their charge. Students must reimburse the school for the damage they have caused or allowed to happen. All assessed fees will be billed to the parents or guardians and due upon receipt.

A student who has an outstanding obligation will have his/her report card and/or diploma held in the school office until the assigned obligation has been paid. In addition, a student may lose the opportunity to participate in extra-curricular activities at the discretion of the administration.

### **Student ID cards**

It is expected that students have their student identification card with them at all times while in school or at school events. Failure to show a valid ID Card will result in a student not being permitted to attend an activity or not being able to conduct certain school business. Students may be required to present their ID cards at various times during the day such as when entering the or leaving the building. Attendance is taken via badge scan. Students should not share their ID Card. If someone uses another student's ID, both students will be given consequences.

It is expected that students will identify themselves if asked by any adult (employee) in school or on school property. If a student doesn't have his/her badge they should report to the office. Students may be required to remain in ISS. Please note: Initial Badges cost \$5 each academic year. Students who have misplaced their ID cards will be billed \$10 for each replacement badge.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a systematic intervention process into the lives of students at risk. An at-risk student is one who has a mental health and/or substance abuse problem. Students may be referred for assistance by other students, staff, or parents. Students may also self-refer. All referrals are confidential. Referral forms can be obtained online or in any of the school offices.

## **HOMELESS STUDENTS**

The Worship Academy School of the Arts recognizes its obligations to ensure that homeless students have access to the same educational programs and services provided to other students. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions: living in hotels, motels, campgrounds; living in emergency shelters either transitional or domestic violence; awaiting foster care; unaccompanied youth and run away children; families temporarily doubled up due to loss of housing (fire, eviction, etc.); living in cars, parks, public spaces. Resident families are encouraged to contact the school counselor or their building administrator to discuss their situation. Families new to TWA should ask to speak with the Student Services Coordinator during their registration appointment, prior to their interview.

## EMERGENCY/NATURAL DISASTER

If an emergency should arise when the students are in school, appropriate action will be taken to protect the health and safety of each one.

### **Emergency Contingency Plan**

1. If time permits, students will be returned to their home via normal dismissal procedures.
2. If the emergency situation is such that the best location for students is the school building, all students will be housed in the facility and cared for by the staff.
3. If an emergency exists where the students are in imminent danger, they will be evacuated and taken to another site (such as another school/community facility) which will be determined by TWA's Administrators Emergency Announcements will be sent via email and school Band Application post.
4. In cases of suspicious subjects or dangerous disruption, TWA may initiate lock down procedures.
5. In case of a fire or active shooter, emergency drill procedures will be followed. (updated annually)

### **Inclement Weather/Emergency**

When bad weather conditions develop, the Director will assume the responsibility for making the decision as to whether schools will be open or closed. Announcements will be made via Band Application Post/email by about 6:30 AM. Should inclement weather make it necessary to delay the opening of school or close early during the school day, announcements will be made via the television stations as to the times of arrival or dismissal.

## FOOD SERVICE

All students should be sure that their allergy information is up to date and as detailed as possible on their paperwork.

### **Meal Payment System**

Students who don't pack lunch may purchase school lunch. Payment must be made to cover each day that purchases will be made. Accounts not paid in advance will be assessed a \$5 administrative fee if account balance is greater than \$0 for more than 7 calendar days.

**School Lunch Prices: Student \$2.00/day (a la carte)**

All Breakfast is Free

### **Snacking Options**

To provide access to healthy snacks options after the school day, vending machines/school stores are present in the school for student and staff use. All existing food and drink guidelines apply.

## **Food and Drink**

### *Important Definitions*

- Individual Snack – a quiet, non-distracting snack that is easily consumed by its owner.
- Water Bottle – a leakproof reusable bottle that may be refilled throughout the day.

Food and drinks other than water are prohibited in the school outside of mealtimes.

\*\*Food gifting or giving is not allowed. Students may not share any food, drinks, containers or utensils due to health, allergy, and dietary reasons.

\*\*Students requiring a snack during school hours due to medical reasons may submit a policy waiver form. Any snacks given for this reason must be consumed in the office.

### Consequences

Violations of the above conditions will result in the student being asked to throw the item away immediately under staff supervision and a loss of privileges.

- Repeated violations of the above conditions will result in progressive discipline.
- Refusal to cooperate with these guidelines will be treated as insubordination.

## **HEALTH SERVICES AND REGULATIONS**

A primary responsibility of the school is the protection of the health of each child. To ensure this protection, the health services of our schools are extensive, and their functioning is well organized. Each student's health records, and medication logs must be up to date.

### **Possession/Use of Asthma Inhalers**

The school shall permit students in any grade to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and TWA's policy. Students who need to have possession of these items must alert the school administration prior to having possession in school & have physician's instructions to carry, on file.

### **Mandatory Examinations**

All students must have a complete physical examination on file (using the form in the registration packet) by October 1<sup>st</sup> of each academic year.

For **TWA Physical Forms**, please see The Worship Academy School of Arts website under the Registration information.

### **Use of Medications**

Recognizing that there are occasions whereby it is necessary for the school to administer prescribed medication to students during school hours, the following policy has been adopted:

1. No prescribed medication will be administered at The Worship Academy School of Arts except by written order of a physician. Written authorization from the parent/guardian requesting the giving of the medication is to be presented to the school office. This authorization is to be renewed each school year or each time there is a change in instructions and /or prescription.

2. Medication brought to school must be in the original container dispensed by a pharmacy or doctor. The container label should state the patient's name, date, name of medication, dosage, and time or be given and placed in the custody of the school nurse, principal, or principal's designee for security purposes.
3. All medication shall be administered by the school principal, or designee.
4. A written record is to be maintained on each student receiving medication. The time each dose is given is to be recorded and initialed. Any side effects shall be recorded.
5. The student is to take the medicine in the presence of the person administering the medication.
6. The parents of any student requiring long-term medication should have a conference with the school director at the beginning of each school year or when there is a change of medication.
7. All preparations not regulated by the FDA such as herbals, alternatives, teas, nutritional supplements and topicals must be accompanied by a physician's written order including exact dosage and timing of administration.

Suggestions:

1. Please ask your pharmacist to make a second labeled prescription bottle for medicine to be taken at school.
2. Medication that is to be given three times a day may be given before school, right after school and at bedtime to avoid school involvement (unless a physician specifies a definite time schedule).

**Non-prescribed Medication (Ibuprofen, Pepto, Claritin, Acetaminophen, etc.)**

1. Written or recorded verbal authorization from a parent/legal guardian will be required for the school to administer non-prescribed medication.
2. Over-the-counter FDA approved medication in original container sent in by parent/guardian may be administered, only in the dosage contained on the label.
3. All non-prescribed medication shall be administered by the school nurse, principal, or principal's designated person.
4. A written record is to be maintained on each student receiving medication. The time each dose is given is to be recorded and initialed. Any side effects shall be recorded. Professional judgment will prevail when administering ANY medicine at school.
5. Students are not allowed to administer or share medications. Violators will be subject to discipline according to the student code of conduct which includes, but is not limited to, suspension.
6. Students are not allowed to carry/keep any medication (Rx or OTC) on their person. Violators will be subject to disciplinary action.

## Dress Code

All students must adhere to the school's dress code or disciplinary actions including but not limited to, in school suspension, detention or out of school suspension, will be assigned.

Daily Student Attire (M-TH) \*See uniform guidelines for up-to-date Formal Friday Requirements

- Logo'd French Toast Uniform Polo (Only one top button may be undone)
- Khaki French Toast Brand Uniform Pants
- Black Socks
- Black or Brown Belt
- All Black Sneakers (thread included)
- Fitbits and like counters or basic watches are permitted. Smart watches, cell phones, personal tablets or like devices are not permitted during school hours.
- Not more than one additional arm band or bracelet may be worn
- Modest earrings, rings, and/or necklaces

Ballet/Modern Dance:

### I. Girls

- Assigned Leotard/Unitard
- Transition Tights (Nude) to be worn under leotard
- Assigned Shoes per discipline
- No bra straps, underwear or undershirt straps may show
- Hair must be groomed and out of face
- No dangling jewelry, wristbands, fitbits, watches etc permitted
- No dance skirts or layered leggings

### II Boys

- Assigned dance shirt
- Black Male Transition Tights or Black Dance Shorts (per discipline)
- All boys must wear a dance belt
- Assigned Shoes per discipline
- No undershirts may be worn
- Hair must be groomed and out of face
- No dangling jewelry, wristbands, etc.

Hip Hop

### I Girls

- Yellow School T-Shirt (may wear fitted undershirt or leo underneath as supportive layering)
- Black leggings/Biker Shorts
- Dance Sneakers for Hip hop (unless otherwise permitted)

### II Boys

- Yellow School T-Shirt (may wear fitted undershirt or leo underneath as layering)

- Dance Spandex Shorts for Modern/Non-spandex Shorts for Hip Hop
- Dance Sneakers for Hip Hop (unless otherwise permitted)

### **Free Dress**

#### I Academic

- Students may wear any clothing and close-toed shoes although clothing must be free from any profanity or offensive symbols, Shirts may not be transparent, and jeans may not have rips in the back or rips at or above pocket level. Violations of this policy, as determined by staff/administration will result in the student being asked to change into uniform. Multiple violations will result in the loss of this free dress privilege for the remainder of the academic year. Shorts must have an inseam of at least 2 inches (elementary) and 3 inches (upper division)

#### II. Dance Courses

- Students may wear any form fitting clothing of their choice (with the exception of Hip Hop; clothing for Hip Hop may be loose fitting) Sports bras are permitted as shirts for girls as long as the neckline is high enough to graze their collar bone while they are in motion. Boys may not attend class shirtless however any student may have shirts which have mesh sleeves or backing.

### **Dress Code School Formal/Semi-Formal Events**

#### Females:

- Strapless/spaghetti strap dresses are allowed. Please be sure they are secured properly
- Dress/skirts must be an acceptable length
- Slits must not be so high that body parts or undergarments are exposed.
- Backless to waist is permitted. Below waist is not permitted (opposite your belly button).
- No garters or other exposed lingerie/undergarments.
- No boas
- No sheer/see-through dresses and no see-through sides or bare sides
- No excessively low cut dresses or tops
- Shirts and jeans must adhere to the free dress policy\

#### Males:

- Shirts must have sleeves
- Shirts must remain on
- All pants must be secured at waist (belt not required, optional).
- No bandanas or canes
- Shirts and jeans must adhere to the free dress policy

**Please note the following:**



Once students are admitted into the event, if they alter their attire in such a way as to violate the specific dress code standards, they will be removed from the event and may lose the privilege to participate in the next event. Parents will be notified.

Students who are unsure if their attire meets dress code standards should see an administrator with their questions.

**\*If you have a guest, it is your responsibility to be sure he or she is aware of the dance event dress code.**

## **BEHAVIOR GUIDELINES AND INFORMATION**

### **Acceptable Use of Computer Network/Internet**

Use of the computer network shall be consistent with the curriculum adopted by TWA as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. \*Students may only use the network for educational purposes.

### **Consequences for Inappropriate Use**

Use of the computer is a privilege and not a right. At its sole discretion, TWA may restrict any person's access to the computer network. TWA reserves the right to remove a user account from the network to prevent further unauthorized activity or vandalism. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network may be reported to the appropriate legal authorities for possible prosecution.

**Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes, but is not limited to, uploading or creating computer viruses, unauthorized alteration of computer settings or files, and downloaded unauthorized files.

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject of fair use guidelines.

### **Bullying and Cyberbullying**

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student or group over time by another student or group that has the intent and effect of one or more of the following: physically, emotionally, or mentally harming a student; damaging, extorting or taking a student's personal or academic property; placing a student in reasonable fear of physical harm; placing a student in reasonable fear of damage or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; systematically and intentionally excluding a student from activities with peers; spreading false information about a student or attempting to influence others to exclude a student; using relational aggression, which is defined as behavior which can undermine or destroy relationships and is often used when identifying "female" bullying. However, it should be noted that both genders can engage in

direct or indirect bullying and it can be either physical and/or psychological in nature. The term “**bullying**” will include direct, indirect and cyber bullying as defined.

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in our school. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying behavior disrupts the educational and learning process, and may present an obstacle to the academic, vocational, social, emotion, other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated in our school setting.

### **Terroristic Threats**

A student found to have committed terroristic threats or acts may, in addition to any discipline imposed or restitution ordered, be required to pay costs in the amount equal to the cost of the evacuation and/or additional police and security costs, including but not limited to, police, fire and/or ambulance response, and the cost of transportation of any individual(s) from the building, place, of assembly or facility.

If a student makes a threat to another student, staff member, administrator, Board member, oneself or community member, the student shall be required to participate in a threat screening to determine if the student is a threat to self or others.

### **Cutting Class**

Class cuts include anytime a student is absent from a class without permission or anytime a student is “missing” due to the fact that he/she is in an area of the building without proper supervision or authorization.

Academic Support, Emotional Support, ISS and Main Office: When students enter these areas, they are required to both sign in and sign out. Failure to sign out, even if it is at the end of the period, may result in a class cut. Students must be able to demonstrate that they were in these areas for the duration of the period. Student’s may request a “back to class pass” to account for any missed time.

Use of hall passes: It is expected that students who have a hall pass are coming from and going to the areas indicated on the pass. For example: any student who obtains a pass to the restroom and goes to a different location, will be considered as cutting.

Illness: Students who are ill need to utilize the main office. Staying in the bathroom because of a headache or throwing up is considered cutting class. Students who have thrown up should make their way to the nurse or main office as soon as possible.

### **Dice, Gambling and other Games of Chance**

Students are not permitted to have dice or other games of chance during the school day. We ask students to leave these items at home. Items listed or used to play games of chance will be taken from the student or students involved. Parents will be able to pick the items up at school at the main office. Cards and other group games are not permitted on school property. The atmosphere in school should be conducive to learning. Student participation in such activities will result in disciplinary action.

### **Grooming Safety**

The Worship Academy School of the Arts Dress and Grooming Code Policy prohibits student dress or grooming practices which:

1. Present a hazard to the health and/or safety of the student or to others in the school
2. Interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following are **NOT** acceptable during school hours:

Head Coverings, including but not limited to baseball hats, caps, sports headbands, doo rags, knitted hats, beanies, hoodies , and bandanas.

\*Exceptions may be granted by a building administrator for medical, cultural or religious reasons.

Coats, including but not limited to, large, oversized jackets, trench coat, trench coats jeans jackets, rain coats, hoodies, sweatshirts, western dusters, or overcoats of a similar nature must be kept in cubbies/coat closets during the school day.

Hair should be styled in a manner that doesn't distract from the student's learning. Hair should be secured/fashioned so that it is out of the student's face. For example, a child's bangs should not cover his/her eyes or excessively hang in his/her face. This would become a distraction.

Baggy pants, including but not limited to, excessively large pants and/or pants that drag on the floor while walking are not permitted. Please follow the sizing guidelines when ordering uniform items. All pants must be worn at the waist during the school day and secured by a belt.

- Discretion – In view of the fact that fashions are continually changing, the building administrators have the discretion to be the final authority in all issues regarding the dress and grooming guidelines.

### **Extra-Curricular Activities/Co-Curricular Activies/Enrichment Activities**

For purposes of this policy, **extra-curricular activities** shall be those activities, which are sponsored or approved by the Board, Administration, Athletic Director, or Principal, but are not offered for credit toward graduation. **Co-curricular activities** are those activities that are sponsored or approved by the Board, are offered for credit towards graduation, and have components of their program that include attendance at and participation in activities scheduled during non-school hours. This policy is intended to be applied to out-of-school situations.

### **Code of Conduct**

All students participating in extracurricular/co-curricular/enrichment activities are required to abide by the Code of Conduct at all times, twenty-four (24) hours per day, seven (7) days per week, regardless of location or whether the student is actively engaged in the extracurricular/co-curricular activity, during the season of activity. Any student found to be in violation of Code of Conduct, shall be subject to penalties set forth in this handbook.

### **Field Trips**

For the purposes of this policy, a **field trip** shall be defined as any journey by pupils away from the school premises, under the supervision of a staff member, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom or a trip for the purposes of student enjoyment and leisure.

Written permission shall be obtained from the parents for all field trips on such forms provided by the main office.

Students scheduled to participate in scheduled mandated academic intervention due to academic probation may not participate in field trips scheduled during those times.

The School Director shall have the authority and discretion to cancel any field trip without prior notice if the director determines that canceling the field trip is in the best interest of the health, safety or welfare of the field trip attendees. By way of example, the director may cancel field trips in response to declared states of emergency, extreme weather conditions, terror alerts issued by the U S Department of Homeland Security, etc.

If a student is withdrawn by the parent/legal guardian after trip payment has been submitted, the parent/legal guardian accepts all responsibility for any loss of funds.

In addition to the student code of conduct, student discipline will emphasize the following: student responsibilities, possession; use or purchase of lasers or replica weapons as souvenirs, bus misconduct, possession;/use of tobacco products, drugs, or alcohol, unacceptable clothing or language, unsafe behavior, theft

In the event of an arrest of a student or a major discipline infraction, the director and parent/guardian will be notified. The parent/guardian will most likely need to arrange for transportation of the student home at his or her own cost.

### **Gangs**

Definition a “gang” is a group of people, including students, which initiates, advocates, or promotes activities that threatens the safety or wellbeing of persons or property on school grounds or which disrupt the school environment. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

### **Hazing**

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in any organization.

Endangering mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

*Endangering the physical health* 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, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

\*Any hazing activity, whether by an individual or a group shall be presumed to be a forced activity, even if a student willingly participates.

No student, coach, sponsor, volunteer or school employee shall plan, direct, encourage, assist or engage in any hazing activity. Any students who engage in any form of hazing, whether on or off campus, will be subject to discipline (this includes cyber conduct).

### **Public Displays of Affection**

Public displays of affection, other than the holding hands, are not acceptable in the school environment. Please be respectful of others and the educational environment.

### **Pornography/Sexting**

Possession/distribution of pornography is a violation of policy and will be addressed accordingly. Sexting and sharing pornographic images, jokes, or videos outside of school will also be addressed if brought to the school's attention.

### **Skateboarding, roller blading, scootering, motorized/powerd objects and like devices**

These devices are not permitted on the school campus without prior permission.

### **Threats**

It is never appropriate to threaten others, make comments that could cause others to feel threatened, or make comments about hurting oneself. Recounting past occurrences, inappropriate movie scenes or created stories are inappropriate. This would include unnecessary comments about violence, weapons, torture, etc... If it is determined that a student has made verbal or written statements that are threatening in nature, the administration may require the student to obtain a threat assessment from a mental health professional before returning to school.

### **Weapons**

The Worship Academy shall expel for a period of one (1) year (Permanently if necessary) any student who violates the weapons policy in school or at school activities. Such expulsion shall be given in conformance with formal due process proceedings required by law. The director may recommend modifications of such expulsion on a case-by-case basis.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's cubby, under the student's control while she/he is 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 on his/her way to or from school. **This definition also includes replicas of weapons.** The term weapon shall include but not limited to any knife, cutting instrument, matches, lighter, sling shot, bow/arrow, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, bomb, explosive, ammunition, Taser or any commercially-made or home-made device using propelled wires or direct contact to transmit electrical pulses designed to affect the sensory and/or motor functions of the nervous system, and/or any other tool, instrument or implement capable of inflicting serious bodily injury (including blunt force trauma) which serves no common lawful purpose.

### **Unlawful Harassment**

It is the policy of The Worship Academy School of the Arts to maintain a learning environment free of all forms of harassment. We feel that it is very important to know that we have a policy that both prevents and deters all forms of harassment.

### **Definition**

The harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability:

1. Name calling
2. Pulling of clothing
3. Graffiti
4. Notes or cartoons
5. Forms of sexual harassment may include but are not limited to; unwelcome sexual advances, request for sexual favors, verbal harassment, repeated remarks with sexual and demeaning implications, unwelcome touching, sexual jokes, or other verbal or physical conduct of a sexual nature. This includes comments about sexual orientation.

Students who feel they have been harassed in any way, by anyone should submit a Student Feedback Form as soon as possible.

#### Student Feedback Forms

These forms may be submitted in person, in the office, or online by going to:  
[www.twaschool.org/studentfeedback](http://www.twaschool.org/studentfeedback)

#### **Property Damage/Vandalism**

A student who damages/vandalizes/defaces school property will be held responsible for those actions. The student may be subject to disciplinary consequences including the possibility of restitution, suspension, expulsion, and exclusion from school activities. Any damage to school property/graffiti may result in legal consequences. Examples may include toilet papering, spray painting, etc. If student actions cause damage to the property outside of our academic suite, the student(s) parents will be held liable and required to pay full restitution to Harrisburg Redevelopment Authority (HRA) within 30 days. Failure to pay may result in student suspension/expulsion and a judgment for restitution will be pursued via our local Magisterial District Judge.

*\*Acts of aggression may result in police involvement.*

### **Communication and Internet**

#### **Cellular Devices**

Cell phone use is permitted during the following times; Before 8am and during the after school programs (if permitted by program staff) The following conditions apply:

- At no time should students use cell phones to capture images (camera or video) unless with specific permission from a teacher or administrator.
- At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher.
- Phones should be set to silent (not vibrate) or turned off during all after school sessions.

- Checking the time is not an acceptable reason to access a phone during class time.
- Cell phone use is not allowed in ISS, the green room, detention, lunch detention, or in other disciplinary settings.
- Cell phones must be turned off and stored when students are changing rooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.
- Cell phones may not be used to conduct any activities which violate state and/or federal law, harassment policies, or bullying policies.
- To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee or guest, or promote or engage in violence are violations of the acceptable use policy. Actions include, but are not limited to, taking an individual's photo without consent, or storing/accessing personal and/or academic information/data without consent.
- To create, send, share, view, or disseminate sexually explicit, lewd images or video content, as such acts may be a crime under state and/or federal law.
- Students should have no expectation of privacy when using the school-owned Electronic Communication Devices and when using the districts' WiFi or other services(s). In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the district's WiFi or other services(s).
- Any student possessing and/or sending assessments of any form, including homework, to others will be in violation of the Academic Integrity Policy.
- Students who attempt to sneak and have access to their personal devices will be banned from bringing them to school for the remainder of the academic year.

**\*\*The school is not responsible for cell phones that are damaged, lost or stolen on school property.**

### Consequences

- Violations of the above conditions will result in the cell phone being confiscated.
- Confiscated phones will be kept in the main office until picked by a parent or guardian during the hours of 8:00 AM – 3:30 PM. If a parent or guardian cannot pick up the phone, it will remain in the main office for one week. At the end of one week, the phone will be returned to the student after school hours.
- If asked by an adult to turn over a phone, students are expected to comply respectfully and discuss any concerns with school director.
- During tests, cell phones are not permitted in the testing area. Violation will result in suspensions.
- Failure to relinquish the phone, disrespectful interactions, and/or repeated violations will result in additional and progressive disciplinary consequences, including suspension.
- Any electronic device suspected of containing illegal content may be handed over to law enforcement.
- Violations of the code of conduct by using an electronic device or social media during the school day and/or outside of school hours will be treated as any other violation of the code of conduct. This includes name calling, harassment, bullying, or dissemination of inappropriate material.

### Pictures and Videos

- Students are not permitted to take pictures and/or video of teachers or other students without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate consequences.
- It is a violation to video, photograph, forward, post, or publish a fight or another altercation.
- The consequences for a violation of this nature may result in suspension.

### **Electronic Communication/Music Devices**

**Electronic Communication/Music Devices** are communication devices that are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information, playing music and using data. These devices have voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, e-mail messages, instant messages, video communication (such as Facetime and Skype), perform word processing and other computer and online applications (apps), and provide location information.

Students may possess personal electronic devices within the school when they are used in compliance with this policy, other policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of TWA. TWA permits the silent use of personal electronic devices by students. These devices may only be used if the student has written consent from his/her parent(s)/guardian(s) on a form provided by the school.

\*\*TWA School shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to school by a student.

Devices are subject to search in accordance with the law and devices may be turned over to law enforcement officials accordingly. Students should have no expectation of privacy when using the TWA School-owned devices and when using the School's WiFi or other services. Disciplinary consequences shall be in accordance with the School's policies, regulations, rules, and procedures, including but not limited to Student Discipline, Acceptable Use of Computer Network, Bullying/Cyberbullying, Harassment, Social Media, and other policies.

## **STUDENT DISCIPLINE**

General Rule: For purposes of this discipline code and procedure, the word "consequences" and the phrases "corrective measures" and "disciplinary action" shall include, but not be limited to, mediation/conflict resolution, counseling, detention, in-school suspension (ISS) community/school services, suspension, recommendation for alternative class placement, or expulsion. We believe that all children are different and receive intervention in different ways. Final decisions will be made regarding student discipline on a case-by-case basis as often as possible. TWA has a zero tolerance for violence, bullying, sexual harassment and insubordination.

### **Corporal Punishment**

TWA prohibits the use of corporal punishment as a form of discipline for students.

In situations where a parent/guardian or TWA prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to



obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of other persons or property.

### **Searches**

TWA reserves the right to authorize its employees to inspect a student's locker/cubby/school issued items or any school property at any time, based on reasonable suspicion, for the purpose of determining whether the locker or property is being used improperly for the storage of contraband, a substance/object where the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

Searches conducted by the administration may include, but not limited to, utilization of law enforcement drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

### **Behavior Interventions/Plans**

A responsibility chat is a documented proactive conversation held between a student and a teacher, staff member, or school director. It is based on the philosophical belief that relationships and the exchange of ideas are important steps toward making progress and change. The purpose of the convention is to help the student acknowledge the impact of his/her behavior on others (including self) and empower the student to resolve an issue prior to its escalating to the point of the assignment of tangible disciplinary consequences. During the process the student will be given an opportunity to respectfully process his/her thought and decisions by asking and answering questions, exploring personal feelings, and determining next steps. In conjunction with this chat, the school's emotional support room may be utilized as a safe haven/intervention step in a student's behavioral plan.

**Serious Offenses** (ie. Classroom disruption, Physical altercations, Bullying, Insubordination)

- May Include (yet aren't limited to):
- Change in seat/classroom/specials scheduling
- In School Suspension (ISS)
- Parental Notification of the disciplinary summary
- Teacher/Parent Conference
- Out of school suspension (Ranges from 1-10 days in length)

\*Students who receive out of school suspension are responsible for requesting, obtaining, and completing their missed assignments.

### **NON-COMPETE**

The Worship Academy School of the Arts is committed to providing quality, equitable training, and overall instructions to each student., Therefore, although students are encouraged to audition for and attend workshops, intensives and supplemental courses, active students are prohibited from doing so without prior written consent.

Throughout the duration of enrollment, no student shall, in any manner, represent, receive services, or engage in any aspects of the arts or art academic that would be deemed similar in nature to the of The Worship Academy School of Arts without the written consent of an administrator. This includes auditions for talent agents or companies, signing talent contracts or accepting paid and unpaid roles.

**INJUNCTIVE RELIEF:** The Recipient herein acknowledges (i) the unique nature of the protections and provisions established and contained within this Agreement, (ii) that the school may suffer irreparable harm if the student should breach any of said protections or provisions, and (iii) that monetary damages would be inadequate to compensate the school for said breach. Therefore, should the student cause a breach of any of the provisions contained within this policy, the student may face disciplinary action, such as but not limited to, loss of scholarship, rescission of acceptance to TWA or removal from arts courses.

**WAIVER:** Activities, auditions, and contracts which are endorsed, encouraged, or permitted by the school are not a violation of this policy if student has requested written consent. Requests for written consent should be made in writing at least three days prior.

### **PARENTAL, NON-COMPLIANCE**

Parent demerits are on a fee schedule (itemized below) to help students remain in compliance with school policies. Parent demerits may be distributed in cases such as, but not limited to, a student too young to be held responsible for being out of uniform, late pickup, sending inappropriate items to school with minor child, damage of school property/supplies, etc. Students who repeatedly violate the uniform policy or have multiple tardies will be issued a parent demerit.

#### **Fee Schedule**

1<sup>st</sup> demerit - \$15

Additional demerits - \$20 each

-Frequent demerits stemming from the same cause may require a family conference with the school's administrator to remedy the issue.

\*\*Late Pickup fee \$10 per 15 minutes

\*Small infractions may be reduced to \$5 (at admin's discretion)

**Parent Demerit Fees are due upon receipt.**

