

THE SCHOOL FOR  

---

CREATIVE &  
PERFORMING ARTS  

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1310 Sycamore Street • Cincinnati, Ohio 45202 • 513.363.8000

2007-2008  
*STUDENT HANDBOOK*

*PRIDE*

*HONOR*

*RESPECT*

*“Find Your Voice”*

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## A Brief History of SCPA

The School for Creative and Performing Arts was founded in 1973 as part of the settlement of the Bronson desegregation suit against Cincinnati Public Schools. As the city's public school system was being overhauled to afford all students an equal, free, appropriate and integrated education, the time was ripe to launch a truly unique school that provided not only top notch academic instruction but also gave those students with particular gifts in the arts the opportunity to develop them to a pre-professional level.

Our founding principal was William Dickinson, then a CPS music teacher, strongly supported by CPS Superintendent Donald Waldrop and Cincinnati Boy Choir founder, Bob McSpadden. SCPA moved in with the Mt. Adams Elementary School and welcomed students in grades 4-6, with arts classes in dance, vocal and instrumental music, visual art and drama. SCPA occupied the whole building in 1974 and by 1975, expanded into the adjacent Immaculata Church building to accommodate a sky rocketing enrollment and more dance, band and gym classes. The first big show, later known as the major musical, was *Babes in Toyland* and was performed at the Education Center, then located on 9<sup>th</sup> Street.

Further growth in 1976, brought a move to Summit Road in Roselawn where the school's activities were divided between three building: Chabod House, for classes and office space; the basement of the Lutheran Church, which was the cafeteria; and the Jewish Community Center for gym. There were no lockers so as the students traveled from building to building, rain or shine, they had to carry all their belongings with them. This daily "journey" continues to be commemorated during Class Day as the seniors include a walk outside as part of their final pass as SCPA students.

In 1977 another move was necessary as another grade was added and more room was needed for current operations as well. SCPA moved to 1310 Sycamore and split the old Woodward building with Abigail Cutter Junior High. SCPA used the 3<sup>rd</sup> and 4<sup>th</sup> floors while Cutter continued to operate on the 1<sup>st</sup> and 2<sup>nd</sup>. The auditorium, cafeteria, gym and play ground were shared by both. The Shop, a fund raising project of The Friends of SCPA, debuted at this location, as did the Artistic Director position, inimitably performed by the multi-talented Jack Louiso, who went on to found the Cincinnati Children's Theatre in the 1990's.

The Over-the-Rhine location was perfect historically speaking and mission-wise for SCPA. There had been a school on the Sycamore site since 1831 which was the first public school west of the Alleghany Mountains. The great abolitionists Levi and Katherine Coffin also lived on the property, causing there to be remnants of Underground Railroad tunnels underneath the building to this day! SCPA's mission to educate all talented children in the arts is cut from the same cloth as these past humanitarian endeavors.

In 1978, SCPA finally occupied the entire building and in 1979 graduated its first class of seniors. The Class of '79 was the first and last class to hold its graduation ceremonies in the school's auditorium. The Class of '80 was the only class to graduate in Eden Park at the Pavilion. The Class of '81 made history as the only class to graduate in the ballroom at Music Hall. The Class of '82 was the first class to include survivors, those who had been at SCPA since grade 4, and the first of many to have their commencement ceremony in the Music Hall auditorium. Early in the 21<sup>st</sup> century, SCPA began graduating from the Cintas Center at Xavier University.

During the early years Mr. Dickinson, fondly known as Mr. D., organized a national network of performing arts schools (NETWORK) and became its first president. This coincided with SCPA student Roscoe (Rocky) Carrol winning the National Endowment for the Arts Talent Search in drama and becoming a Presidential Scholar in the Arts. In 1981 the entire cast of *The Wiz* was invited to perform at The National Theatre in Washington, DC, where there was a yellow brick road created just for the occasion! Performing groups from the school toured Europe on several occasions, and took an original multi-media production, *The Book of Five Rings*, to Gifu, Japan in 1999.

Over the years, many students have toured nationally with traveling shows like *Oliver!* and *Ahmal and the Night Visitors*, working their studies in between rehearsals and performances. SCPA students and faculty continue to present on great stages around the country, including Carnegie Hall and the Kennedy Center; at prestigious adjudications, like the World Piano Competition; and have been invited to appear internationally at such gatherings as the American High School Theatre Festival in Edinburgh, Scotland.

The school suffered a terrible blow April 18, 1996, when an arsonist's fire destroyed the theatre and almost burned the whole building down. School closed for a few days but enough repairs were made to finish the year although it was eerie to have the theatre doors locked and the space off limits. The school community rallied under the banner of *Fireworks!* and presented an outstanding medley of performances at a fundraising gala at the Aronoff Center. Renovations were completed by September, and SCPA, like the phoenix, rose from the ashes, better than ever.

Plans to build a new building have been rumored forever, and included such sites as Hughes, the Aronoff Center and the city park across the street on Sycamore. Currently, CPS and GCAEC, in a joint public/private venture, plan a ground breaking ceremony in September 2007 on Central Parkway for a combined community arts center and K-12 school, incorporating Schiel Elementary as well.

SCPA alumni have gone on to achieve fame and fortune around the globe, from Broadway to the boardroom; from *ER* to some of the most prestigious medical institutions in the country; from involvement in every arts discipline imaginable, to imagining new ways of being artists; from Wall Street to *City Beat*; from politics to hot licks; from the soaps back to P&G; from LA to the DA, SCPA alumni are there, alive and well, creating and performing in the school of life.

## **MISSION STATEMENT**

**SCPA is dedicated to providing an environment that enables the development of the artistic and academic potential of each student.**

## **PHILOSOPHY**

The School for Creative and Performing Arts is a pre-professional arts school. Artistically, our objective is to prepare students for the next level in the arts whether that be university, apprenticeship or professional experience. Our intent is to develop artistic talent over the course of our nine-year program so that 12th-grade students are prepared to audition successfully at the college level in the area(s) of their major(s). We acknowledge that some graduates will not pursue a vocation in the arts after their experience at SCPA. However, it is our intent to prepare students for such a course if they so choose.

At grades 4-6, our intent is for students to explore as many arts areas as possible by training in the areas to which they have been accepted and by scheduling exposure classes in the other areas. Students in grades 7-10 should begin to focus on their area(s) of greatest interest and talent. By grade 9, students should major only in the areas in which they are able to do exemplary work.

## MESSAGE FROM THE PRINCIPAL

Welcome to The School for Creative and Performing Arts and the 2007-2008 school year. SCPA was established to meet the unique talents of students who have demonstrated a gift in one or more areas of the arts as well as the ability to pursue a rigorous academic curriculum. Our school provides pre-professional training in the arts and a college preparatory curriculum which prepares students for entrance into any university. Essential for success at SCPA, a student must possess a passion and skill for the arts, the aspiration to achieve academically, time management skills, and a will to be part of a very special school community composed of students, parents/guardians, teachers and staff who, working together, can accomplish any set goals.

The manual you are about to read is a critical component of your experience at SCPA. Because of the unique qualities and expectations at our school, there are demands on students, parents/guardians and teachers which require immediate investigation on your part. Two of the items are the Excursion Permission form and the Permission for Release of Information form.

We are anticipating an exciting 2007-2008 season and you will want to be a part by purchasing a season/family pass. Please contact the Box Office at 363-8100 or contact us on line at [www.scpa.org](http://www.scpa.org) for further information. Please come and join us at the newly air-conditioned Abigail Cutter Theater and Black Box Theater. These facilities have been up-graded with funds donated by the Smith Family Foundation and we greatly appreciate their generosity.

Congratulations to all parents/guardians and students for your participation in our school. You are part of one of the most powerful educational experiences that any school in the world has to offer. Please take full advantage of this wonderful artistic and educational opportunity and have a fantastic school year!

John R. Carlisle

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**Dear Parents,**

**August 9, 2007**

**In working together to promote a safer environment please talk to your child about some of the following procedures that can help ensure their safety.**

- 1. SAFE PASSAGE: Students should not walk up 13<sup>th</sup> Street to Main Street to catch the bus.**
- 2. Students should not go to the store on 13<sup>th</sup> and Main, then return to school.**
- 3. Students who are leaving school to catch the bus at the Court House or any other place downtown should travel up Sycamore Street to Central Parkway to the bus stop.**
- 4. Students should not hang at the park in front of school, the corner of 13<sup>th</sup> and Sycamore Street or Peaslee parking lot.**
- 5. Advise students to avoid walking alone. Try to walk in groups if possible.**
- 6. Advise students to keep their cell phone handy and use it to call 911 if they see an immediate threat.**
- 7. Advise students to have their school ID with them and on display at all times.**

**Parents, thank you for your cooperation in this matter. Together we will ensure the safety of all students.**

**Sincerely,**

**John R. Carlisle  
Principal**





Cincinnati Public Schools

# 2007-2008 Districtwide School Year Calendar

August					September					October				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31						29	30	31		

November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	1	2	3	4	5
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30	31	

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	3	4	5	6	7	1	2	3	4	5
4	5	6	7	8	10	11	12	13	14	7	8	9	10	11
11	12	13	14	15	17	18	19	20	21	14	15	16	17	18
18	19	20	21	22	24	25	26	27	28	21	22	23	24	25
25	26	27	28	29	31					28	29	30		

May					June					July				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	1	2	3	4	5
5	6	7	8	9	* * * * *	7	8	9	10	11	* * * * *			
12	13	14	15	16	* * * * *	14	15	16	17	18	* * * * *			
19	20	21	22	23	* * * * *	21	22	23	24	25	* * * * *			
26	27	28	29	30	* * * * *	28	29	30	31		* * * * *			

2007-2008 School Year Calendar	
Aug 20	In-service Day. Teachers Report. No Pupils.
Aug 21	Schools Open. Pupils Report.
Sept 3	Labor Day. Holiday. Schools Closed.
Oct 5	Staff Professional Development Day. No Pupils.
Oct 19	End of First Quarter. No Pupils. (42 Instructional Days) Records/Parent Conference Day.
Nov 12	Veterans' Day Holiday Observance. Schools Closed.
Nov 22	Thanksgiving. Holiday. Schools Closed.
Nov 23	Holiday for Employees Scheduled to Work. Schools Closed.
Nov 30	Staff Professional Development Day. No Pupils.
Dec 24-Jan 3	Winter Recess. Schools Closed. (9 days)
Dec 24	Christmas Eve. Holiday. Holiday for Employees Scheduled to Work.
Dec 25	Christmas Day. Holiday.
Jan 1	New Year's Day. Holiday.
Jan 4	End of Second Quarter. No Pupils. 42 Instructional Days Records/Parent Conference Day.
Jan 7	Schools Reopen
Jan 18	Staff Professional Development Day. No Pupils.
Jan 21	Martin Luther King Jr. Day. Holiday. Schools Closed.
Feb 18	Presidents' Day. Holiday. Schools Closed.
Feb 29	Staff Professional Development Day. No Pupils.
March 24-28	Spring Recess. Schools Closed. (5 days)
March 31	End of Third Quarter. No Pupils. (53 Instructional Days) Records/Parent Conference Day.
April 1	Schools Reopen.
May 26	Memorial Day. Holiday. Schools Closed.
May 28	End of Fourth Quarter. Last Day for Pupils. (41 Instructional Days)
May 29	End of School Year. In-service/Records Day. Last Day for Teachers.
June 9-July 11	Summer School. (24 Instructional Days)
July 4	Fourth of July. Holiday. Schools Closed.

- ★ School Opens for 2007-08 School Year
- ☐ Days of Instruction
- ▼ End of Quarter
- \* Summer School
- ✓ Records/Parent Conference Day
- Teacher In-service/Professional Development
- ◆ Holiday/Break

## SCPA PERSONNEL LISTING

### ADMINISTRATION –

	ROOM	
John R. Carlisle, Principal;	203	363-8090
Kimberly Brown, Assistant Principal 4-8	210	363-8091
Dennis Matthews, Assistant Principal 9-12	210	363-8092
Isidore Rudnick, Artistic Director	202	363-8047

### COUNSELING –

Georgianne Rousseau-McKenzie 4-9;	207	363-8044
Sandra Daniels-Mosley 10-12/College	207	363-8036

### ARTS

**DANCE** – Patricia Rozow \*, Daryl Bjoza

**DRAMA** – David Roth \*, Joe Caesar, Mary Lenning, Gina Kleesattel

**INSTRUMENTAL MUSIC** – Michelle Gwynne, Simon Goykhman, Brian Siekmann, Erwin Stuckey, Anna Weinstein; Todd Conley

**TECHNICAL THEATER** – Brad Gerard \*, Kathy Magistrelli, Jeff New

**VISUAL ART** – Althea Thompson \*, Adrienne Thompson, Alice Young

**VOCAL MUSIC** – Laurie Wyant, Rick Hand

**WRITING** – Joy Fowler \*, Mary Lenning

### ACADEMICS

**ENGLISH** - Bonnie Rye \*, Sara Berry, Beth Morgan-Peter, Heather Murphy

**FOREIGN LANGUAGE** – David Hyde \*, Nancy Koch ,

Susan Underwood, Marc Turner

**HEALTH** – Tim Rizzo

**PHYSICAL EDUCATION** – Tim Rizzo

**INTERMEDIATE** – Peiyan Berman, Judy Cochrane, Stacey Hagedorn,

Regina Kenney, Mary Kay Kunkel, Mark Pattullo, Jessica Simpson,

**MATHEMATICS** – Harold Walters \*, Dave Macmorine, Charles Samis, Mark Webb–

**SCIENCE** – Shellie Anderson, Mary Crank, William Scott Norman, Steve Sinden\*, Roger Pomplas

**SOCIAL STUDIES** – Marc Turner \*, James Cusentino, Harvey Lewis, Portia Thomas. Kim Goodlett; Mary Staun

**SPECIAL EDUCATION** – Amanda Lees; Patricia Schwierjohann; Sandra Schwering, Diane Bruce, Kim Goodlett

### SUPPORT

**CLERICAL** – Linda Johnson, Principal’s Office

Pat Auciello, Artistic Director’s Office

Sue Denny, Counselor’s Office

Anne Osborne, Treasurer

Beverly Anderson, Registrar

Kathy Roberts, Secretary to Assistant Principals

### ROOM      TELEPHONE

203    363-8001

202    363-8080

207    363-8003

206    363-8041

206    363-8042

210    363-8002

**CUSTODIAL** – Chuck Matthews, Plant Operator (day); David Blackwell; Carolyn Stewart-Holloway, Steve Ash, Plant Operator (evening); Latrisia Badgett, Brenda Kelsor, Charles Mike, Donald Thomas

**INSTRUCTOR ASSISTANTS** – Patricia Abbatiello, IA Special Education; Paul Love, Velco IA; Miranda Meeks, IA ESL

**LUNCHROOM STAFF** – Alethea White, Manager; Alicia Mason, Tanya Payne, Sawsan Srouji, Cheryl Johnson

**STUDENT SERVICES** – Joseph Wilmer, Visiting Teacher; Caryl Jackson, Building Substitute; Thomas Owens, Resource Officer; David Ransdell, Psychologist; Joyce Valerius, Audiologist; Angela Davie, Supplemental Services, Vision; Marianne Mundy, Supplemental Services,

**GIFTED** – Betsy Singh

**FRIENDS OF SCPA** – Casonda Cooper, Director of Development; Carla Butler, Stewardship Manger; Lynne Vienot, Box Office Manager; Madonna DuVal, Office Manager

**SECURITY** – Brenda Covington; James Fletcher; George Riley; Henry Ward

**OCCUPATIONAL THERPIST** – Kim Richards

**SIGN LANGUAGE INTERPERTER** – Stephanie Stenger

**SPEECH** – Katie Robinson

**FACILITY MANAGER** – Melisa Bennett

**ARTIST IN RESIDENCE** – Mr. Burchfield

**Arts Departments – Dance, Drama, Music (Instrumental)(Vocal) Technical Theater,  
Visual Art, Creative Writing.**

**Academic Departments – Language Arts, Math, Science, Social Studies, Foreign  
Language, Library, Special Ed.**

**SCPA STAFF 2007-2008**

Abbatiello	Patti	Instr. Assistant	315	-	363-8074	Abbatip@
<b>Anderson</b>	Shellie	Science8,8AA Anat/Physio BiologyAA	410		38104	AndeShe@
Ash	Steve	Plant Operator Evening			38016	SCPapo@
Auciello	Pat	Sec. Art/Dir	202	-	38080	Auciel@
Badgett	Latrisia	Custodian			38016	
Bennett	Mellisa	Facility Manager	202		38046	MelisaBennett@gm ail.com
Burchfield		Artist In Residence	420	-	38111	
Berman	Peiyan	Math4,5	304	-	38118	BermanP@
Berry	Sara	English12, EngLitAP	216		38056	BerrySa@
Bjoza (Goldstein)	Daryl	Dance	401	-	38084	GoldstD@
Box Office					38100	
Blackwell	David	Custodian			38016	
Butler	Carla	Friends Stewardship Manager	509		38033	
Brown	Kimberly	A.P. 4-8	202		38091	BrownKi@
Bruce	Diane	Intervention Spec	303		38087	BruceDi@
Caesar	Clarence	Drama	311		38070	CaesarJ@
Carlisle	John R.	Principal	203		38090	Carlisj@
Chapman		Private teacher voice	310		38134	
Cochrane	Judy	Math 6, IntSecMath	306		38061	CochraJ@
Computer Lab- Voc. Ed			109		38031	
Conley	Todd	Band	105		38026	ConleTo@
Cooper	Casonda	Friends Dir. Of Development	509		38039	
Covington	Brenda	Security	316		38099	Covingb@
Crank	Mary	Science 6&8AA	314		38072	CrankMa@
Cusentino	Jim	Econ/Govt	407		38089	Cusentj@
Custodian		Custodian Office			38016	
Davie	Angella	tutor				Daveyan@
Denney	Sue	Counselors Sec.	207	-	38003	Denneys@
DuVal	Madonna	Friends	509		38033	
Fax		Main Office	203		38020	
Fax		Records Office	206		38005	
Fletcher	James	Security	316	-	38116	FletcheJ@
Fowler <u>Dept.</u> <u>Chair</u>	Joy	Creative Writing NatlHonor Soc Narrative	325		38081	FowlerJ@
Gerard <u>Dept</u> <u>Chair</u>	Brad	Tech Theater /Construction	101	-	38022	GerardB@
Goodlett	Kimberly	SociaStudies/Interven tion Specialist	324		38078	GoodleK@

		tion Specialist				
Goykhman	Simon	Music/Piano 3	218		38058	GoykhmS@
Gwynne	Michelle	Music/Harp	107B		38065	GwynneM@
Hagedorn	Stacy	LA 5	301		38066	HagedoS@
Hand <u>Dept. Chair</u>	Rick	Music Theatre/ Vocal	214		38055	HandRic@
Hyde	David	French, English 9	211		38106	HydeDav@
Jackson	Caryl	Bldg sub		-		JacksCa@
Johnson	Cheryl	Lunchroom				
Johnson	Linda	Lead Secretary	203		38001	JohnsoL@
Kelsor	Brenda	Custodian				
Kenney	Regina	Social Studies 4,6	308		38068	KenneyR@
Kleesattel	Gina	Drama,MisTheatre, Stage Mgmt	416		38107	KleesaG@
Koch	Nancy	German, Eng 9AA	321		38077	KochNan@
Kroeger	Bev	Registrar	206	-	38042	Andebbev@
Kunkel Eng Chairperson	Mary Kay	LA 4	309		38069	KunkelM@
Lees <u>Dept Chair</u>	Amanda	Intervention Specialist	315		38074	Leesama@
Lenning	Mary	Drama,Playwriting Acting Labs	209	-	38051	LenningM@
Lewis	Harvey	Psychology Mod&EurHistory	408		38101	LewisH@
Love	Paul	IA				Lovepau@
Macmorine	David	Pre-Ale,Alge1AA Pre-Cal,Pre-CalAA	418		38109	MacmorD@
<b>Magistrelli</b>	Kathy	TechTheater/ Costume	212		38028	MagistK@
Main Office		Courtesy phone			38037	
Mason	Alicia	Lunchroom			38198	
Matthews	Chuck	Plant Operator Day			38016	Plant Operator SCPA
Matthews	Dennis	Assistant Prin	210		38092	MatthewD
McKenzie	Georgan ne	Elem Counselor 4-9	207		38044	Rousseg@
Meek	Miranda	ESL IA	Library		38124	Meekmir@
Mike	Charles	Custodian			38016	
Morgan-Peter	Beth	English 10, 10AA	402		38045	Bethm347@yahoo. com
Mosley	Sandra	Counselor 10-12	207	-	38036	Daniels@
Murphy	Heather	English7,7AA,8	318		38075	MurphyH@
New	Jeff	TechTheater/ Lighting	110		38032	Newjeff@
Norman	Scott	Chemistry, AA, AP	414		38105	NormanS@
Osborne	Ann	Treasurer	206		38041	Osborna@
Owens	Officer	Resource Officer				
Pattullo	Mark	Science 4/5	307		38067	PattulM@
Payne	Tanya	Lunchroom			38198	
Pomplas	Roger	Science 7,7AA,8	404		38073	Pomplar@

Pool	Walter	Private teacher	310		38134	misterwrp@aol
Ransdell	David	Psychologist	206	-	38013	Ransded@
Riley	George	Security		-	38132	Rileyge@
Rizzo	Tim	Gym & Health Athletic Director	510 1,3,5 GYM 6.7.8		38083 38022	Rizzoti@
Roberts	Kathy	Sec Assistant Principals	210	-	38002	Robertk@
Robinson	Katie	Speech Pathologist	Lib		38053	RobinK@
Roth <u>Dept Chair</u>	David	Drama,ActingWorks	112		38035	RothDav@
Rozow	Pat	Dance	401	-	38113	RozowPa@
Rudnick	Isidore	Artistic Dir.	202		38047	Rudnicl@
Rye	Bonnie	English 11, 11AA	217		38054	RyeBonn@
Samis	Charles	Algebra1,2 Geometry	417		38108	SamisCh@
Schwering	Sandy	Intervention Specialist	323		38103	Schwers@
Schwierjohann	Patricia	Intervention Specialist	322		38038	Schwiep@
Siekmann	Brian	BrgStrings, Orchestra,SymphOrc	102		38023	SiekmaB@
Simpson	Jessica	LangArts 6,Eng8,8AA	320		38063	SimpsoJ@
Singh	Betsy	Gifted Dir.	305		38110	SinghBe
Sinden <u>Dept.Chair</u>	Steve	Physics,Anat/Physio Biology, AP Biology	409		38102	SindenS@
Srouji	Sawsan	Lunchroom			38198	
Staun	Mary	Social Stu 5,7	302		38018	staunma@
Stenger	Stephanie	Sign Language Interperter	Lib		38053	StengeS@
Stewart-Holloway	Carolyn	Custodian			38016	
Stuckey	Erwin	Mus Exp,Jazz Ens Percuss 3 Symphon Band	103		38024	Stuckee@
Teacher Lng		Gamby Room			38128	
Thomas	Donald	Custodian			38016	
Thomas	Portia	US History, AA	403		38086	ThomaPo@
Thompson	Adrienne	ProMedDesign Paint CCC Art of Book APArt Hist ConcColorDesign	208/ 108		38062 38030	ThompsA@
Thompson Dept Chairperson	Althea	Visual Arts ColorDesign Sculpture AP PaintingStudio ConcColorDesign	111	-	38034	ThompAl@
Turner SS Chairperson	Marc	ModHistory, AA French 1	327		38079	TurnMar@
Underwood	Susan	Spanish 1,2,3,4	319		38057	Underws@
Walters <u>DeptChair</u>	Harold	Geometry, AA, Algebra 2AA AP Calc AB	419		38082	Waltherh@
Ward	Henry	Lead Security	316		38099	Wardhen@

<b>Webb</b>	<b>Mark</b>	<b>Pre-AlgAA, Alegbra2</b>	<b>415</b>		<b>38119</b>	<b>WebbMar@</b>
<b>Weinstein</b>	<b>Anna</b>	<b>Music/Piano KeyboardPrep</b>	<b>219</b>		<b>38059</b>	<b>WeinstA@</b>
			<b>504</b>		<b>37193</b>	
<b>White</b>	<b>Alethea</b>	<b>Lunchroom Mgr</b>	<b>cafeteria</b>	<b>-</b>	<b>38198</b>	<b>SCPAlr@</b>
<b>Wilkinson</b>	<b>Michelle</b>	<b>Private teacher violin Corbet Quartet</b>	<b>102</b>			
<b>Wilmers</b>	<b>Joe</b>	<b>V.T.</b>	<b>504</b>	<b>-</b>	<b>38014</b>	<b>wilmerj@</b>
<b>Wyant-Zenni</b>	<b>Laurie</b>	<b>Music /Vocal Baby Grand JrChoir ChildChoir Chorale 13<sup>th</sup> Bdway</b>	<b>313</b>		<b>38071</b>	<b>WyantLa@</b>
<b>Young</b>	<b>Alice</b>	<b>Art Fund,ArtExp</b>	<b>405</b>		<b>38088</b>	<b>YoungAl@</b>
		<b>Front door security desk phone</b>			<b>38132</b>	
		<b>Courtesy phone in 203</b>			<b>38037</b>	
		<b>Room 205-Copy Rm.</b>			<b>38133</b>	
<b>Kim Garry</b>	<b>O.T.</b>					

## **GOVERNANCE AT SCPA**

### **Local School Decision-Making Committee (LSDMC)**

The Local School Decision-Making Committee (LSDMC) functions as one of the primary decision-making bodies for SCPA. The functions of the LSDMC are as follows:

1. To develop a vision and mission statement
2. To set goals for the school
3. To approve the local school budget
4. To make recommendations to the Principal regarding other school issues
5. To develop and approve the local school code of conduct

Membership is made up of nineteen (19) people:

1. Four teachers
2. Four parents
3. Four staff members, one of whom is the Principal and one of whom is the Artistic Director
4. Four community representatives, one of whom is the Executive Director of The Friends of SCPA, and one of whom is the President of The Friends of SCPA
5. One Partner-in-Education representative
6. Two students from Student Senate

The LSDMC meets at 5:30 p.m. on the third Thursday of each month in the SCPA Library. Meetings are open, and parents are encouraged to attend.

## **FRIENDS OF SCPA**

### **Who Are We?**

The Friends of The School for Creative and Performing Arts has been the financial backbone of the school since its inception. This nonprofit fundraising organization is based at the school and is steered by a volunteer Board of Trustees whose plan is carried out by the Executive Director. The Board of Trustees includes members of the business community, parents, members of the artistic communities and others who are committed to providing quality arts education to students. Funds raised by The Friends underwrite school productions and private lesson scholarships, provide needed equipment, finance additional artistic faculty, and support other artistic demands that make SCPA's education outstanding and unique.

### **What Do We Do?**

The Friends of SCPA provide all or partial financial support for the following:

- Corbett Quartet (CSO members artists-in residence) stipends
- Student vocal and instrumental private lesson scholarships
- Private-lesson orchestral teaching assistant salary
- Dance Department piano accompanists' fees
- Box Office operations and manager's salary



- Production Facility Manager salary
- Major musical production expenses
- All other season production expenses
- Corbett Mayerson Competition awards
- Maintenance of financial accounts and banking for artistic departments
- Public relations staff salary
- Coordination of the William J. Rielly scholarships and awards
- Provided carnations for senior students at graduation
- Cincinnati Chamber Music Society master classes

### **Who Decides What We Support?**

During the summer of each year, The Friends develop an operating budget for the upcoming year. The **principal** and the **artistic director**, who are members of The Friends' Board executive committee, present their request for programs activities and staff to be funded.

Prior to the start of school, The Friends' Executive Committee, the principal, and the artistic director agree on the programs, activities, staff, and budget for the year. The proposal is then presented at the September Board of Trustees meeting.

Requests for funding from The Friends for projects, programs, activities, or staff should be made directly to the **principal** and **artistic director** in time for the summer budgeting process. The Friends do not make artistic decisions for the school.

### **How Do We Raise Funds?**

The Friends fiscal calendar runs from August to July, and ninety percent of requested resources must be secured in the same year for which they are to be used. The following activities, campaigns and events are planned and implemented to raise the necessary funding:

- Annual Giving Campaign
- Special events (parties, concerts, auctions, etc.)
- Securing production sponsorships
- Grants and Proposals
- Endowment solicitations
- Operating The Shop (the school store)
- Operating the Box Office to support the production season
- Season Program Book ads
- Guild membership solicitation

### **How Can We Get You Involved?**

#### Board Membership

The Friends Board currently needs experienced Human Resources Specialists, experienced Long Range Strategic Planners, experienced Volunteer Recruiters.

## ADMINISTRATIVE & SUPPORT SERVICES

### Academic Tutoring

High school academic departments provide tutoring on certain nights as follows:

Science – Monday, Social Studies – Tuesday, Math – Wednesday, English - Thursday.

Room assignments will be communicated through your child's teacher.

### Big Brother/Big Sister

Students in grades 6-12 will organize the Big Brother/Big Sister program for new students in grades 4-6. Initial contact is made with new students at the annual Back-to-School Picnic held just prior to the beginning of the school year.

### Counselors

The goal of the SCPA Guidance Department is to assist students to achieve maximum potential academically, artistically, professionally and personally. The department also coordinates activities for all students regarding scheduling and referrals to other in-school special services.

- **Personal Counseling**

Counseling in its broadest sense occurs throughout the school and involves the total staff and student body. To that end, counselors provide teachers with information about students which would be helpful in understanding and working with individual students. Counselors also assist students in developing decision-making skills, setting goals, accepting others, managing stress, resolving conflicts, understanding self, cooperating with others, studying effectively and planning careers. In addition, counselors offer professional assistance when referrals are made to community-based counseling services, social agencies and other health service personnel.

- **College Counseling**

A full-time counselor is available to support students in their college planning years (grades 10-12).

### Health Services

- **Examinations/Evaluations**

Dental care, eye examinations, speech, hearing and language evaluations, and other non-emergency health care needs should be discussed with the district's health office, 363-0158.

- **First Aid/Illness**

Students who are in need of first aid or become ill during the school day should inform their teacher and if needed, the teacher will refer them to the office. The office personnel will notify parents/guardians via the Emergency Medical Authorization Form to pick up the ill student. **It is essential that a current Emergency Medical Authorization Form be on file so the school can contact parents/guardians in case of student illness. Please note: A student may only be released to a person whose name is listed on the emergency form.**

- **Medication**

A Medication Form must be completed prior to the dispensing of any medication, including over-the-counter medication. Forms are available in the main office.

### **Intervention Assistance Team (IAT)**

All referrals for support services to students go through the Intervention Assistance Team (IAT). The IAT meets weekly and is comprised of the School Psychologist, School Social Worker, Speech and Language Pathologist, an administrator, a counselor, and the referring teacher(s). Teachers, students or parents may refer students for support services by filling out a Problem-Solving Assistance Request Form (CPS-100) available in Room 206.

### **Parents of SCPA**

The Parents of SCPA promotes communication between the parents and the school and provides volunteer support to all school departments and for most school functions. In addition to publishing the School Directory once a year, the Parents of SCPA provides thousands of volunteer hours to the school each year by serving on committees, attending meetings, hosting receptions, providing support at rehearsals, performances, and other school functions, and volunteering in the classrooms. Generally, meetings are held the first Thursday of each month, commencing in September, at 6:00 p.m. in the Library. Please check the calendar at the back of this manual and/or “Take It Home Tuesday” to confirm meeting dates.

### **Support for Students with Special Needs**

Students who are identified as having special educational needs qualify to receive the services of a certified tutor or other support personnel. Inquiries can be made in the psychologist’s office.

### **School Psychologist**

SCPA’s school psychologist provides support services of many kinds to students. The school psychologist meets with school personnel regularly to review referrals for services.

### **School Resource Officer**

SCPA’s School Resource Officer from the Cincinnati Police Department is on-call for disciplinary and other serious student problems.

### **School Social Worker/Visiting Teacher**

The visiting teacher provides referral services to students and families and works with students who have excessive absences to make sure they comply with state law and district attendance policies.

### **Security**

Five security assistants, a resource officer and security cameras work to assure a safe and secure environment. A security person is assigned each school day to support after-school activities.

## Student Extracurricular Organizations

Big Brothers/Big Sisters and Partners	National Junior Honor Society	Homecoming Committee (seniors)
Living History	National Honor Society	German Club
Ushers	Chess Club	French Club
Yearbook	<i>1310 Address of the Arts</i>	Girls' Basketball (7-12)
Community Service Project		Boys' Basketball (7-12)
SCPA Thespian Society		

### Tutor/Mentor Program

SCPA's Mentor coordinator matches students with volunteers to provide academic enrichment and mentor services. Mentors are caring adults who help students increase self-esteem and expand his/her horizons culturally and in career choices.

Tutoring is arranged in conjunction with the individual academic teacher. A list of student peer tutors or in some cases adult tutors are provided to the teacher. Tutoring can then be arranged before or after school.

Parents/guardians are encouraged to volunteer in these capacities.

## ACADEMICS AND THE ARTS

### ACADEMIC ISSUES

Academic courses offered at SCPA reflect a college preparatory curriculum. Counselors are available at the elementary and high school levels to design a schedule of course work most appropriate for the student's interests and needs.

#### • **Course Requirements**

All students are required to have a basic foundation in language arts, social studies, mathematics and science, and to meet all state and local requirements for graduation; additional academic courses are available and recommended. Students must have a declared arts major at all times and be taking courses to support that major. A student may not change a major during the school year. A re-audition process is conducted each year in January for students who would like to audition for a new major for the following year.

#### **All students must have at least four periods of academic courses scheduled each quarter.**

Academic courses are defined as math, science, social studies, English/language arts, foreign language, Advanced Placement Art History, or theory courses. A student may have fewer than four courses only in the following situations:

1. Student completed a college course the previous summer in lieu of one academic course in his/her schedule. Determination of credit will be made by the counselor.
2. Student is enrolled in the Post-Secondary Options Program (see page 14).
3. Student is taking a minimum of two AP courses and one additional academic course.
4. A unique situation exists in which a student is granted the opportunity by the principal to take other types of course work in lieu of the academic course(s) in their schedule.
5. All students must complete two foreign languages.

The graduating classes of 2006 and beyond must complete two years of a foreign language in order to receive a high school diploma from SCPA.

#### • **Progress Reports**

The school year is divided into four quarters. At the end of the second and fourth quarters, a semester examination will be given in certain subjects. Where this is the case, the grade for each term will comprise 37.5% of the semester grade; the examination will comprise 25% of the semester grade. All other courses will give quarterly grades only.

Students and parents/guardians are informed of the student's progress regularly via report cards. First-quarter and third-quarter midterms are mailed to parent/guardian. Quarter report cards are mailed to parents/guardians usually within two weeks of the end of each quarter. Refer to the school calendar for appropriate dates.

- **Parent/Teacher Conferences**

Time is set aside for parent/teacher conferences first three quarters. Parents of students who a “C” or below in a course or who scored in the “Warning” or “Failure” category on their last proficiency review in their arts major **MUST** schedule a conference with their child’s teachers. All other conferences may be during any school day during a teacher’s preparation period. Appointments for these conferences can be made by contacting the teacher via e-mail or voice mail. These numbers and e-mail addresses are located in the front of the handbook and on the school web site, **www.SCPA.ORG**. The teacher will contact you to confirm the appointment. (See calendar for conference and midterm dates. The school calendar is subject to change. Please confirm dates with the secretary.

- **Honor Roll**

Students with high academic and arts achievement are named to the SCPA Honor Roll at the end of each quarter. The criteria for each honor roll listing is as follows:

- "A" Honors Overall grade point average of 4.0
- "A" Average Overall grade point average of 3.5 - 3.99
- "B" Average Overall grade point average of 3.0 - 3.49

A grade of "D," "F," or "X" in any subject area invalidates the student for Honor Roll inclusion.

- **Promotion Policy**

The Cincinnati Public School System is rapidly moving toward a complete “standards based” grading and promotion policy. If a student is not promoted at grade 8, he/she has the option to attend summer school in order to be promoted. Otherwise, the student will repeat the entire grade.

Students in grades 9-12 will need 24 Carnegie Units to graduate and are required to successfully complete the following courses: English 9, 10, 11, and 12; Algebra I and Geometry II; Biology plus two additional years of science; World History; U.S. History; Government and Economics; a minimum of two years of a foreign language; one semester of physical education; one semester of health and a minimum of eight credits of arts classes.

Promotion takes place to grade 10 when 6 credits have been earned, to grade 11 when 12 credits have been earned, and to grade 12 when 18 credits have been earned. To graduate, a student must earn 24 credits.

If a student does not pass an individual course in grades 9-12, it is strongly recommended that the student attend summer school. The student will not be allowed to retake the course the next year.

## Honors Diploma

The student must meet the requirements for the regular diploma plus criteria for honors listed below:

1. Three years of one foreign language or two years each of two foreign languages.
2. Four years of English
3. Three years of Math (must include Algebra 1, Algebra 2 and Geometry)
4. Three years of Science
5. Three years of Social Studies
6. The student must meet one of the following criteria: have a cumulative grade point average of 3.5, a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT

- **Valedictorian/Salutatorian**

To be eligible for valedictorian or salutatorian, a student must

1. Take a minimum of 6 periods of class each quarter
2. Carry a total 12<sup>th</sup>-grade class load including the equivalent of at least three academic subjects\*.
3. Be a student at SCPA for the entire junior and senior years

- **Post-Secondary Options Program**

This program is an option for qualified juniors and seniors interested in taking college-level classes to supplement SCPA course work. **Application must be made by mid-March for the following year.** See the high school counselor for details and to confirm exact deadline date.\

- **Community Service**

Students are expected and encouraged to perform volunteer services in the community. Students interested in pursuing volunteer opportunities should contact their counselor to ensure coordination and documentation of such efforts.

### ART ISSUES

**Students must have a declared arts major at all times and be taking courses to support that major. A student may not change a major during the school year. A re-audition process is required before a student can be accepted into the new major for the following year. This occurs in January and will be announced.**

### SCPA GRADUATION

In order to participate in Commencement, Class Day and any other end-of-the-year senior activities, students must meet all of the graduation requirements listed below. Students must dress appropriately for Class Day - NO SHORTS.

Remember graduation is not a fashion show. It is a time of celebrating what you have done over the past twelve years. We would like to ask all of you for your participation in this matter.

Our school colors are black and white. Graduation reflects this with the black caps and gowns and white collars. We ask that you please adhere to the following dress code. Not abiding by the code may cause a problem for you walking.

The dress code is as follows:

Men must wear dark dress shoes, dress pants, white dress shirt and black tie. They are to be clean shaven and their hair should be neatly trimmed and clean. Eccentric hairstyles and colors are not allowed.

Women should wear dress shoes, (black, not too high, enclosed toe) dark hose, dark or black dress (no pants please) or a dark skirt and blouse. Remember your robe has a white collar and something with a low neck line, no cleavage, will be appropriate. Also remember, that your shoes should match the gown, not what's under the gown, because it will not be seen at all.

Please press all robes before coming to the Commencement.

### **GRADUATION REQUIREMENTS:**

1. Passed all parts of The Ohio Graduation Test
2. Completed at least 24 credits, which includes all required courses listed below
3. Have a minimum of 8 Fine Arts Credits
4. Paid all fees and other financial obligations
5. Completed an autobiography and a college essay
6. Maintained a minimum average of "C" in you Arts Major

### **Required Coursework**

English	4 credits (English 9, 10, 11, 12)
Mathematics	3 credits (Algebra I, Geometry, Algebra II)
Science	3 credits (Biology, Physical Science and Chemistry)
Social Studies	3 credits (Modern World History, U.S. History, American Gov. and Economics)
Physical Ed.	.50 credit (*) 1 semester
Health	.50 credit
Foreign Language	2 credits (at least 2 credits in the same language)
Fine Arts	8 credits in your major

(\*) Waived for dancers and students who participate in school athletic programs and or any organized sport. Official Documentation will be required.

**ONLY 6 POST SECONDARY CREDITS MAY BE USED TOWARD GRADUATION REQUIREMENTS (PSEOP).**



- **Proficiency Requirements**

During the second and fourth quarters, a student's progress in each Arts major will be assessed through a "Proficiency Review Process." Each Arts Department has established a set of criteria that is outlined and attached to this document. In this review process, each student will make a presentation to the faculty of that particular Arts department. The faculty of that department will assess the student's work and assign one of the following ratings: Excellent, Passing, Warning, Failure.

For students in grades 4-6, this is a developmental process, which familiarizes them with the responsibility of presenting their artistic work for review. For students in grades 7-12, this process is designed to be developmental first, but it also carries with it an obligation on the student's part to maintain a rating of Passing or Excellent.

Those students who are rated in either the "Warning" or "Failure" category in grades 7-12 will be on probation in that Arts department for the following semester. The teachers in the department will outline a strategy for improvement and communicate this outline to both the parent(s)/guardian(s) and student. The student in this situation must raise this rating to "Passing" or "Excellent" in the following Proficiency Review. If the rating is not raised to "Passing" or "Excellent," the student will not be permitted to remain in that Arts major.

#### **ARTS AND ACADEMIC INTERVENTION**

The parent, student, and school personnel share in the responsibility of successful intervention when a student's semester grade for a particular class is below a "C" or the student is rated in the "Warning" or "Failure" category in the Proficiency Review Process. The informal intervention process occurs in the home with parents checking homework, helping the student study, preparing the student for school and checking on the student's progress. Teachers monitor each student's progress on a moment-by-moment basis in the course of instruction and counselors monitor on a mid-term and quarterly basis. Generally speaking, there is a formal intervention cycle which will occur each quarter and semester that requires effort on the part of parents and school personnel. This includes quarterly parent-teacher conferences.

**SCPA Facta Non Verba Chapter of the National Honor Society Member Criteria National Honor Society is for students in grades 10, 11 and 12. National Junior Honor Society is for students in grades 7, 8 and 9.** Students are eligible to be considered to be honor society members after they have been in residence at SCPA at least one semester and have achieved a GPA of at least 3.5. Therefore, exchange students and transfer students may be eligible after one semester. If they were NHS or NJHS members in their previous schools, they automatically qualify. To verify their membership, their former advisor or principal must submit a letter on school letterhead attesting to their membership. If the requirements from their former school were different than SCPA's they have one semester to meet SCPA criteria.

The GPA is calculated in the following manner:

For seventh and tenth graders, only the grades for the first semester of that year are included. For eighth and eleventh graders, the entire previous year's grades are counted as well. For 9th and 12th graders, the year before that is counted as well. In other words, to qualify for the required GPA, a senior would have to consider their grades from tenth, eleventh and the first semester of twelfth. This differs from the District GPA accounting where ninth grade figures into the GPA of the high school student. Only unweighted grades may be used for NHS. In the case of a failed course which was retaken, the new grade will replace the "F" if the course is retaken at SCPA. If retaken somewhere else, the new grade will be averaged into the GPA after appropriate documentation is received.

When a student has achieved the required scholarship level, his or her name is then submitted to a Faculty Advisory Committee for screening on the qualities of leadership, citizenship and service. Students may also submit additional information concerning their activities, honors and community service. Students who are found to be outstanding in all areas receive a nomination to become members and are duly inducted in an evening ceremony to which their families and friends are invited. SCPA holds its induction ceremony in March each year.

When members become out of compliance with the standards, they are warned, placed on probation and given one semester to rectify the situation. If so, they are reinstated in full. If not, they are no longer eligible for membership and are dismissed. In case of flagrant violation of school, District or civil codes, students are not warned, but are immediately put on probation, and subject to the ruling of the Faculty Council concerning dismissal or reinstatement. Membership in NJHS does not automatically insure one of becoming a NHS member.

Members are held to the rigorous induction standards and pledge to uphold them in their daily affairs. Members are very active in the life of SCPA serving in a variety of essential capacities at Open House, auditions, Class Day and

graduation, as well as organizing tutoring, recycling and many community service projects and social events. The honor societies at SCPA have grown steadily over the years, both in numbers and in the quality and quantity of their positive effects on the entire school community and beyond. True to their motto, members believe that actions speak louder than words.

For more information contact Joy Fowler, faculty advisor, in room 325 or at 363-8081.

## SCPA ENTERTAINMENT MARKETING

Arts Practicum required of all Juniors and Seniors.

Arts Practicum (270 hours per year)

Work-based learning addresses why students elect to major in the arts. Current markets reveal that arts and entertainment is a \$30,000,000,000 a year global industry. Current trends show that employment in the art and entertainment industries will rise 9% to 17%. SCPA students have been studying the *how, what and why* of learning through their arts and academics. The Arts Practicum is the proof of *how, what and why* scholastically strong arts and academic achievers have greater career prospects in diverse professional fields.

**Student Benefits:** Arts Practicum links academic and arts training to professional careers. Career success requires planning and commitment on the part of students, parents and educators. The Arts Practicum helps you set goals and achieve those goals in academics and arts classes through on-site interaction and training through unique opportunities and professional contacts.

**School Repositioning:** The Art Practicum helps SCPA administrate and adjust programming to fit the needs of our contemporary society. Interaction with emerging professional experiences with instructors as well as students will keep programs at SCPA aligned to current practices.

**Broader Perspective:** Get a broader perspective on career and academic preparation because Arts Practicum is tied to the community, where you will observe and participate in activities that are crucial and current in your field of interest.

**Access to Resources:** Explore resources that you may have not considered such as the libraries and archives of arts organizations, universities, community education, community apprenticeship programs and contact with professionals as active resources for your career plans.

**Professional Growth:** Test your career readiness for in terms of academic achievement, work ethic and career possibilities. Arts Practicum focuses on positive change through growth and exploration with project and work-based goals and assessments throughout the year.

**Opportunities:** Performances, competitions, rehearsals, college exploration, private instruction, job placement, pre-college summer study and internships.

**Critical Thinking:** Simply problem solving on paper is very different from problem solving on a job site working with a team or preparing for interviews, competitions and/or college recruitment. Arts Practicum will challenge you to think through the complexities, convergent and divergent types of thinking needed to enter and survive in a career.

**Academic Skills:** Experience the reality that academic skills are directly tied to career growth in terms of communication, professionalism, research, quality control and the discipline of repeating and refining your verbal, scientific, written skills and your overall knowledge of trends, contemporary events and the impact that all career expectations have on your future prospects.

## PARENT CONNECT

[ParentCONNECT](#) is part of the **Instructional Management System (IMS)** - the computer system used by Cincinnati Public Schools to keep track of student information. It helps parents be an active part of their children's education and track academic progress on a frequent basis.

The web-based system is accessible from any internet-connected computer, so you can view it from home, work, or the local library. Parents may also use the computer in the Customer Help Center at the district headquarters.

All information about your child is private and password-protected. You will not be able to see other students' records, and other parents cannot see your children's records.

### Here's an overview of the information available for parents on ParentCONNECT:

1. **Student Information:** a summary of information on each student
2. **Assignments:** View class assignments to help your child keep up with coursework.
3. **Grades:** Scores on tests and assignments are listed to help you track progress and make sure your child is not falling behind.
4. **Learning:** Coming soon, this section of ParentCONNECT will display curriculum, class objectives and skill mastery, offering parents a clear picture of areas in which students excel or where they may need more support.
5. **Attendance:** Easy-to-read calendar format shows whether your child was tardy, or had excused or unexcused absence. You can click on the date in question to get more information.
6. **Discipline:** Displays discipline problems, complete with the date of the incident and a brief description/
7. **School Information:** Here you will see basic facts about your child's school, such as contact information, a virtual bulletin board, upcoming activities and more.

Parents can also easily communicate with teachers via e-mail or receive automatic e-mail notification of unexcused absences, missing assignments, discipline incidents, or failing grades.

### How to Access ParentCONNECT

To register for an account on ParentCONNECT, you need to fill out an Account Request Form. You may request a form in the office, or register online.

The next step is to connect to the Internet and type the correct URL for your school in your address bar. The Internet address for SCPA's ParentCONNECT is <http://parentconnect2.cps-k12.org/>

## ATTENDANCE

The Ohio School Compulsory Attendance Law (Ohio Revised Code 3321.01) requires all students ages 6 to 18 to attend school on a regular basis. Students presenting attendance problems are referred to the court by the visiting teachers. Parents of children may be referred to the Department of Human Services or the Hamilton County Juvenile Court for failing to comply with the state Compulsory Attendance Law.

The Superintendent of Schools, as provided in Ohio Revised Code 3321.13, shall request that the Juvenile Court judge and The Bureau of Motor Vehicles deny, suspend, or revoke the driving privileges of students under eighteen who are habitually absent from school without a legitimate excuse. In compliance with Ohio Revised Code 3321-13, the temporary instruction permit or driver's license will be suspended by the Bureau of Motor Vehicles for those students under eighteen who drop out of school. Students who do not already have a permit or license will be denied the opportunity to obtain one by the Bureau of Motor Vehicles.

- **Absence Policy**

When a student is absent, a **parent/guardian must call the school before 9:00 a.m. to report the student's absence to the automated voice mail attendance line (363-8004)**. Upon returning to school, the student must provide a note to the Attendance Person that **must** include the following information:

- a. Name of student
- b. Date the note is written
- c. Date(s) student was absent
- d. The specific reason for the absence
- e. Parent/guardian's signature
- f. Phone number where parent/guardian may be reached before noon

The following procedure then takes place:

1. The Attendance Person will provide the student with a green slip when the note is turned in concerning the absence. A green slip means the absence is excused. The student who was absent the previous day must present one of these to each teacher in order to be admitted. If the student has no note he/she signs in and reports to class.
2. Students must present the absence slip to each teacher at the beginning of each bell.
3. If the student's absence is excused, it is the student's responsibility to obtain missed assignments.
4. If the student is ill for an extended period of time (more than 5 days), the student or parent/guardian should call Mrs. Denney in the counselor's office 363-8003 for make-up assignments.  
(Mrs. Mosley) 363-8036 (grades 10-12); Mrs. McKenzie (grades 4-9) 363-8044.  
**Please allow 48 hours (2 days) for preparation of assignments.**

- **Absence Types**

**ACTIVITY:** Absence because of a student's participation in a recognized school activity, performance, field trip, or athletic contest. The student will not be marked absent from school. Tests and quizzes are to be made-up at the convenience of the teacher, and it is the student's responsibility to contact teachers regarding make-up work.

**EXCUSED:** Absence because of illness, death in the family, or religious holiday. Tests, quizzes and assignments are to be made-up at the convenience of the teacher, and it is the responsibility of the student to contact teachers regarding make-up work. Students and parents/guardians must remember it is not always possible for teachers to permit work to be made up, for example rehearsals, etc.

**UNEXCUSED:** Absence because of truancy, employment, baby-sitting, vacation, non-approved athletic contests. Also included is absence because of transportation (except yellow bus caused by the bus company) and family emergencies other than medically related. The school does not grant permission for or excuse such absences

**UNVERIFIED:** Absence for which parent/guardian has made no indication as to why the student was absent from school. In this case work and credit will be withheld until appropriate communication is made.

- **College Visits**

Students in grades 11 and 12 are encouraged to have post-secondary visits. Only students who are on schedule by credits and are currently in good academic standing, as determined by the counselor, may schedule post-secondary visits. We suggest making visits during the summer to prevent loss of instructional time during the school year. If the student is making a visitation during the school day, s/he must inform the Counselor's Office of the appointment three (3) days prior to the visitation. A student may not miss school for more than two (2) consecutive days if making college visits. There may be situations where more than two consecutive days away from school are required in order to complete a college visit or perform an audition. Approval for these absences must be received from the counselor *before* leaving school. Upon returning to school, the student must bring a letter on school stationery from the college/university visited. If a student does not bring a letter or college visit form from the counselor, all days absent will be marked unexcused.

- **Early Excuse**

1. Parents/Guardians are encouraged to schedule students' appointments before or after school hours. Early excuses may be granted in emergency situations, as determined by the administrator(s).
2. If an early excuse is needed, the parent/guardian must call the absence line (363-8004) and send a note (including a phone number) describing the date, time, transportation arrangements, and reason for early dismissal. The student presents the note to the attendance person for the issuance of a green slip. Before leaving the building, the student must sign the sign-out sheet located in the attendance office. Upon returning to school (either the following day or the same day), the student

may be required to present a doctor's note on letterhead or a note from the courthouse on letterhead confirming the early dismissal.

3. Students 18 years of age or older who live at home still require a note from their parent/ guardian to leave early.
  4. No early excuse will be given which would cause a student to miss a scheduled semester exam or a district-wide or state-mandated test.
  5. If a student is ill, s/he would go to the grade level counselor. If it is determined that a parent/guardian needs to pick up a student, **the parent must present proper identification (i.e. driver's license) before signing the student out on the sign-out sheet.**
  6. Any student who leaves the building during the school day must sign the sign-out sheet located in the attendance office.
- **Tardiness**
    1. If a student arrives late to his/her first class, s/he is tardy. The student is to go directly to the attendance office. In order for a tardy to be considered excused it must be for a medical reason or legal appointments ONLY. (The student must bring a note from the parent/guardian, doctor, or court to be excused.) The school reserves the right to deny the student an "excused" status if this policy is abused. The student will leave the note at the attendance office.

- **Truancy**

The Board expects pupils of compulsory school age and their parents to comply with the school attendance laws of the State of Ohio. When pupils are declared truant, the administration will work in conjunction with the police, Juvenile Court, and other appropriate agencies. For the purpose of defining illegal absence or truancy, excused absences shall be limited to those approved by the principal or his designee.

When truancy is declared by a visiting teacher, following a parent conference, both the parent and pupil will be cited to Juvenile Court for legal action. The certificated staff of the school system will analyze the cause and effect of pupil truancy and recommend or take corrective action.

Because the absence of pupils under "suspension" and those "detained" by legal authorities (Juvenile Court) is not specifically defined in the state regulations, it is recommended that all schools classify such absence as legal, for the purpose of child accounting and statistical procedures. The pupil under suspension is prevented by statutory action from attending school, and the pupil detained by Juvenile Court is required to attend a school program under the jurisdiction of The Cincinnati Public Schools.

- **Leaving School Grounds**

Students may not leave school grounds without an early dismissal green slip provided by an administrator or designee for illness, doctor's appointments, school-related activities, etc. Green slips for early dismissal will be granted upon parental permission. Students must sign the sign-out sheet located in the Main Office before leaving school grounds at any time. Students who drive may not leave to go to their car during school.



## GENERAL BUILDING POLICIES

### **ART GALLERIES**

The William Woodward Gallery (2nd floor) and the SCPA Gallery (front entrance way) are committed to showing outstanding examples of works of art by SCPA students and guest artists from the community. The juried student exhibitions provide an opportunity for SCPA art students to have their work judged by professionals in the field whose criteria for selection will be based on outstanding qualities of skill, content and expressiveness. Students may submit work to these exhibits through an art teacher or directly to the gallery curator.

### **BUILDING HOURS**

The building opens for students with a first bell at **8:15 a.m.** Those students beginning their day at 9:20 a.m. may enter the building at **9:02 a.m.** If weather is inclement (in day), students will be permitted to enter the building at 8:00 a.m. and 8:55 a.m. respectively. Students entering at the earlier times due to inclement weather must remain on the 1st floor of the building until 8:15 a.m. and 9:02 a.m. respectively.

All students who are not part of a rehearsal or performance must clear the building by 4:30 p.m. If a student is dismissed at or before 4:15 p.m. and is waiting for an after-school activity, the student must report to Room 211 for supervised study time until 4:10 p.m. when he or she will be dismissed.

Standard time for rehearsals will be from 4:30 p.m. until 6:30 p.m. **Students must be picked up at that time.** Students are expected to arrange for pick-up prior to arriving at school in the morning. The night security person will make a telephone available for calls of an emergency nature only. The lobby phone # is 363-8132. The security person is assigned to secure the building, not to supervise students.

### **ELEVATOR USAGE**

1. The student must bring a doctor's statement to Security. A note on a **physician's letterhead** is mandatory in order to obtain an elevator key. The note must include the **length of time** necessary for elevator usage. There are only a limited number of keys available. Every effort will be made to accommodate the students need.
2. Students will be charged a \$15.00 obligation if the key is not returned.

### **EXTRACURRICULAR ACTIVITIES**

SCPA's NO PASS/NO PLAY rule applies to all extracurricular activities. Extracurricular activities include athletics, clubs, functions for which the student receives no credit, or activities that are not integrated into classroom activities. At SCPA, extracurriculars would include such activities as athletics, major musicals, dramas which are not required for a grade, caroling and gospel choirs, language clubs, Teen Institute, yearbook, etc.

- **Student Waiver**

Student waivers may be granted to students once in grades 4-6, once in grades 7-8, and once in grades 9-12. A student who is failing one academic subject but who otherwise has an acceptable grade point average (2.25) in his/her academic courses may request a waiver for participation in a production or other extracurricular activity. The student must

1. Secure a Waiver Request Form from Room 202 and have the form signed by the Artistic Director and the director of the extracurricular activity.
2. Meet with the academic teacher who will create a remediation plan designed to return the student to a passing grade in the academic subject. The student is responsible for carrying out the remediation plan.
3. Have the academic teacher and the student's parent/guardian sign the form. The form should be returned to Room 202.

Upon return of the form, the student will be granted a waiver and allowed to participate. If the student fails to make academic progress in the failing subject during the production, the Artistic Director may, at his discretion, remove the student from the activity.

A student who is granted a waiver must improve the grade to a passing level before he or she will be allowed to audition for any additional extracurricular activities.

Students who are failing two (2) or more academic courses but still have a 2.0 GPA will not be permitted to request a waiver and will be prohibited from participating in extra-curricular activities until the failing academic grades are returned to a passing level.

## **HALL PASSES**

No student is allowed in the hall during class time without a standard hall pass unless directly supervised by a classroom teacher. The student's name, the time and destination will be included on each hall pass.

## **LOCKERS AND LOCKS**

Individual lockers will be assigned to students at their orientation. Only one student is allowed per locker. The student is responsible for the contents found in his or her assigned locker. Lockers are **not** to be shared with any student and must be secured with a combination lock. Security shall assign and maintain locker assignments.

Students must provide their own combination lock for the locker. Key locks are not allowed. All combinations must be submitted to security.

In addition, each student enrolled in a physical education class may use on a daily basis a locker in the dressing room located adjacent to the gym. These lockers are for use only during a student's physical education class. Belongings stored in unassigned lockers will be removed. Students may not share any lockers. Students enrolled in visual arts and dance classes will be assigned a second locker to be used strictly for their artistic needs. Again, these lockers may not be shared. Only the student assigned to a locker is permitted to place belongings in that locker.

The school makes every effort to solve problems regarding locker repair; however, the school is neither responsible nor liable for books or other items of value missing or taken from lockers, regardless of the circumstances. Each pupil is responsible for his/her possessions and their replacement, if stolen.

- **Inspection of Student Lockers**

A student locker is not the exclusive property of the student assigned to it but belongs to the school. The locker is provided as a convenience for the student to be used for limited purposes. The right to exclusive use extends only with regard to other pupils but not to official representatives of the school. The principal and his/her representative have the option to inspect student lockers at any time.

Several specific reasons exist for the inspection of student lockers. These include, but are not necessarily limited to, the following:

1. To encourage cleanliness and a healthy environment
2. To prevent waste accumulation
3. For reasons of safety and fire prevention
4. For recovery of stolen or missing property
5. For prevention of storage of unauthorized, illegal, or dangerous items (such as weapons, drugs, alcohol, etc.)

If, in the judgment of the principal or designee, there exists sufficient reason to inspect a specific locker, the locker will be opened in the presence of another adult witness. If appropriate, the student may be present when the locker is opened. An inventory of the contents and record of the event should be kept.

In the event of the discovery of unauthorized, illegal, or dangerous items, appropriate authorities will be immediately informed to deal with the circumstances.

To operate schools in conditions of appropriate safety and cleanliness, locker "clean-outs" will be scheduled at the close of the first and second semesters. Such "clean-outs" will be appropriately supervised by members of the staff of each school.

Nothing in these guidelines should be construed as authorizing school personnel to conduct a personal search of students or of their personal vehicles, even though suspected of containing inappropriate items. Search of students should be conducted by properly authorized personnel.

## **LOST AND FOUND**

Students are encouraged to turn into the classroom teacher any personal item left behind by other students. If articles, especially musical instruments, ballet clothes/shoes, or any art supplies are found in the building, please turn them in to Mr. Fletcher in Room 316. All books recovered should be turned into the Treasurers' Office. Students: Make certain that your name is clearly written on, or sewn into, all personal belongings brought to school. Students must know the serial number, make or brand, and value of their musical instrument. Students should not bring to school expensive rings, clothing, jewelry or excessive amounts of money. Students looking for lost items should contact a member of the security staff.

## **LUNCH/FOOD**

Elementary (4-6) \$1.75	Secondary (7-12) \$2.00
Reduced Lunch \$ .40	
Reduced Breakfast for all age groups \$ .30	
Milk \$.30	

Refer to the Financial Information section of this handbook for information on free/reduced lunch applications.

Students may eat before school, during their assigned lunch bell, or after school. Food may be consumed in the following areas: Cafeteria or on the grassy area on the north side of the school.

**Students are not permitted to order food to be delivered during school hours (8:30 a.m. to 4:15 p.m.). If food is ordered after hours, it may only be done so by an authorized adult.**

### **PARKING**

Parking spaces are available for student parking in Peaslee (across the street from school). Students should pick up and return their request for a Peaslee Parking Pass to Mrs. Roberts in room 210. Parking is \$120.00 for the year and is payable in full, cash or money order only. A student's obligations must be paid in full before they are permitted to purchase a parking pass. Seniors are given first priority, however, they must have submitted an application prior to the end of the school year. Parents/visitors may park in designated spaces marked "Visitor" next to the front entrance of the school. **If a student or adult parks in one of the adjacent lots without a parking permit, she or he is subject to a parking ticket from Imperial Parking. Peaslee is NEVER free to students, parents, staff of SCPA. If you do not have a pass you must pay the fee in the drop box provided by Imperial Parking.**

## **SCPA PRIVATE LESSON POLICY 2007 – 2008**

The following policies have been enacted to ensure that your child receives quality individualized musical instruction which is necessary to their growth and development as a musician.

1. Private lessons are strongly recommended for all 7-12 grade instrumental music students and all 9-12 grade vocal music students at SCPA. Private lessons are optional but encouraged for younger instrumental music students. Students who perform in the upper level music ensembles such as Chamber Orchestra, Symphonic Band, Chorale, Advanced Jazz Ensemble, Baby Grands and Meridian 8 are required to take private lessons.
2. Music students will receive one 30 minute lesson per week from an SCPA approved instructor on site or a student may elect to study with an approved private teacher from the professional arts community (CSO, CCM, etc.) offsite and pay them directly. For students electing to take private lessons offsite, you must notify the private lesson coordinator of your teacher's name and contact info.
3. Private Lessons will be given during the student's music class bells or after school. No private lessons will be given during academic bells.
4. SCPA private lessons will be paid for on a quarterly basis. A total of four 8 week quarters will make up the 2007-2008 academic year. (See attached private lesson calendar.) The fee for private lessons is \$176 per quarter - \$22 per 1/2 hour lesson. There are 3 payment options. (Please see attached Private Lesson Fee Sheet.) Quarterly private lesson fees must be paid in full prior to the start of each private lesson quarter or the student will be removed from lessons for the quarter. Personal checks and money orders are acceptable and should be made payable to: SCPA Private Lessons. Checks may be dropped off at

SCPA Room 202 from 8:30 a.m. – 4:00 p.m. M-F (during school days) or mailed to: SCPA Private Lesson Program, Room 202, 1310 Sycamore Street, Cincinnati OH 45202.

5. A limited amount of 1/2 Private Lesson Scholarships are available for the 2007-2008 school year. The scholarships will pay for 1/2 of all quarterly fees and will require the parent to pay for the other half. Private lesson scholarships will only be awarded to students who demonstrate substantial financial need and excellent artistic potential. (See attached private lesson scholarship sheet.) Private lesson scholarships will be awarded to 7-12 grade instrumental students and 9-12 grade vocal students only. Private lesson scholarships will not be awarded to students studying with private teachers off site.
6. Parents will be required to complete a Private Lesson Enrollment Form and complete and sign a Private Lesson Parent Agreement Form along with the first quarter payment of \$176.00 in order to enroll your child for the 2007-2008 school year.
7. Music students will be required to attend and prepare for every private lesson during the 2007-2008 school year. Parents will be required to sign weekly instrumental practice logs and turn them in to your child's lesson instructor. If your child misses two consecutive lessons or three non-consecutive lessons in a quarter without prior notification to the instructor, your child will be dropped from private lessons for the year.
8. Missed private lessons by the student without prior notification to the instructor will not be made up. Missed private lessons by the student with prior notification to the instructor and for a valid reason (such as family emergency, sickness or school function) will be made up at the availability of the instructor. In the case of sickness, the parent/ guardian must contact the lesson instructor no later than 8:00 a.m. on the morning of the scheduled lesson. In the case of school functions, the student is to notify his/her instructor at least one week in advance of the school function.
9. Missed private lessons by the instructor will be made up as quickly as the instructor's schedule will permit (usually within two weeks) but will definitely be made up within the quarter. A record of all private lesson attendance will be forwarded to the Private Lesson Coordinator and Artistic Director each quarter.
10. Violin students in grades 4-6 who wish to take private lessons should contact Ms. Michelle Wilkison. She has her own guidelines and fee schedule.

**Private Lessons Are Available In:**

Bass (classical)  
Acoustic and Electric Bass (jazz)  
Bassoon  
Cello  
Clarinet  
Drum Set (jazz)  
Flute  
French Horn  
Oboe  
Piano (classical)  
Harp

Trombone  
Trumpet  
Tuba  
Viola  
Violin  
Saxophone (classical and jazz)  
Voice  
Guitar (jazz)  
Percussion (mallet)  
Piano (jazz)

## 2007-2008 SCPA PRIVATE LESSON CALENDAR

### QUARTER 1 \*\*\*\*\*

August 21	School Year Begins
August 31	1 <sup>st</sup> Quarter payment of \$176.00 due by 4:00 p.m.
Sept. 3-7	Week 1 of lessons (Monday, September 3 <sup>rd</sup> is Labor Day)
Sept. 10-14	Week 2 of lessons
Sept. 17-21	Week 3 of lessons
Sept. 24-28	Week 4 of lessons
Oct. 1-5	Week 5 of lessons
Oct. 8-12	Week 6 of lessons
Oct. 15-19	Week 7 of lessons
October 22-26	Week 8 of lessons
October 26	2 <sup>nd</sup> Quarter payment of \$176.00 due by 4:00 p.m.

### QUARTER 2 \*\*\*\*\*

Oct. 29-Nov.2	Week 1 of lessons
Nov. 5-9	Week 2 of lessons
Nov. 12-16	Week 3 of lessons (Monday, November 12 is Veteran's Day)
Nov. 19-21	Makeup lessons only (Week of Thanksgiving)
Nov. 26-30	Week 4 of lessons
Dec. 3-7	Week 5 of lessons
Dec. 10-14	Week 6 of lessons
Dec. 17-21	Week 7 of lessons
Jan. 7-11	Week 8 of lessons
Jan. 11	3 <sup>rd</sup> Quarter payment of \$176.00 due by 4:00 p.m.

### QUARTER 3 \*\*\*\*\*

Jan. 14-18	Week 1 of lessons
Jan. 21-25	Week 2 of lessons (Jan. 21 <sup>st</sup> is Martin Luther King Jr. Day)
Jan. 28 – Feb. 1	Week 3 of lessons
Feb. 4-8	Week 4 of lessons
Feb. 11-15	Week 5 of lessons
Feb. 18-22	Week 6 of lessons
Feb. 25-29	Week 7 of lessons
March 3-7	Week 8 of lessons
March 7	4 <sup>th</sup> Quarter payment of \$176.00 due by 4:00 p.m.

### QUARTER 4 \*\*\*\*\*

March 10-14	Week 1 of lessons
March 17-21	Week 2 of lessons
March 24-28	No Lessons (Spring Recess)
March 31-April 4	Week 3 of lessons
April 7-11	Week 4 of lessons
April 14-18	Week 5 of lessons
April 21-25	Week 6 of lessons
April 28-May 2	Week 7 of lessons
May 5-9	Week 8 of lessons
May 12-16	Makeup lessons only

# PRIVATE LESSON SCHOLARSHIP POLICIES FOR 2007-2008

SCPA Instrumental Music Students in grades 7-12 and Vocal Music Students in grades 9-12 may apply for a 1/2 private lesson scholarship for the 2007-2008 academic year. If awarded, the scholarship will pay one half (\$88.00) of the \$176.00 quarterly fee for each of the 4 private lesson quarters. The parent or guardian is responsible for paying the remaining half (\$88.00) of the \$176.00 quarterly fee.

## Scholarship Criteria

- The student must be currently enrolled at SCPA.
- The parent or guardian must demonstrate substantial financial need. Only families with an individual or household net income (after taxes) of less than \$50,000 will be considered.
- The student must demonstrate outstanding artistic ability and achievement.
- The student must have a minimum overall G.P.A. of 2.5
- The student must demonstrate a strong work ethic and positive attitude toward musical practice and study.
- The student must participate in a short scholarship audition and interview to be held on August 22<sup>nd</sup> and August 23<sup>rd</sup> after school in the Choir Room, Band Room and Orchestra Room. The student should be prepared to perform a short musical piece approximately 2-3 minutes in length. Sign up sheets will be posted outside the band room, choir room and orchestra room doors.

## Application Process

- Complete the attached Private Lesson Scholarship Application Form.
- Attach a copy of each parent's 2006 tax return. All information will be kept strictly confidential and will only be used to determine scholarship eligibility.
- Return no later than August 21<sup>st</sup> to: SCPA Private Lesson Coordinator, Room 202, School for Creative and Performing Arts, 1310 Sycamore Street Cincinnati, OH 45202
- Scholarship recipients will be notified no later than August 28<sup>th</sup>, 2007.

For any additional questions, contact Ms. Andrea Reupert, Private Lesson Coordinator at 363-8098 or [scpa\\_private\\_lessons@yahoo.com](mailto:scpa_private_lessons@yahoo.com)

## **PUBLICATIONS**

- **Annual/Yearbook**

The yearbook features the entire student body, grades 4-12, and is published by the yearbook adviser and the annual staff.

- **Student Directory**

A Student Directory is assembled and published annually by the Parents of SCPA. The Directory is an alphabetical listing of the names, addresses and phone numbers of current SCPA students. If a parent/guardian wishes to exclude information from the Directory, refer to the “Student Records/Confidentiality” section of this manual.

- **Pandora’s Back Pages**

This publication is the product of the Writing Department and features literary works from our top writing classes.

- **1310 Address of the Arts**

This SCPA student newspaper is published quarterly by the Writing Department. Articles are accepted for consideration from the entire student body.

- **“Take It Home Tuesday”**

This is an informational bulletin. Parents are encouraged to submit e-mail addresses to the Student Directory in order that you may receive the “Take It Home Tuesday” on the Internet.

## **RESTROOMS**

Boys’ restrooms are located on the north side of the building on the 1st floor and on the west side on the 3rd and 4th floors. Girls’ restrooms are located on the east side of the building on the 2nd, 3rd, and 4th floors.

## **SCHEDULES**

Students are expected to attend all classes listed on their schedule. Should a change in schedule be necessary, please pick up the appropriate form outside of each counseling office. Until the changes are made on the schedule students are to follow their current schedule.

- **Schedule Changes**

Subject choices are considered final on June 5<sup>th</sup>. Changes in schedule not involving subject changes may be made two weeks prior to the opening of school and in the first five days of second semester as space in classes permits. Second semester changes must meet with appropriate counselor and administrator approval. If needed email the counselor for your grade level.

- **Drop/Add Requests**

After the semester begins, students may drop a course without a penalty through the **20<sup>th</sup> day** of school. Students who drop a course after the fourth week must have the approval of the principal.



## **SEARCH AND SEIZURE POLICY**

The administration of SCPA reserves the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is necessary for the maintenance of order, discipline and safety and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be advised that their lockers, desks, persons and personal belongs are subject to search for contraband, harmful or dangerous substances.

The Cincinnati Public School District is committed to providing a quality education for students in an environment that is conducive to learning and protects the health and safety of the entire school community. Since 1994, when the Cincinnati Board of Education approved a policy on the use of security devices including metal detectors, the district has found that searches have drastically reduced the number of incidences of weapons in our schools.

To protect your child's rights, searches may only be conducted under two conditions:

1. **Random or Systematic Searches.** These searches are conducted in a random and systematic manner, without specific suspicion, to keep students from bringing contraband or weapons to school. The method of the search is predetermined and random in nature, prohibiting race and gender bias. Once the random method is selected and the search is begun, it is not changed unless reasonable suspicion occurs. If reasonable suspicion is aroused, then the action listed below under "Reasonable Suspicion" will be taken. Some examples of random search methods include: locker searches, students caught in a hall sweep, selected classrooms, and vehicles in the parking lot.
2. **Reasonable Suspicion.** This type of search is conducted when there is reasonable evidence pointing to a specific individual (s) who may be in violation of criminal statutes or school rules. The following types of searches are examples of Reasonable Suspicion Searches: lockers, personal; limited clothing; pat down; request to empty pockets, purses, backpacks, boxes, etc.; or vehicle.

School administrators and security personnel are fully trained in the proper use of metal detection equipment. All searches are conducted within the guidelines of the law and the Board of Education's policy 5144.1, "Rights of Privacy."

If students fail to cooperate with a search, they will be subject to the appropriate disciplinary action.

## **STUDENT RECORDS/CONFIDENTIALITY**

The records of the school system concerning an individual student shall be used in accordance to the state and federal laws and shall not be made available to any person or organization without prior written permission of the student's parent or legal guardian, or from the student if he or she is over 18 years of age, except directory information consisting of a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received and other similar information. A parent or guardian or eligible student objecting to the release of directory information must file a written objection within

thirty (30) days of the annual announcement of this policy. Such written objections should be sent to the Principal's Office, Room 203.

Persons seeking to obtain copies of student records shall pay for the cost of reproduction. School records for the purpose of this policy shall be the student's cumulative, psychological, health, special education, guidance and visiting teacher records, and student information on file with the Computer Services Branch.

### **Telephones and Messages**

School phones are not available for student use except in case of emergency. In such an event, the phone at the front door (363-8132) Security Desk should be used with permission of the security guard. Students should arrange for transportation from after-school events prior to coming to school in the morning. A phone will be made available through the night security person( 363-8132) if an after-school transportation emergency exists. **Messages will not be taken** for students except in cases of extreme emergency as determined by school personnel, so as not to interrupt the educational process taking place in the classroom. **Classroom instruction cannot be interrupted for “reminders” or forgotten items.** If a parent brings a forgotten item to school, it should be taken to room 206. This includes, textbooks, projects, lunch money, etc. The item needs to be properly marked with the student’s name.

### **Textbooks**

Textbooks will be issued by the classroom teachers. Each textbook has an identification label on the inside front cover. This label should contain the teacher's name, student’s name, condition of the book, and the school year for which it is being issued. Students are responsible for all textbooks assigned to them. Students should examine their texts carefully as soon as they are issued. If the book is defective in some way, the student should return the book to the teacher. The teacher will either note the adjusted condition of the book or issue a non-defective text if supplies are available.

Students must return the book that was assigned to them. No credit will be given for textbooks in which the label has been removed or altered. All books must be returned in reasonable condition (not more than one condition worse than assigned). A fine up to the cost of the book may be assessed for failure to return a book in reasonable condition.

### **Transportation**

Students in grades 9–12 who live more than one mile from the school will receive a Metro bus card each quarter of the school year. Students in grades 4-8 who live more than 3/4 mile from the school will ride yellow buses. Students living outside the school district will **not** receive a bus card. If a student needs to ride a different yellow bus or board at a different stop a deviated bus form must be filled out with the new pick up/ drop off information. Call the main office for information. **Students are not permitted to ride a bus other than their own under any circumstances.**

Poor student behavior on the bus may result in the student being denied transportation privileges. Infractions are as follows:

- Improper boarding/departing procedures
- Hanging out window
- Bringing articles of injurious or objectionable nature
- Throwing objects in or out of bus
- Failure to remain seated
- Lighting matches/smoking
- Drinking on bus
- Spitting/littering
- Refusing to obey driver
- Unnecessary noise
- Fighting/pushing/tripping/hitting
- Objectionable language
- Tampering with bus equipment
- Discourteous/rude and annoying conduct
- Destruction of property
- Other behavior relating to safety, well-being and respect for others

Students who do not abide by the rules and regulations of the bus company will be disciplined by the school as follows:

First Offense	Contact Parent
Second Offense	Contact Parent
Third Offense	Contact Parent and 3-day bus suspension
Fourth Offense	Contact Parent and 5-day bus suspension
Fifth Offense	Contact Parent and 10-day bus suspension
Over five offenses	Contact Parent and entire quarter suspension from bus

These offenses are cumulative (on-going) over the entire school year.

## VISITORS

**All visitors shall enter the front entrance of the building located on Sycamore Street.**

School policy is to accept only those visitors who have legitimate business at the school. Everyone entering the school must sign in and sign out. Parents/guardians are only permitted past the security desk if they have a scheduled appointment with a administrator, counselor, or teacher. Visitors and guests must have an appointment with a staff member. Security will call and verify that the parent/visitor is expected before they proceed into the building. An identification tag will be required of all visitors. Parents dropping off personal items, lunch money, books, projects, etc. will take the items to room 206. The school will not allow deliveries to students of any items that are not essential to the educational process. Classes will not be interrupted for any reason.

Parents/guardians may not “drop in” to visit teachers. Teachers will schedule appointments during their planning time. Parents/guardians who want to observe their student’s classes should make an appointment with individual teachers at least 24 hours in advance. Please plan accordingly. If you wish to meet with a counselor or administrator, call ahead for an appointment.

## **FINANCIAL INFORMATION**

### **Cincinnati Board of Education Instructional Fee**

An instructional fee is levied by The Board of Education on all Cincinnati Public School students. The fee is based on the number of students in one family attending Cincinnati Public Schools, the grade level of the student(s), and the income of the family. This fee is used to supplement the purchase of books and materials essential to the students' education, and must be paid before the end of each school year. Forms are included in the CPS mailing prior to the start of school. Please complete the form and remit payment\* as quickly as possible at the Treasurer's Office. The student will receive a receipt for any payment of fees. If you have any questions regarding the Instructional Fee, please contact the School Treasurer at 363-8041.

Payment must be made with cash, money order, certified check (made payable to Treasurer, Cincinnati Public Schools) or check (parent must meet with the treasurer and show ID).

### **Free/Reduced Lunch**

Free/Reduced lunch applications will be mailed by the Food Services Office in the Back-to-School mailer at the beginning of the year. If you feel your student may qualify for free/reduced lunch and did not receive an application, eligible students may obtain form(s) in Room 203. Return your completed free lunch application to Room 203 to be sent to the Food Services Branch. Please ensure that this form is completely filled out with requested information and signatures to better facilitate the processing of your application. Upon approval, your student's free or reduced meal tickets will be sent directly to your home.

### **General Assistance**

Students who are in need of assistance with clothing, supplies, etc., should contact their counselor. All requests will be kept strictly confidential.

## **PERFORMANCE POLICIES**

### **Assembly/Concert Behavior**

Students should assemble in an orderly, quiet manner with a minimum of talking.

Once the program begins, there should be no talking, and all persons should remain seated.

Applause should occur ONLY at the end of the musical number or performance, unless the artist specifically requests audience participation. The one exception to this rule is during a jazz performance where it is customary to acknowledge a solo. Verbal participation is never appropriate unless you are on the stage. This means no screams, yells, or whistles. Appreciation should be shown by applause only.

Do not stand and dance or dance in your seat. Dancing is reserved for those on stage.

At the end of the final number or performance, a standing ovation may be warranted. At this point, “tasteful” verbal acknowledgments are acceptable. Words such as “bravo” or “brava” are acceptable. Students and adults violating this policy will be removed with no refund.

### **Audition Eligibility**

#### **No Pass / No Play**

The Cincinnati Public Schools’ NO PASS/NO PLAY rule applies to all extracurricular activities at SCPA. Extracurricular activities include athletics, clubs, functions for which the student receives no credit, or activities that are integrated into class room activities. At SCPA, extra curriculars would include such activities as performances, athletics and yearbook etc.

### **Audition Requirements**

Prior to a student auditioning for a production, each teacher will provide the current **GPA** for his/her class. Before a student is permitted to audition he/she will present the current **GPA** to the production Director. The Director will review the current **GPA** and notify the student if he/she is eligible to audition.

A student must maintain a 2.25 (on a 4.0 scale) with no more than one “F” in his/her academic classes from the previous quarter to participate in extracurricular activities. A student on probation in his or her artistic major will not be permitted to audition for any extracurricular activity until the student is in good standing in that major.

Students who are absent eight (8) or more times in the previous quarter will be ineligible to audition for or to be cast in any production.

The Artistic Director’s office will maintain an “eligible to audition” list. This list will include all students who have a 2.25 academic average, have met attendance requirements during the previous quarter and are not on artistic probation. Only the students on this list will be allowed to participate in extracurricular activities. Those students who are required to audition by their artistic departments who are not on the “eligible to audition” list will be allowed to do so but will not be considered for casting purposes.

### **Commitment**

Students must accept a role in a play, musical, or ballet for which they are cast. Should the student drop out of the activity or be removed from that production for rules violations, the student will be prohibited from auditioning for any other program produced by SCPA for a period of one (1) year.

### **Costumes/Performance Attire**

It is the student's responsibility to have whatever costume dress is required for performance, including recitals. Incorrect costume will mean no performance. It is the student's responsibility to check with the teacher to make certain he/she understands the expectations for performance attire.

STANDARD PERFORMANCE DRESS FOR ALL PERFORMANCES, RECITALS, ETC. WILL CONSIST OF THE FOLLOWING:

GIRLS – Black skirt or dress slacks, white long sleeve blouse, black shoes with hose or knee socks – no sandals, sneakers, gym shoes. Absolutely NO sleeveless or backless blouses will be permitted.

BOYS – Black dress trousers, long sleeve white shirt, long black tie, black socks and black dress shoes – no sandals, sneakers, or gym shoes.

In addition, any other elements of the student attire which draws inappropriate attention to the student or detracts from the professional nature of the performance will not be permitted.

### **Homework Policy for Students Participating in Major Performances**

Students participating in major productions and excused arts activities should be given two class days time for each day excused to make up homework and tests. All students are responsible to check with teachers prior to missing class to receive assignments in advance. Each teacher is responsible for given work assignments to participants prior to Major Performance. The artistic director or the principal will mediate any disputes regarding this policy with their decision becoming binding.

The **performance Director** must notify teachers at least five class days prior to a performance. Students missing class must request assignments in advance.

Students **excused** from class for performance-related activities will be **allowed two (2) days for each excused day to make up assignments and tests.**

The two-day rule applies to all work **due** (not assigned) while the student is absent for performances and during the technical rehearsal period.

**The two-day rule begins when the student returns to class.** For example, if the student misses three school days for in-school performances, the student's assignments are due six days after they return to class.

This policy supersedes teacher's individual policies regarding make-up and late work.

### **Productions Extending from One Quarter into the Next**

If a student is involved in a production/activity which extends into another quarter and has failed to meet the academic or arts major grade requirements in the prior quarter, the student will finish the production/activity.

### **Professional Performances (Non-SCPA Produced)**

Students who seek to be excused from school for professional, artistic engagements may only do so under the following conditions:

1. All such work experience must be approved by the Artistic Director and the Principal at least two weeks before assuming the job. Students must fill out the Student Professional Work Experience Form (Room 207). After this has been approved by the Artistic Director and Principal, all teachers will be notified of the dates the student is excused.
2. In the event of an extended professional experience, a signed contract is required stating that a tutor/chaperone will be provided at the employer's expense to provide instruction during the time lost from school. The school counselor will supervise, collect, and disseminate materials as well as coordinate work between teacher and student. A grade will be assigned after consultation by the counselor, teacher and tutor. It is the responsibility of the student and parents/guardians to see that all assignments are completed. The transcript will show that grades earned during this period were by tutoring.

Arts credit may be issued for performing. Interested students should discuss options with their counselor.

Professional Opportunities Requiring the Student's Absence for the Entire Year: These students should contact their counselor regarding acceptable courses. All such arrangements must be approved by the Principal.

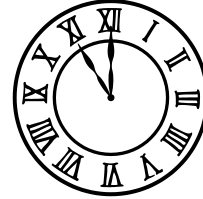
### **SCPA Performances**

1. Performance is an important part of an SCPA student's school career. Attendance is mandatory for ALL performances of your group. If a student is ill for a performance, the director of his or her group must be notified in ADVANCE of the performance so that understudies or re-programming a substitute to perform in your place is possible. Unexcused absences from a performance will automatically result in a lowering of two letter grades for the quarter of the missing performance.
2. Students must be in school at least \_ day on the day of a performance or audition to participate in the performance or audition.
3. During rehearsals and performances, students are to remain in dressing rooms until called to stage. When called, students should come quickly and quietly. No one is permitted on stage until called.
4. Students will clear the stage immediately after performing.
5. No one is permitted in the auditorium during dress rehearsal or a performance unless given specific permission by the stage manager or director.
6. If you are not personally involved in a rehearsal or project, a student will ask the director's permission to attend.

7. No eating or drinking in costume.
8. No eating or drinking on stage or in the auditorium at any time.
9. The student will act in a professional manner at all times.
10. Each student is given written notification of performances with specific information as to date, time, place, performance group and Director-in-Charge. These notifications will be taken home to parents(s) and/or guardian(s).



**BELL SCHEDULE  
2007-2008**



<b>BELLS AND TIMES</b>	<b>NOTES</b>
<b>Early Bird Classes 7:43 – 8:26 a.m.</b>	<b>AP English and AP Ci</b>
<b>Bell 1 8:30 - 9:13 a.m.</b>	<b>Begin High School Day</b>
<b>Homeroom (In bell 2) 9:17 – 9:20 a.m.</b>	<b>Begin Elementary/Intermediate Day</b>
<b>Bell 2 9:20 – 10:03 a.m.</b>	
<b>Bell 3 10:07 – 10:50 a.m.</b>	
<b>A Lunch 10:54 – 11:24 a.m. Bell 4 11:28 a.m. -12:11 p.m. Bell 5 12:15 – 12:58 p.m.</b>	
<b>Bell 4 10:54 – 11:37 a.m. B Lunch 11:41 a.m -12:11 p.m. Bell 5 12:15 – 12:58 p.m.</b>	
<b>Bell 4 10:54 – 11:37 a.m. Bell 5 11:41 a.m. – 12:24 p.m. C Lunch 12:28 – 12:58 p.m.</b>	
<b>Bell 6 1:02 – 1:45 p.m.</b>	
<b>Bell 7 1:49 – 2:32 p.m.</b>	
<b>Bell 8 2:36 – 3:19 p.m.</b>	<b>End of Standard High School Day</b>
<b>Bell 9 3:23 – 4:06 p.m.</b>	<b>End of Elementary/Intermediate Day and Selected High School Arts Classes</b>

**The School for Creative and Performing Arts  
Student Ethics and Discipline Plan  
2007-2008**

Table of Contents

Section I	Definition of Terms Objective Introduction
Section II	Overview SCPA Discipline Policies
Section III	Behavior Code
Section IV	*Cincinnati Public School: District-Wide Code of Conduct listing grades 4-8 & 9-12
Section V	Classwork Policy
Section VI	Incentive Plan

## SECTION I

### **The School for Creative and Performing Arts Student Ethics and Discipline Plan**

**ETHICS:** n. A principle of right or good conduct, or a body of such principles

**DISCIPLINE:** n. Training intended to produce a specified character or pattern of behavior

**Objective:** To provide a school-wide discipline plan to ensure an instructional, orderly and safe environment for all students. The school ethics and discipline plan's rationale is to promote school-wide consistency. The discipline plan for SCPA requires the support of all stakeholders which includes the parents of our students. The Cincinnati Public Schools District's Code of Behavior is incorporated with the school-wide plan presented in this plan.

**Introduction:** At SCPA, a school whose focus is the arts while promoting a strong academic curriculum, we are acutely aware of the need for a strong ethical environment for our students to grow and develop to reach their potential.

Self-reliance, self-respect, self-control and discipline are the ideal characteristics we encourage our young people to attain. These goals must develop along a maturational continuum, and it is incumbent for the adults who touch the lives of our youth to assist in that developmental process.

Consequently, individual teachers must teach discipline with sensitivity, reflecting their needs as a teacher in the classroom. This means posting a few simple rules and developing strategies to enforce them. Many discipline problems can be avoided by proactive planning relative to classroom management.

## SECTION II

**Overview:** The discipline policy is based on the Cincinnati Public Schools code of conduct. However, every school must have its own system of rules to ensure the safety and efficient operation of its daily activity. When a student is in violation of the code of discipline and the teacher has exhausted the strategies available to change the behavior, the student is then referred to the grade-appropriate administrator. The administrator will handle discipline referrals on a case-by-case basis.

Students at SCPA are expected to be self-disciplined and highly motivated. To help with their discipline, the following policies and expectations have been established:

### SCPA DISCIPLINE POLICIES

#### Responsibilities of Students

Students must use a conversational voice to communicate at all times throughout the school building.

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Any infraction of Level III behavior will result in a transfer request.

#### Classroom

Students must be on time for class. Students should be seated at the appropriate place in the classroom with all necessary supplies by the time the tardy bell rings. Otherwise, they are considered tardy. Students who are tardy to class may be required to serve detention or have other consequences assigned by the individual teacher.

Students will not leave class unless they have a written pass that includes the following:

- their name, the date and time, destination, signature of teacher.
- Students who are in the hall without a pass will receive an after-school detention.

Students are expected to adhere to the classroom policies of individual teachers.

#### Hallways/Stairwells

Students must display a pass from the teacher.

Students must walk in the hallways/stairwells.

Students must clear the hallways/stairwells before the tardy bell sounds.

Students are permitted retrieve items from their lockers **BETWEEN BELLS ONLY!!** (coats, book bags, lunch, school supplies, etc.)

No food/drinks are to be eaten in the hallways/stairwells (except water).

Skateboards and roller blades (and other sports equipment) are not permitted in the building.

Students are to use trash containers and not to throw garbage in the halls.

## SECTION II (continued)

### Cafeteria

- Students must take tray and trash to clean-up area when finished with lunch.
- Food is not to be thrown on the floor or at people.
- Students are to use designated stairwells to exit the building.
- Food purchased on the 5<sup>th</sup> floor must be eaten in the cafeteria or outside but not in transit.
  - Packed lunch may be eaten on the playground.
- No food/drinks are to be eaten in the hallways/stairwells (except water).

### Playground

- All school rules apply while on the playground.
- All games must be approved by security.
- Students must return all playground equipment when finished with it.
- Cell phones, game boys, headphones etc. are not permitted while on the playground and will be confiscated.
- All litter must be put in the garbage cans.
- There will be no sitting on top of the picnic tables.
- Students are to follow all directions given by the security person or any adult that is supervising the playground.
- Skateboards are not allowed on school property and will be confiscated and a parent or guardian will need to come to school to pick it up.
- Students are not permitted to enter the building during the last 10 minutes of the bell.

### Dress

Students shall comply with the following dress code that reflects the standards of our school and community. The following restrictions are in effect as governed by the interest of safety, cleanliness, neatness, and appropriateness; however, due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision of acceptability must be made. What may be appropriate at home or elsewhere may not be appropriate at school. **THE DETERMINATION ABOUT WHETHER AN ITEM OR STYLE IS ACCEPTABLE UNDER THE STUDENT DRESS CODE IS LEFT TO THE JUDGMENT OF THE SCHOOL ADMINISTRATION.**

The following are NOT acceptable:

- Clothing exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, sex, violence, profanity.
- Attire which creates undue distraction, including but not limited to
  - Revealing necklines
  - Bare midriffs, backless attire
  - Extremely tight clothing (enough to be revealing)

The torso and/or undergarments should not be exposed or visible (through sheer fabrics) at any time.

- c. Hazardous apparel (Chains attached to wallets or any other potentially dangerous apparel is not permitted.)
- d. Shoeless feet; slippers; sandals that have only a piece of material between the big and adjacent toe (flip-flops – this type shoe is hazardous and has resulted in broken toes and ankles at school).
- e. Shorts, skirts, dresses that are shorter than mid-thigh. (Slits in skirts or dresses must not go higher than mid-thigh.)
- f. Sagging of shorts or trousers below the waistline.
- g. Outdoor apparel, including but not limited to sunglasses, coats, jackets, outside vests, gloves, mittens, hats. These should not be worn or carried to class. Students may bring a light sweater or sweatshirt to place in their lockers should they get cold.
- h. No headwear is acceptable indoors. Head scarves, bandanas, sweatbands, visors, and hats for females and males should not be worn or carried to class.

The above items should be placed in the student's locker before reporting to class.

**Students may not carry or display these items.** Any of the above articles will be confiscated by any staff member and are to be picked up at the end of the day. The student will be advised that upon the second infraction the parent or guardian will be notified and the item held until the end of the school year.

### **Electronic Devices**

Cell phones may **not** be used during school hours and must be turned off and **kept in lockers** during those hours. This means they should not be seen or heard.

CD player, iPods and similar electronic devices are not permitted to be used in the building during school hours. This means they should not be seen or heard in the hallways. An exception may be made by specific teachers for their classroom only. This does not give the student permission to have their electronics out on the way to or from that class.

**Any cell phone or other electronic equipment that is confiscated will be turned in to Ms. Brown or Mr. Matthews; your parent or guardian will have to pick it up. After the second offense, the items will be kept until the end of the year. NO EXCEPTIONS!**

**In case of an emergency students can obtain permission to use phones in the main office/classroom.**

## SECTION III

### Behavior Code

#### Discipline Policy

The Cincinnati Public Schools' District Code of Discipline is the primary element of our discipline code at SCPA. There are, however, additional disciplinary considerations unique to our school.

#### **Detention/Work Detail/Alternative to Suspension**

Detentions will be only be given as outlined per Department's Discipline Plan and monitored by the individual teacher who assigns it.

Security can issue Work Detail (first) and Friday School (second).

Mr. Carlisle or Ms. Brown can issue Friday School, Work Detail and Alternative to Suspension. Failure to attend Friday School may result in Work Detail or Alternative to Suspension.

#### **REFERRALS:**

**Teachers must include documentation of prior incidents before a referral is made. Proper intervention and parental contact must be done by the teacher. The exception to this is fighting, etc.**

The Infractions listed below that warrant the above discipline (consequence) **include but are not limited** to the following and, when referred, will be determined by the administrator on a case-by-case basis.

#### **Discipline**

The following are examples of some specific offenses:

1. Tardiness
2. Not bringing materials to class
3. Behaviors that are disruptive (talking, distracting noises, etc.)
4. Misusing equipment and/or materials (computers, books)
5. Threatening other students
6. Defiant, disruptive behavior toward an adult
7. Obscene gestures and/or remarks
8. Instigating or participating in fights
9. "Cutting" class
10. Damaging school property or other persons property
11. Unauthorized use of the elevator
12. Littering
13. Inappropriate display of affection
14. Unexcused absence from school or class
15. Profanity and/or obscene behaviors
16. No "hall pass" or note
17. Lost green slip or hall pass

18. Sharing locker with another student
19. Leaving school property without permission
20. Being in an unauthorized area of the building without permission.
21. Unnecessarily loud shouting, yelling or talking in the hallways
22. Eating in non-designated areas.

## **Friday School**

The Friday School will adhere strictly to procedures. All students will be held accountable for their actions while serving their assignment.

Purpose: To reduce the amount of instructional classroom time missed by students

Hours: 3:30 to 6:00 p.m. – grades 9-12; 4:15 to 6:00 p.m. – grades 4-8

Students will report to Room 216 by 3:30 p.m. and 4:15 p.m. depending on grade level. No student will be admitted after those times without a valid excuse. Parents must pick up the student at 6:00 p.m. in front of the school.

Procedure: The decision to assign students to Friday school will be made by administrators or security.

Students must bring textbooks and class work in order to be admitted to the FSASP room. Students are expected to be actively involved with their work for the duration of the time. Only bottled water is permitted. No food or snacks. Talking is not permitted. Upon dismissal, students are to leave the building through the front door of SCPA immediately. Students may not go elsewhere in the building.

## **SECTION III (continued)**

Transportation: It is the responsibility of the parent/guardian to arrange transportation home for students assigned to Friday School.

### **Alternative to Suspension (A2S)**

Some reasons students may be assigned :

- Refusing to attend or misbehaving while serving Friday School.
- Violation of school policy and rules while assigned to Friday School
- Leaving school grounds

Students who are **A2S** or **(A2E)** Alternative to Expulsion, may not return to school until the parent/guardian makes an appointment and conference with the administrator.



**DETENTION**

Teachers may assign detentions per individual or team discipline policies  
These detentions will be held at their discretion.

**WORK DETAIL**

Administrators, teachers, security may assign work detail.

**ALTERNATIVE PLACEMENT CENTERS**

This is a pre-suspension option for chronic discipline issues.

**SECTION IV****DISTRICT-WIDE  
CINCINNATI PUBLIC SCHOOLS  
4-12 DISCIPLINE POLICY**

**PLEASE REFER TO THE CINCINNATI PUBLIC SCHOOLS WEB SITE FOR  
DISTRICT CODE OF CONDUCT**

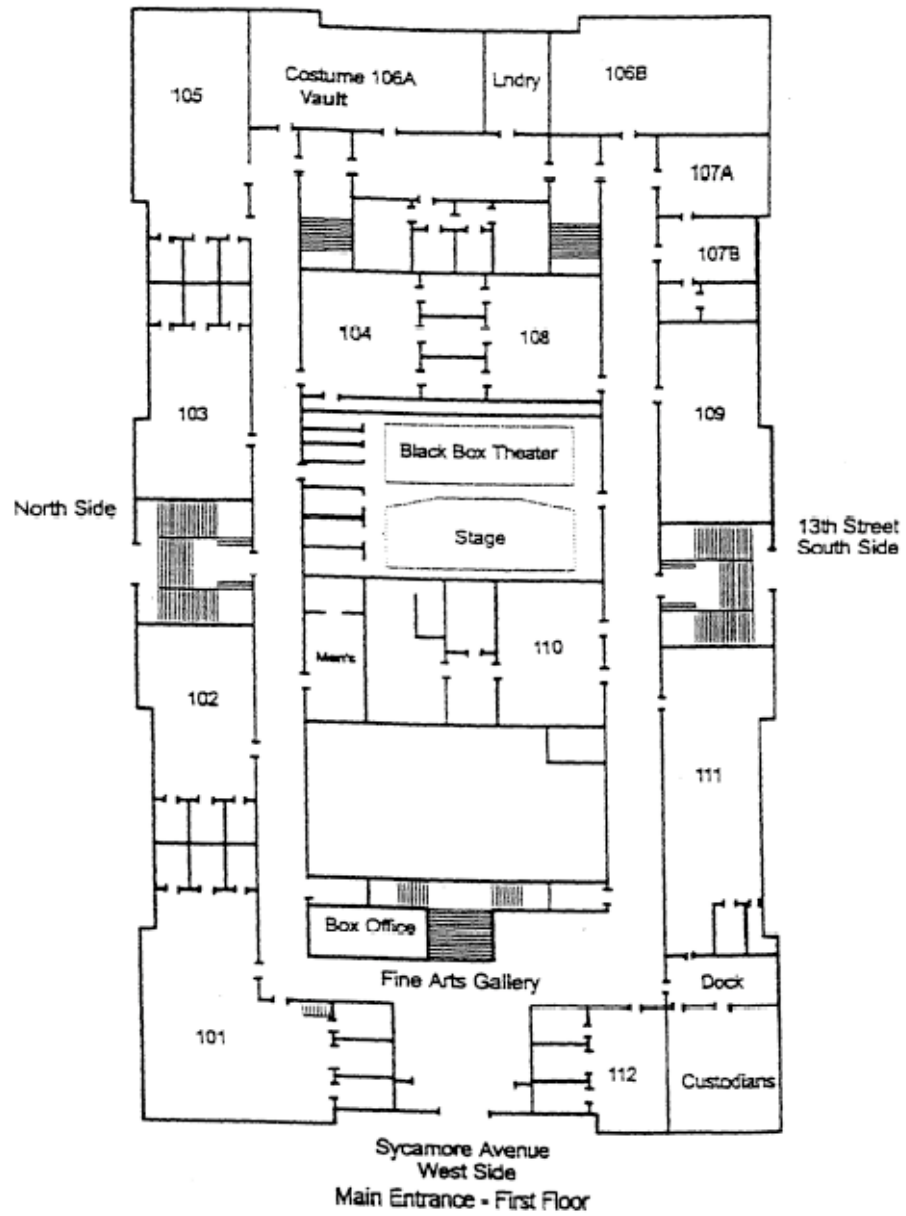
**<http://www.cps-k12.org/>**

**Classwork Policy  
During  
A2E or A2S**

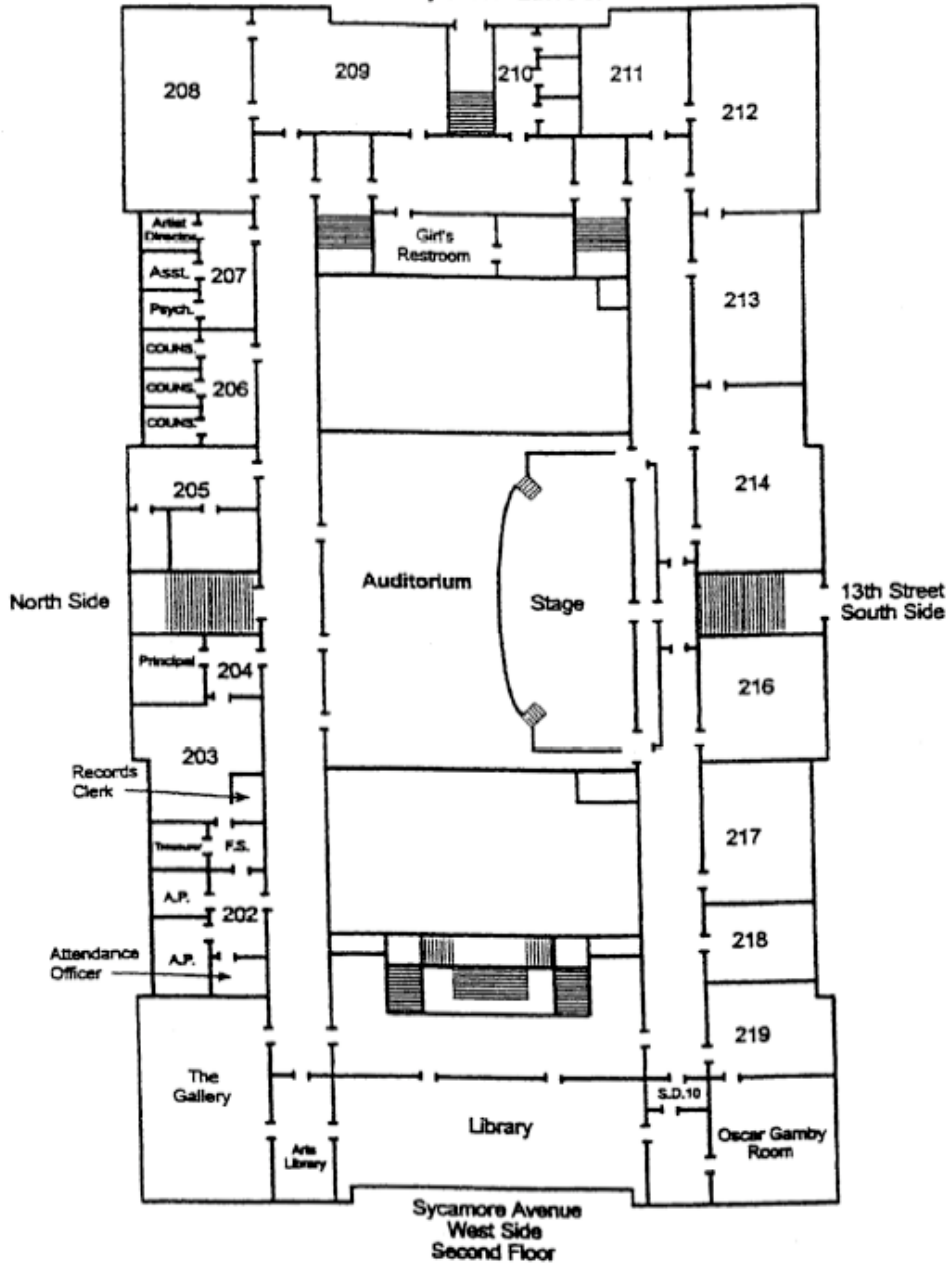
- 1) Teachers will provide assignments/homework to students who are suspended or expelled for more than three (3) but less than 16 days, if requested by parent, guardian, designee or adult student.
- 2) The parent or guardian of the expelled or suspended child must arrange for picking up and submitting the student's work to school in 72 hours during the course of the expulsion/suspension.
- 3) Full credit will be given to students who turn in work on the date due during the course of the expulsion/suspension. Work received after the due date will receive at least 50% of credit earned.

The parent or guardian must call the counselor's secretary for homework. The requested work will be available for parent, guardian or designee to pick up as soon as possible from the Counselor's office.

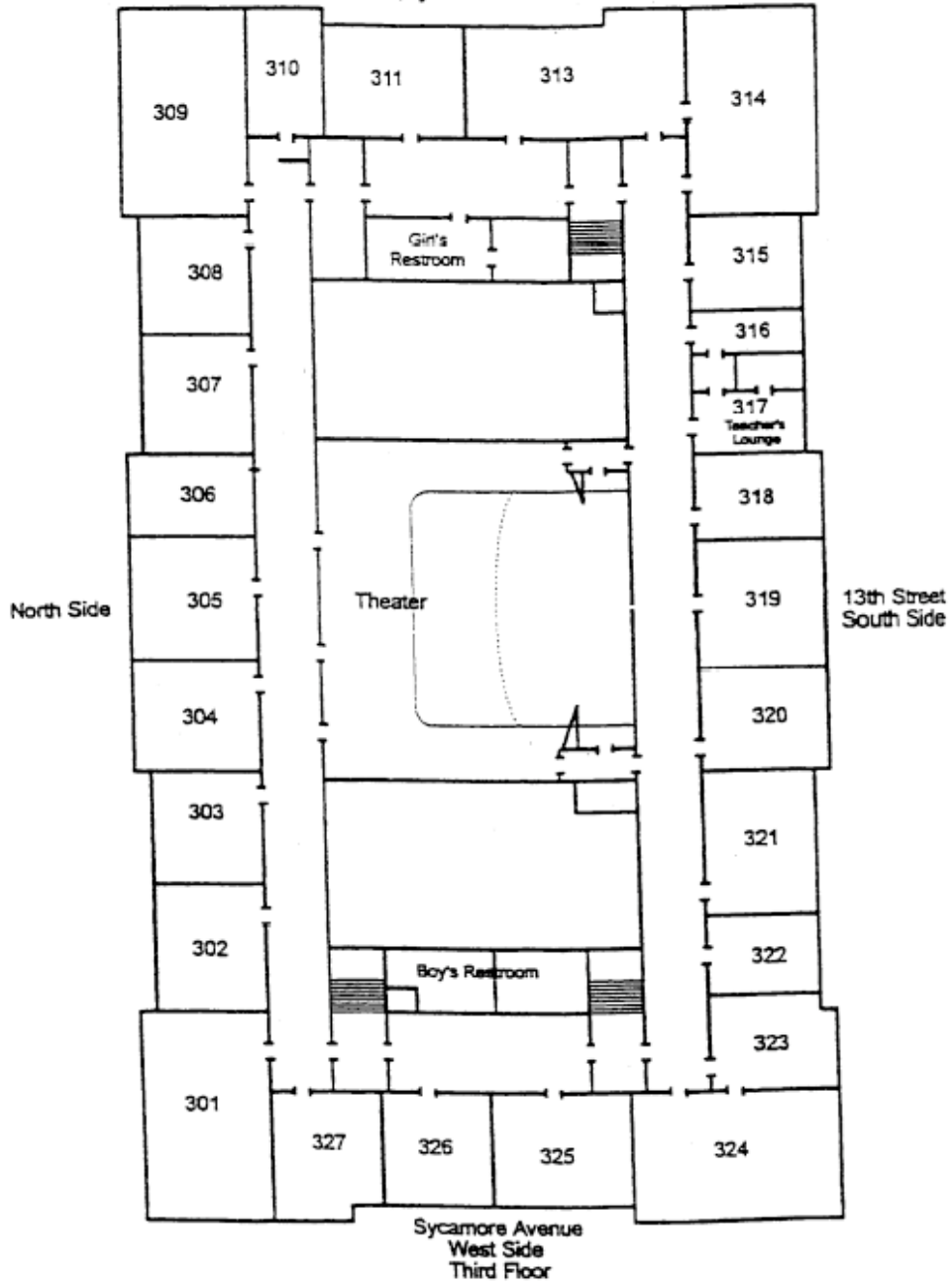
The School for Creative and Performing Arts  
1310 Sycamore Avenue  
Broadway Street - East Side



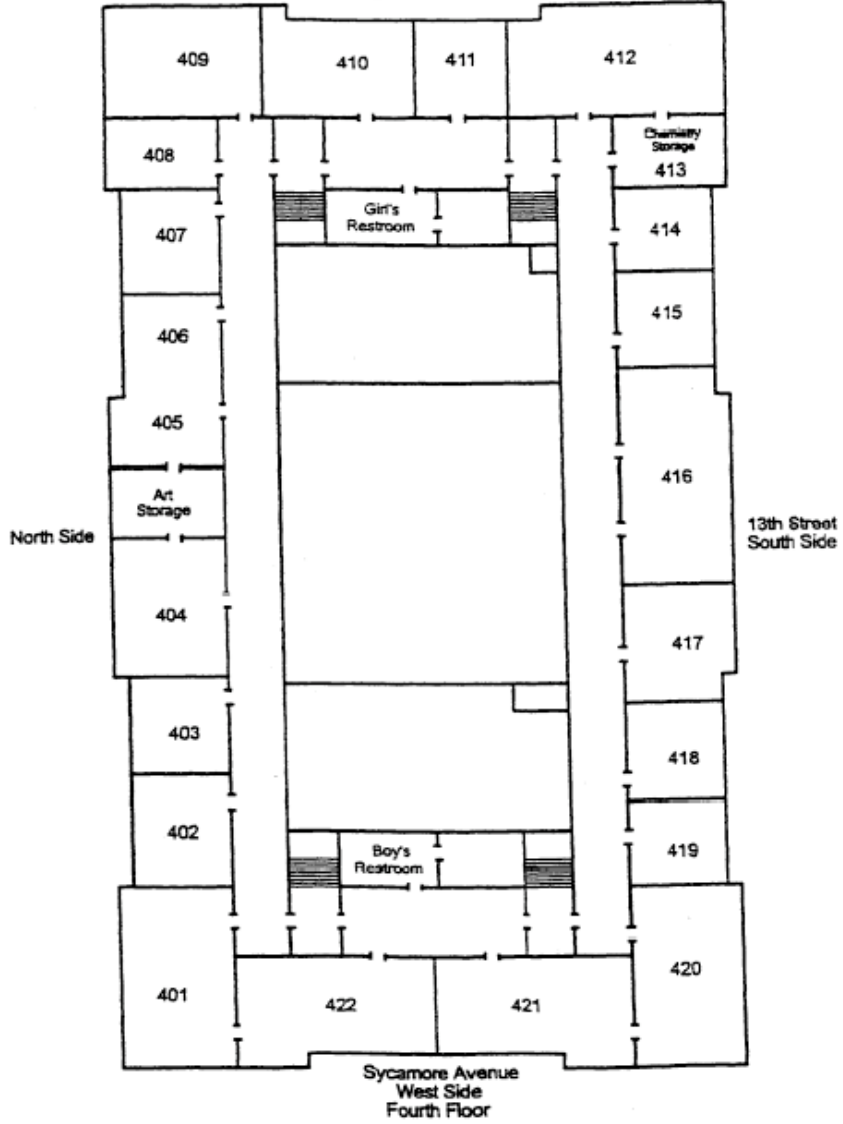
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Broadway Street - East Side



# PARENTAL AND STUDENT ACKNOWLEDGEMENT SHEET

\*This form MUST be returned to Homeroom

PLEASE SIGN AND RETURN TO HOMEROOM TEACHER  
By September 7, 2007

I have taken the time to read through the SCPA Student Handbook for the school  
year 2007 - 2008.

My student and I understand and agree to abide by the contents of the Handbook  
and by our signatures agree to accept and follow the stated procedures.

Principal: \_\_\_\_\_  
John R. Carlisle

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Second Bell Class: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_