



T H E S C H O O L F O R

CREATIVE &
PERFORMING ARTS

AT THE ERICH KUNZEL CENTER
FOR ARTS AND EDUCATION

**INTERMEDIATE/HIGH SCHOOL
HANDBOOK
2021 - 2022**

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LETTER FROM PBIS COMMITTEE

Developing Our Desired School Culture

The School for Creative and Performing Arts adheres to “Cincinnati Public Schools **Character and Support Guide – Code of Conduct** ensuring all students’ right to an education in a safe, civil and caring environment.” Through the implementation of our Positive Behavior Interventions and Supports (PBIS) we seek to create a desired school culture that:

- Students learn valuable leadership skills
- Is built upon a foundation of shared values and focused on improving student learning outcomes- through arts, academics and leadership development
- Promotes character development to enable students to make meaningful contributions to the community
- Involves families and the community in creating safe and effective learning environments
- Addresses the needs of students with behavior problems
- Provides an alternative to suspension and expulsion

What is our school culture and leadership model?

SCPA has adopted a school transformation model that empowers students with skills they need to thrive in the 21st century. Keeping in mind our desired school culture, we affirm that our culture and leadership mode

- Starts from a powerful premise that every child possesses unique strengths and has the ability to be a leader, and therefore shapes the views of staff to value and develop the whole child
- Integrates leadership development into existing school programs, curricula, and traditions in a seamless way. Moreover, it serves as a foundational operating system for the school, improving relationships, transforming culture, and motivating staff members and students
- Impacts all stakeholders starting first with the staff of a school, then moving out to students, their families, to successfully create positive change

As students engage in our school community, it is our desire that student learning is maximized and problem behaviors are not barriers to our goal of developing our desired school culture.

Sincerely,

SCPA **PBIS** COMMITTEE

Show Respect

Treat others as you want to be treated.

Contribute Positively

Enrich the environment with your actions and words, leaving things better than when you found them.

Perform Honorably

Always put forth your best effort.

Act Safely and Responsibly

Be accountable for all you say and do.

Positive School Culture

A school practicing Positive School Culture can be recognized by the mutual respect shown among all staff and students, aimed at creating a school that maximizes learning and minimizes problem behavior.

Purpose of Positive School Culture Plans:

To create an environment where teacher and learning can prosper.

To promote character development to enable student to make meaningful contributions to the community.

To provide an alternative to suspension and expulsion.

To involve families and the community in creating safe and effective learning environments.

CODE OF ENCOURAGEMENT

School-wide Expectations	District Behavioral Expectations	Examples of Expected Behavior	
<p>Show Respect</p> <p>Contribute Positively</p> <p>Perform Honorably</p> <p>Act Safely and Responsibly</p>	Be Safe	Stay in designated area Stay seated in assigned seat Keep it clean Resolve conflicts peacefully Arrange for prompt pick-up Ask for help if you are not safe Follow school hours Report, don't tell	Each year the possible means of encouragement for positive behavior will vary. Feel free to give any suggestions you may have to a teacher or administrator.
	Be Respectful	Obey school rules Wait your turn Applaud appropriately Use an indoor voice Follow directions Use kind words Consider the feelings of others	
	Be Responsible	Use time wisely Be prepared--ready to learn Report problems Use electronic devices before and after school Respect exhibits Ask before borrowing Take care of property	

To create and maintain a safe and orderly educational arts community that keeps students in school and engaged in learning

CODE OF CONDUCT

Category 1 Offense

School-wide Expectations	District Behavioral Expectations	Examples of Expected Behavior	Infractions of Behavioral Expectations	Sample Corrective Strategies This is not meant to be an exhaustive list.
S how Respect C ontribute Positively P erform Honorably A ct Safely and Responsibly	Be Safe	Stay in designated area Stay seated in assigned seat Keep it clean Arrange for prompt pick-up	Trespassing Tobacco/Smoking	<ul style="list-style-type: none"> • Re-teach the behavioral expectations • Create a behavior contract • Provide a reflective activity • Office referral • Detention, during which the student completes work • In-school suspension • Restitution Restorative Practices Community Service task Loss of privilege Phone call home
	Be Respectful	Obey school rules Wait your turn Applaud appropriately Use an indoor voice Follow directions	Disobedience Disruptive Behavior Inappropriate Communication	
	Be Responsible	Use time wisely Be prepared--ready to learn Report problems Use electronic devices before and after school	* Cheating-Academic Dishonesty Gambling Fraud/False Identification Electronic Communication Devices	

Category 2 Offense

School-wide Expectations	District Behavioral Expectations	Examples of Expected Behavior	Infractions of Behavioral Expectations	Corrective Strategies: Automatic referral for any and all Category 2 Offenses. Steps that will be taken:
S how Respect C ontribute Positively	Be Safe	Resolve conflicts peacefully Share the space	Fighting Violent Disorderly Gang Activity	<ol style="list-style-type: none"> 1. Administrator makes phone call to parent or guardian 2. Strategy worksheet completed with administrator 3. Consequence given which may include: DT Work detail
	Be Respectful	Use kind words Consider the feelings of others	Profanity or Obscenity Sexual Misconduct Bullying Harassment/Intimidation Depictions of Prohibited Conduct	

P erform Honorably A ct Safely and Responsibly	Be Responsible	Respect exhibits Ask before borrowing Take care of property	Stealing/Possession of Stolen Property Damaging/Destruction of Property Fireworks Counterfeit Currency	Referral to counselor Chronic or aggressive offenses will result in placement in alternative programs. File charges if the law is broken.
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To create and maintain a safe and orderly educational arts community that keeps students in school and engaged in learning

Category 3 Offense

School-wide Expectations	District Behavioral Expectations	Examples of Expected Behavior	Infractions of Behavioral Expectations	Corrective Strategies
S how Respect C ontribute Positively P erform Honorably A ct Safely and Responsibly	Be Safe	Ask for help if you are not safe Follow school hours Report, don't tell	Firearms Alcohol & Drugs Physical Assault Dangerous Weapons** Sexual Assault Starting a Fire Serious Bodily Injury Firearm Look-alikes	Automatic referral for any and all Category 3 Offenses. Steps that will be taken: 1. Administrator makes phone call to parent or guardian 2. Strategy worksheet completed with administrator 3. Consequence given Charges will be filed if the law is broken.
	Be Respectful	Use kind words Consider the feelings of others	Extortion	
	Be Responsible	Respect exhibits Ask before borrowing Take care of property	Robbery Sexting Breaking and Entering False Fire Alarm or Bomb Reports: Tampering with Fire Alarm System	

** Possession of a firearm requires expulsion (ORC Ohio Revised Code 3313.66 (B) (3))

Bullying – Harassment – Intimidation – Sexting

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings of any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Bullying, harassment, intimidation or sexting means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or

students, including within a dating relationship, or toward school personnel; and the behavior both:

- A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property.
- B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for the other students/school personnel.

The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner, even though unaccomplished in the commission of any of the *above Category 3* offenses, will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. The principal will immediately notify police when a criminal offense in this category is committed.

The process for assigning students to Alternative to Expulsion (A2E) and Alternative to Suspension (A2S) programs through the superintendent's office is described in the Alternative to Suspension and Expulsion document.

To create and maintain a safe and orderly educational arts community that keeps students in school and engaged in learning

Bell Schedule

- Bell 0 – 7:40- 8:25
- Bell 1 – 8:30 – 9:15
- Bell 2 – 9:20 – 10:05
- Bell 3 – 10:10 - 10:55
- Bell 4 – 11:00 – 11:45
- Bell 5 – 11:50 – 12:35
- Bell 6 – 12:40 – 1:25
- Bell 7 – 1:30 – 2:15
- Bell 8 – 2:20 - 3:05
- Bell 9 – 3:10 – 3:55
- Bell 10 –4:00–4:45

Building Hours

The building is open for students 30 minutes before school to 30 minutes after school.

Students in grades 4-12 arriving prior to the start of their day are held in a designated area and must stay there until the bell rings.

All students who are not part of a rehearsal, performance or other sponsored activity **must** clear the building within fifteen minutes of school dismissing.

Students are not permitted to wait on school grounds for an evening performance unless they are supervised by a member of the faculty. Parents **must** make arrangements to pick their child up from school and return them at the appropriate time for the performance.

The SCPA Code of Conduct remains in effect 24/7.

Students must be picked up promptly after rehearsals, crew calls, practicums, sport activities and all other after-school activities. 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 number is 363-8003.

The night security person is assigned to secure the building, not to supervise students.

Open Enrollment

Cincinnati Public Schools' Board of Education adopted an Inter-District Open Enrollment policy on January 28, 2013, allowing students who live **in Ohio, but outside the CPS district's boundaries**, to enroll in CPS schools **without paying tuition**. **Students who live within CPS' boundaries will have priority for audition and potential enrollment before out-of-district students.**

SCPA Attendance Procedure

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 voicemail attendance line (363-8004) for present day absence only**. Upon returning to school and before reporting to classes, the student **must** sign in at the Main Office (Student window).

If a parent/guardian did not call previously, the student needs to provide a note with the information listed below. Further documentation may be required in some situations.

- Name of student
- Date the note is written
- Date(s) student was absent
- The specific reason for the absence
- Parent/guardian's signature
- Phone number where parent/guardian can be reached before noon

The following procedure then takes place:

- The reason for absence will be input in PowerSchool by a member of the clerical staff.
- If the student's absence is excused, it is the student's responsibility to obtain missed assignments.
- If the student is ill for an extended period of time (more than 5 days), the student or parent/guardian should call 363-8002 before returning to school for make-up assignments. **Please allow 48 hours (2 days) for preparation of assignments. Please be aware that specific, direct instruction and group activities will not be repeated.**

If a student misses more than 10% of their class in a given quarter (approx. 1 day out of 10) the teacher may deny attendance at any event outside their regular scheduled classes.

A student must be present at least **half of the school day** in order to participate in any school activity (i.e. school performance, prom, school sporting activity etc.).

Skipping Class

If a student is found to be skipping a class, the teacher will contact the parent and issue an after school detention. Chronic skipping will be referred to administration for additional consequences.

Tardy Procedure

Tardy to School

Students who are tardy to school must report to the front desk to sign in and receive a tardy to school pass. Students with a legitimate reason (i.e., doctor/dentist appointment, illness) and who present a note from the doctor/dentist office will be marked **tardy excused**. All others will be marked **tardy unexcused**.

Tardy to Class

Students who are tardy to class will be marked tardy unexcused to that class unless they present a legitimate note to the classroom teacher. Teachers will determine appropriate consequences for students who are repeatedly tardy to class.

Tardy to School/Class Consequences

Beginning with the 3rd unexcused tardy to school, students in grades 4-12 will be assigned detention. Please see below for the consequences (type of detention, length of detention, etc.). Students will be given a fresh start at the beginning of each quarter.

Consequences

1. Tardy =letter home
2. Tardies = letter home
3. Tardies = lunch DT
4. Tardies = 2X lunch DTs
5. Tardies = Afterschool DT
6. Tardies = Conference with parent, Student, Administrator
7. Tardies = ALC (formerly ISS)

After School Detentions will be held in room 1080

High School detentions will be 3:10-3:40

Elementary Detentions will be 4:00-4:30

Early Dismissal

Students at any grade level can be dismissed early if the parent comes in and signs them out. On rare occasions, dismissal may be delayed due to school related emergencies or in cases where a student is in a performance. Students who need to leave school early must bring a signed note from their parents or guardian to the attendance office before their first class of the day. No student will be called out of class if this policy has not been followed. **No student will be released for early dismissal after 3 p.m. unless there is an emergency.**

Dismissal Changes

A parent who needs to make a change of dismissal plan for a student can call 363-8039. Please leave a detailed message with your child's name, grade, and the dismissal instruction for your student. This line is intended for students who need to change their plan to be a walker, car pick up or bus rider at the end of the school day. **Calls for dismissal changes need to be made by 2:00 pm** to ensure your child's teacher receives the information. Only in emergency situations can changes in dismissal plans be made after 2:00 pm. These emergencies can be called to the front desk, 363-8000.

Exam Week

While the exam week schedule may differ from students' normal schedules, the above Tardy and Early Dismissal policies will be enforced at all times including exam week. Students in grades 9-12 may be excused for coming in later or leaving earlier than normal if they have the designated exam week **release form signed** by their parent/guardian. **No phone calls will be permitted for the purpose of an early release the day of the scheduled exam.** Students must remain in their assigned class with the teacher of record until the exam bell is over. Students should not leave class when they finish their exam. **Teachers do not have the authority to dismiss students early.**

No Pass/No Play Policy

SCPA's No Pass/No Play rule applies to:

- performances that require the student to be out of the classroom;
- major musical, drama, choral, and dance performances, etc. that take place outside of the school day, but that are not required for a grade;
- yearbook staff, athletics; and, all other extra-curricular activities.

All 4th-12th grade SCPA students who wish to participate in any extracurricular performances and activities including, but not limited to, sports, plays, musicals and other events, must fulfill the following requirements:

- During the immediately preceding quarter, the student must have earned passing grades in all of their courses and must be on track for graduation. The student must also maintain a minimum of a 2.25 Grade Point Average on a 4.0 scale. All courses will be counted in the cumulative average.
- Eligibility for each school-sponsored, extra-curricular activity is determined by grades earned during the preceding quarter. Semester, final, rubric or summer school grades have no effect on eligibility.
- The student must not have excessive absences in the immediately preceding quarter.
- The student must not have been suspended in the immediately preceding quarter.

If participation in the audition process is required for a grade, but the student does not meet eligibility requirements, the student must audition but will not be considered for casting.

Dress Code

Students are expected to dress appropriately at all times. Any clothing/make-up (including footwear, accessories, etc.) that is distracting, offensive, unsafe, or could be considered distracting, offensive, or unsafe is prohibited. Examples of such prohibited items follows:

- Clothing that leaves the back, belly, breasts, behind and/or undergarments completely or partially exposed.
- Clothing that is transparent or too thin to provide appropriate coverage.
- Clothing worn in a way that leaves undergarments visible at any time (sitting, standing, reaching, etc.).
- Clothing that depicts, promotes, advertises, or glorifies alcohol, tobacco, drugs, or their use.
- Clothing that is gang related or could be perceived as such.
- Clothing with diagrams, pictures, words, etc. that are vulgar, derogatory, or sexually suggestive.
- Clothing with any type (words, pictures, etc.) of message that may be seen as offensive to members of a certain group (such as a race, gender, religion, creed, or sexual orientation).
- Clothing worn on the head while in the building (including do-rags, hats, bonnets, and bandanas, but with obvious exceptions for religious or medical reasons).
- Chains and other accessories that could be used or considered as a weapon.
- Clothing that prevents a student from walking, or sitting properly.
- Coats, hats, jackets, blankets, sleepwear and other outerwear. These items should be left in lockers. They are not to be brought to class unless there is an unusual circumstance for which the teacher has given permission to do so.

Furthermore, individual departments may have additional dress requirements either for reasons of safety and/or professional attire. Students who do not dress appropriately may be asked to change clothes, wear additional clothing, or otherwise make their dress appropriate for school before returning to class. Additional disciplinary action may take place at the discretion of Administration depending on the

severity of the infraction, the number of occurrences, and the level of the student’s compliance when corrected.

Electronic Devices (Please read and understand)

SCPA does not encourage students to bring electronic devices or toys to school due to the risk of loss or damage. If students choose to do so, they assume responsibility for such occurrences. The school is not responsible for lost, stolen or damaged electronic devices or other personal property. Lasers are prohibited. The student also agrees to the following procedures for the use of these items below.

Cell phones and other communication devices must be turned **OFF/Silenced** and out of sight during academic instructional and transition times; unless the students are given specific direction from a teacher to use devices for purposes related to the teacher’s lesson. **In no case does the permission extend beyond that classroom into the hallway or to other rooms.** Students who use devices in those rooms are responsible for removing them from sight before entering hallways. The school is not responsible for the loss or theft of cell phones. Cell phones should be off. Cell phones are not permitted during a student’s attendance of or participation in any school function. Please note that “off” and “silent” are not the same. **Cell phones are only permitted to be used at lunch time.** They are never to be used in the hallways, stairwells, or restrooms. **Students who need to communicate with home during the school day should get permission from a teacher to use the classroom phone or ask the teacher to sign a pass to the office to make a call. Likewise, parents should not expect their students to receive or respond to calls or text messages outside of the lunch period. Parents who need to get a message to their child before school is out should call the school (363-8000) and leave a message to be delivered to the student.**

Confiscation of Cell Phone

Please be aware that any phone that is seen, heard, or known to be turned on during the school day is subject to confiscation. If any staff member deems the student’s cell phone use is inappropriate or violates the policy in any way, the **student must turn over their phone when asked.** Students whose phones have been confiscated **may pick them up from the main office at the end of the school day.** If there is a **second occurrence,** a parent will be required to come to retrieve the phone. **A third offense will result in a more severe administrative consequence.**

Music players, gaming devices, and other non-communicative electronic devices with earphones are allowed to be used in the lunchroom and recreational spaces when students are there during their lunch break, and in the lobby once the school day has concluded. Because these items present a safety hazard when students can’t hear directions or don’t look where they are going, they are not to be used in transit from one location to another. **Any electronic device (including ear plugs/earbuds/headphones with no music playing) used or seen in other areas of the school is subject to confiscation until the end of the school day. Repeated offenses may merit further consequences.** SCPA does not encourage students to bring cellphones to school due to the risk of loss or damage. If students choose to do so, they assume responsibility for such occurrences. The student also agrees to the following procedures for the use of these items.

CLASSROOMS EXPECTATIONS

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Follow directions as they are given.	Think before you speak, act, and react.	Do your own best work.	Be in your seat on time. Be prepared for class and ready to learn. Be responsible for your own choices and actions.

Grades 4 through 8 Requirements

Beginning in the fourth grade at SCPA, the student’s course of study reflects SCPA’s dual mission of a pre-professional and college prep program. The successful SCPA student will have a strong foundation in the arts and academics as they prepare to start their vocational training at the high school level. Students in 4th through 8th grade take classes in English, Math, Science, Social Studies, and their declared arts major. Seventh and eighth grade students with teacher recommendations are eligible to take foreign language classes. All students enrolled in SCPA must audition for a major beginning in the fourth grade and maintain a C average for the year. To be in good standing a student must also pass 2 out of 3 of their board assessments. Students in grades 7 and 8 may take some high school courses, however they should be aware that these grades will be reflected in the student’s High School GPA for weighted and unweighted classes.

CPS My Tomorrow

With My Tomorrow Today, we are getting students ready for the real world in a very tangible way. Our goal: to make sure 100 percent of all seventh graders are prepared to actively pursue their chosen career paths by the time they graduate. Through My Tomorrow, students are learning about themselves — their dreams, their aspirations, and their strengths. We are combining this with higher expectations and greater access to technology to provide students with the skills, knowledge and confidence to pursue the pathways of their choice. Already the benefits are evident in our classrooms as students make new and exciting connections within themselves, with each other, and with their future.

SCPA High School Graduation Requirements

Student’s course of study at the high school level at SCPA reflects its dual mission for students and includes a pre-professional and college prep course of study. Students are required to have a strong foundation in English, Math, Social Studies, Science, Foreign Language, Health, Physical Education and their declared arts major that meet the graduation requirements of the state and the purpose of SCPA. **All students in grades 7 through 12 must have an artistic major to remain enrolled at SCPA.**

High school students should meet with the counselor to ensure that their course of study is appropriate. Senior Exit Conferences with at least one parent in attendance are mandatory and held from September through November. Juniors will have a Junior Review with their counselor between the months of November and January. Sophomores meet with the counselor during the months of February through April. Counselors will visit Freshmen classes periodically.

What it Takes to Earn an Ohio Diploma at SCPA

(These requirements must be met in order to participate in Commencement, Class Day or any other end-of-year senior activity.)

1. Participate in a Senior Exit Conference with a parent and counselor.
2. Fulfill Curriculum Requirements as Follows:

Curriculum Requirements	State Minimum	Credits Earned to Date	Credits Remaining
English	4 units		
Mathematics	4 units ^o		
Science	3 units*		
Social Studies	3 units ^{oo}		
Fine Arts	8 units**		
Foreign Language	2 units ^{ooo}		
Health	½ unit		
Physical Education	½ unit, which is 2 semesters of P.E.		
^o including 1 unit of Algebra II or equivalent. * must include 1 unit of life science, 1 unit of physical science, and 1 unit of another science. ^{oo} including ½ unit US history, ½ unit US government, and 1 unit that includes economics and financial literacy. ** in addition to career tech requirements. ^{ooo} SCPA minimum. Colleges require at least 2 units in the same language.			

Graduates must meet the following criteria in addition to credit hour requirements listed in the table above:

- All students take End-of-Course exams in the following courses:
 - Algebra I or Integrated Math I (Class of 2023 must earn a 684 or above)
 - Geometry or Integrated Math II
 - Physical Science
 - Biology
 - American History
 - American Government
 - English 10 (Class of 2023 must earn a 684 or above)

The Ohio Board of Education may decide to include Algebra II end-of-course examination in place of the Algebra I end-of-course exam beginning for students entering ninth grade on or after July 1, 2016. Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking College Credit Plus courses in Physical Science, American History or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

AND MEET ONE OF THE FOLLOWING THREE:

1. Earn a cumulative passing score of 18 from the seven end-of-course exams. Each exam may yield up to 5 points. Students must earn at least 4 points in Math, 4 points in English and 6 points in Science and Social Studies.
2. Earn a “remediation-free” score on a nationally recognized admission exam such as ACT or SAT. Remediation Free ACT Score: English 18 or higher; Reading 21 or higher and Math 22 or higher. The State of Ohio will pay for all 11th grade students in the Class of 2018 and beyond to take the exam free of charge.
3. Earn an Ohio Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career, and achieve a score that demonstrates workforce readiness and employability on a job-skills assessment. Beginning with the Class of 2023, students must **earn at least two diploma seals**. <https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/GradReq2023.pdf.aspx?lang=en-US>
4. Test Retakes

Any student, who earns a score of 1 or 2 on any state end-of-course examination, can retake that examination during the future administration of the end-of-course examination. Any student, who earns a score of 3 or higher on any state end-of-course examination, can retake that examination if they have completed all seven end-of-course examinations and have not achieved the necessary points to earn a diploma.

Career Tech teachers will meet with students to discuss and outline the 270-hour requirement for students.

Work-based learning addresses why students elect to major in the arts. Current markets reveal that Arts and Entertainment is a multi-billion-a-year global industry. Current trends show that employment in the art and entertainment industries will continue to rise. 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.

Exams

At the end of the second and fourth quarters, all students in grades 7-12 will take semester exams that cover the state standards in their classes. Students must stay for the entire class/bell and may not leave the class when they have finished their exam. The semester grades will be calculated as follows:

First Semester:	First quarter 40%	Second quarter 40%	Semester Exam 20%
Second Semester:	Third quarter 40%	Fourth quarter 40%	Semester Exam 20%

Arts Proficiency Board Exams

Arts proficiency exams are given to students grade 4-12 given in January and May to ensure that each student is making adequate progress in the development of his/her artistic skills. Each arts department has established the exam content and rating criteria and will provide this in writing to each student. During the exam, students present their work to the faculty through a performance, portfolio or demonstration. The faculty of the department will assess and assign a rating to each student's work.

The ratings are as follows:

- **Excellent** is the score given to a performance, portfolio or presentation that clearly exceeds all of the standards criteria for the arts board proficiency.
- **Satisfactory** is the score given to a performance, portfolio or presentation that clearly meets the standards criteria for the arts boards proficiency.
- **Unsatisfactory** is the rating given to a performance, portfolio or presentation that either (1) does not meet the standards for the arts board proficiency or (2) is the result of the student not attending their assigned arts examination time or not completing the arts board proficiency.

All student board portfolios, presentations and performances that meet the **Excellent** and **Satisfactory** criteria will result in **Good Standing** status. All **Unsatisfactory** portfolios, presentations and performances will result in either a departmental **PROBATION** (1st occurrence) or a **REMOVAL** (2nd occurrence) from the arts department. **Students who are placed on departmental probation are required to meet with the teacher to outline a written strategy for improvement. Parents are encouraged to attend the strategy for improvement meeting.**

Plagiarism Policy

In order to ensure that student work on major essays is truly their own, teachers may require students to submit those papers on an electronic screening device called turnitin.com.

- Plagiarism occurs when a student makes no effort to be the author of an assignment. Rather than explaining a topic in his/her own words, a student who is plagiarizing relies on the words or thoughts of another person to explain the topic of the assignment. Under this definition, plagiarism can occur even when a student has acknowledged in the assignment another person's work by giving the original author credit for the work that was used.
- Plagiarism involves either directly transcribing another person's work without quotation and citation or when paraphrasing it without citation. Using the wording or ideas from books, newspapers, magazines, websites or other students' work is not permitted.
- Plagiarism policies apply to all subjects and assignments, not just in English class. Cheating on tests, quizzes or copying homework are also forms of plagiarism. Any attempt to present another's work as one's own work is plagiarism.
- Plagiarism is a Category I offense. Consequences for acts of plagiarism are the following:
 - 1st time: "0" on the assignment and parent notification
 - 2nd time: "0" on the assignment; parent notification and referral to administrators

- 3rd time: “0” on the assignment; parent notification and meeting with student, teacher, and administrator will be held. A note of plagiarism will be placed on the student’s discipline record and noted in PowerSchool.

Promotion Policy

The Cincinnati Public School System promotes a complete “standards based” grading and promotion policy. If a student is not promoted at grade 8, s/he must attend summer school in order to be considered for promotion.

Promotion takes place:

- to grade 10 when 6 credits have been earned
- to grade 11 when 12 credits have been earned
- to grade 12 when 18 credits have been earned

For graduation, 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.

Retention Policy K-8

The School for Creative and Performing Arts adheres to and supports Cincinnati Public Schools Board Policy 5410: *Promotion, Academic Acceleration, Placement and Retention*.

CPS Board Policy (5410) states, “A student may be retained at his/her current grade level when s/he has: in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.”

SCPA’s procedure and protocol states that teachers will have made previous contact with parent/guardian(s) stating their concerns and developing an Individualized Academic Improvement Plan. Teacher (s) will also conduct a conference with the parent(s) of a student being recommended for retention. The conference will include but not limited to the following information for sharing:

- Sharing the results of the Individualized Academic Improvement Plan and other documented interventions.
- Sharing of academic data to support the recommendation for retention.
- Parents sign off acknowledging the meeting has taken place and the team has recommended retention.

<https://www.boarddocs.com/oh/cps/Board.nsf/Public?open&id=policies#>

Schedules

Students are expected to attend all classes listed on their schedule. Should a change in schedule be necessary, please visit the appropriate grade level counselor. All requests should include the student’s name, *specific* changes being requested or description of the problem, and parent’s signature. Until the changes are made on the schedule, students are to follow their current schedule. Requesting a schedule change doesn’t guarantee a change will occur.

Schedule Changes

Schedule changes must be requested in writing to the counselor within the first 10 days of the beginning of the first semester. Schedule changes must be requested within the first 5 days of the 2nd semester.

Change of Major

Successful students in grades 4 through 12 must have a declared art major at all times and be taking courses to support that major in order to be enrolled at SCPA. Students in grades 4-10 will be permitted to audition to add, change, or drop a major only during the allotted weeks held in August* and January** (Note: A student that has more than one major is allowed to drop a major at the end of the semester). A student must complete a COM application in order to receive an audition date and time. Current SCPA students entering grade 4 and students new to the school, entering grades 4-10, will be able to audition for a change of major after completing one school year in their major area of study.

Progress Reports

Midterm reports are sent home in the middle of each quarter. Report cards are sent home at the end of each quarter. In accordance with board policy, report cards may be held if school obligations are not paid.

Honor Roll

Students with high academic achievement are named to the SCPA Honor Roll at the end of each quarter.

The criteria for each honor roll listing are as follows:

- "A" Honors An A reported for every subject
- "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," "I," or "X" in any subject area invalidates the student for Honor Roll inclusion. Honor Roll students will be recognized at the Night of Excellence

Honors Diploma

Comparison of Diplomas with Honors Criteria <i>Students need to fulfill 7 of the following 8 criterion for either Diploma with Honors</i>		
Subject	High School <u>Career Tech Diploma</u> with Honors Graduating Classes 2011 and Beyond	High School <u>Academic Diploma</u> with Honors Graduating Classes 2011 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including two units of advanced science	4 units, including physics and chemistry
Social Studies	4 units	4 units
Foreign Language	Not counted toward requirements	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages
Fine Arts	Not counted toward requirements	1 unit
Career-Technical	Now counted in Electives	Not counted toward requirements, and may not be used to meet requirements
Electives	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post-secondary credit.	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
<p>*Writing sections of either standardized test should be included in the calculation of this score.</p> <p>Diploma with Honors requirements pre-supposes completion of all high school diploma requirements in Ohio Revised Code including: ½ unit physical education, ½ unit health, ½ units in American history, ½ units in American government.</p> <p><i>Adapted from Ohio Department of Education website May 4, 2007</i></p>		

Valedictorian / Salutatorian

- The valedictorian will have the highest weighted GPA in the senior class as of the end of 1st Semester senior year.
- The Salutatorian will have the second highest weighted GPA in the senior class as of the end of 1st Semester senior year.

Both the Valedictorian and Salutatorian must:

- Take a minimum of 6 periods of class each quarter.
- Carry a total 12th grade class load, including the equivalent of at least three academic subjects.
- Be a student at SCPA for the entire junior and senior years.

Advanced Placement Courses

To be eligible to take an AP course, a student must receive permission from the AP teacher teaching the course.

THE FOLLOWING REQUIREMENTS APPLY TO **ALL** AP STUDENTS:

1. Students accepted into an AP course will be expected to read extensively during the summer, and be prepared to discuss and/or write about the studied material at the opening of school.
2. Students accepted into an AP course must pay the AP examination fee on or before the communicated deadline for ordering student tests.
3. Students accepted into an AP course will be **required** to take the course AP examination in May.
4. If a student does not take the AP exam, they will not receive the weighted grade.

AP courses will not be dropped from a student's schedule. In an extremely rare event that an AP class must be dropped, permission from the teacher AND the principal will be required in writing before the class can be dropped and/or changed and the AP course weighting will not be awarded for the class retroactive to the beginning of the school year.

College Credit Plus (CCP)

Students in grades 7-12 may choose to participate in College Credit Plus. These are options for students to attend participating college programs, on a full- or part-time basis. GPA requirements vary per college. An informational meeting takes place prior to March 1st annually. Students must meet with the counselor prior to March 30th. A Letter of Intent must be on file with the counselors in order to participate in the CCP Program by April 1st.

Edgenuity

Edgenuity offers online courses available 24 hours a day via the internet. A student may be approved to take courses for credit recovery only with ILT consideration and the approval of the principal. Only students in Grades 12 will be considered as candidates for using Edgenuity.

Parent/Teacher Conferences

Conference nights during the year are scheduled for parents to discuss their students' academic progress. Additional conferences may be held during the school day during a teacher's preparation period, but should be pre-arranged with the teacher at least 24 hours in advance.

PowerSchool

Parents can access their child's grades, assignments and attendance through PowerSchool. To sign up for this tool, visit <https://powerschool.cps-k12.org/> Click on "Create New Account." Once created, the Record's Office will forward the student's access ID and password through email. It is important that the office has your most current email address.

ADMINISTRATIVE & SUPPORT SERVICES

The Pyramid of Intervention

CPS uses a Pyramid of Intervention because we know that all students can achieve. The Pyramid of Intervention is “a step-by-step process that uses both prevention and intervention techniques to help students achieve to the best of their ability”. For more detailed information, please refer to the *Pyramid of Intervention Parent Guide* sent to you by the district or found on their website, <https://www.cps-k12.org/schools/policies-guidelines/pyramid-of-intervention>.

Before the Intervention Assistance Team

The student, parent, and school personnel all share in the responsibility of creating successful educational outcomes. First steps at home include helping students prepare for school and ensuring on time arrival each day, checking homework and encouraging good study habits, and constantly monitoring progress by communicating with and supporting teachers. Additionally, teachers will promptly return parent communication requests. Teachers will work to create an environment diverse enough to tailor to individual student’s learning styles while aiding students in reaching their potential and promoting positive home-school collaboration.

With their team of support at home and school, if students are consistently present, putting forth their best efforts in class, yet still struggling, further assistance may be needed. Performing below average to grade-level peers, academically or behaviorally, for a significant amount of time, may signify the need to look into a formal intervention cycle. Greater differentiation of instruction in the general education curriculum, stronger home-school collaboration, or more encouragement for the individual student may be required and are just a few of the areas the Intervention Assistance Team (IAT) might discuss.

Intervention Assistance Team (IAT)

The IAT meets on an as-needed basis and is composed of the School Psychologist, Lead Intervention Specialist, and other SCPA personnel as deemed appropriate for the student. Teachers, students, parents, support staff, and/or administrators may refer students for support services by filling out form CPS-2, titled “Referral to Intervention Assistance Team.” This form is available in the School Psychologist’s office or from CPS’ Department of Student Services.

All referrals for support services to students go through the Intervention Assistance Team.

Key people to contact if your child is having difficulty:

- Your child’s teacher interacts daily with your child while providing instruction. This is the first contact that should be made to help your child.
- Counselor- assists **all** students to achieve maximum potential academically, artistically, professionally and personally. The counselor also supports students in their college-planning years.
- Psychologist- SCPA’s school psychologist provides a variety of support services to students. The school psychologist meets with school personnel regularly to review referrals for services.
- School Social Worker- provides referral services to agencies for eligible students and families and works with students who have excessive absences to make sure they comply with state law and district attendance policies.
- Assistant Principal-If you have additional concerns, contact the assistant principal for your child’s grade level.

OFFICE EXPECTATIONS

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
<ul style="list-style-type: none"> ☆ Wait your turn. ☆ Use an inside voice. 	<ul style="list-style-type: none"> ☆ Be polite. 	<ul style="list-style-type: none"> ☆ Be a positive role model. 	<ul style="list-style-type: none"> ☆ Have a pass. ☆ Return directly to class.

Security

Security personnel and security cameras work to maintain a safe and secure environment. All outside doors will be locked. To enter the building, you will have to be buzzed in through the front door on Central Parkway. Anyone entering the building will have to report to the security desk first. Security personnel also assist Administration with student disciplinary issues during the school day. SCPA’s School Resource Officer from the Cincinnati Police Department is on-call to assist with the safety of our students.

First Aid and 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 nurse with a note. The nurse will notify parents/guardians, or an emergency contact as stated on 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 or in PowerSchool. Please make sure all numbers in PowerSchool are updated.**

Dispensing of Medication

All medications must be turned in to the office for storage and dispensing. 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. Students needing to carry an inhaler must submit a signed medical form to our school nurse. **Please note that it is a category three discipline offense to distribute or share medications of any kind including but not limited to aspirin and cough syrup.**

GOVERNING AND SUPPORT ORGANIZATIONS

Instructional Leadership Team-(ILT)

The faculty, staff and parent members of ILT share leadership of SCPA and make decisions in the following areas:

- developing, reviewing, and evaluating the instructional program;
- monitoring and improving school operations and procedures that impact instruction;
- planning and monitoring training of staff;
- developing and monitoring the school budget;
- creating and maintaining a safe and orderly school environment; and,
- meeting to review budget and implementation of ILT decisions quarterly.

The ILT meets monthly.

Local School Decision-Making Committee-(LSDMC)

The Local School Decision-Making Committee, which includes two student members voted on by their peers, functions as one of the primary decision-making bodies for SCPA. The functions of the LSDMC are as follows:

- to develop a vision and mission statement
- to set goals for the school
- to approve the local school budget
- to make recommendations to the principal regarding other school issues
- to develop and approve the local school code of conduct

The LSDMC meets monthly. Meetings are open and parents are encouraged to attend.

PTSO E-mail Communications

Please make sure you are signed up for electronic communications by the first week of school. You can do so by visiting the school website at scpa.cps-k12.org or by calling our school registrar at (513)363-8158.

Robo Call

The principal sends out periodic, automated phone updates to all parents who are registered to receive them. **Please be certain your phone number is up-to-date.** Messages often contain important changes, cancellations, or significant reminders of major events. If you would like to update any contact information, including phone numbers or addresses, please call the Registrar at (513) 363-8158.

FINANCIAL INFORMATION

Payment Instructions-Student Accounts

- **Payments by mail are accepted by cash or money order only, never by personal check.** Write money orders payable to SCPA and mail to The School for Creative and Performing Arts, Attention: School Treasurer, 108 West Central Parkway, Cincinnati, Ohio 45202
- Payments made at the school are accepted by cash or money order only.
- Payments by credit card must be made through www.payforit.net. There is a transaction charge of \$1.95 for each transaction. You will need to know the student's CPS Student I.D. Number which is stated on the student's grade reports, in order to apply payment to the student's account.

If you have any questions, please contact Katie Donnelly, SCPA Treasurer at (513)363-8041 in room 1057 or donnelm@cpsboe.k12.oh.us

Visitors

All visitors shall enter the front entrance of the building located on Central Parkway.

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. **Visitors are only permitted past the security desk if they have a scheduled appointment with a staff member or have business in the office. 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 leave the items at the drop off window. The school will not allow deliveries to students of any items that are not essential to the educational process (this includes lunch). Classes will not be interrupted for any reason.

Parents/guardians may not "drop in" to visit teachers. If you wish to meet with a teacher, counselor, or administrator, call ahead for an appointment. 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.

Telephones

School phones are available for student use in case of emergency. In such an event, the phone at the security desk at the front door or the courtesy phone in the main office can be used with staff permission. **Students should not use their personal cell phone to contact parents during the school day.** The office phone is available for student use.

Classroom instruction cannot be interrupted for “reminders” or forgotten items. If a parent brings a forgotten item to school, it should be left at the drop off window. This includes textbooks, projects, lunch money, etc. The item needs to be properly marked with the student’s name. If it is necessary to leave money, it must be in an envelope with the student’s name on it. Office Staff will notify the teacher to send the student to the pickup window at the end of class.

PERFORMANCE SPACES & GALLERIES

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
<ul style="list-style-type: none"> ☆ Applaud appropriately. ☆ Be silent during performances. 	<ul style="list-style-type: none"> ☆ Turn electronic devices off. 	<ul style="list-style-type: none"> ☆ Arrive early. ☆ Be a positive role model. 	<ul style="list-style-type: none"> ☆ Remain seated with feet on the floor. ☆ All food and drink, including candy and gum, is to be consumed outside the theatre/gallery.

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.
- Appreciation should be shown by applause only at the end of the musical piece 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.
- Dancing is reserved for those on stage. Audience members should remain seated throughout the performance.
- At the end of the final piece 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.
- The Code of Encouragement and the Code of Conduct are in effect 24/7.

Performance Attire

Performance attire is the responsibility of the student’s family. It is the student’s responsibility to check with the teacher to make certain s/he understands the expectations for performance attire. Standard concert attire is required for all musical performances both at SCPA and in the community.

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

- BOYS – Black dress trousers with black belt, white, long sleeve shirt, long black tie, black socks and black dress shoes – no sandals, sneakers, or gym shoes.
- CREW POSITIONS FOR ALL PERFORMANCES – Running blacks which are long solid black pants (both men and women), solid black shirt, black shoes, and black socks.

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

Consequences for not dressing appropriately can include, but are not limited to:

- Not being allowed to participate
- Reduced assignment grade in class

HALLWAYS

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Use an inside voice.	☆ Use socially appropriate language.	☆ Be a positive role model.	☆ Walk on the right. ☆ Have a pass during class time.

RESTROOMS

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Respect the privacy of others.	☆ Report problems.	☆ Be a positive role model.	☆ Keep it clean. ✓ Flush. ✓ Wash. ✓ Throw it away.

Hall Passes

No student is allowed in the hall during class time without a standard hall pass unless directly supervised by a staff member. **The student will use a school designated paper hall pass** and write the date, time, and destination before presenting it to the teacher for a signature.

Lockers and Locks

Each student will be assigned a locker at the beginning of the year. In addition, students may be assigned an additional locker by their arts' teacher and/or physical education teacher. The student is responsible for the contents found in his/her assigned locker. Lockers are **not** to be shared with any student and must be secured with an authorized, school-assigned combination lock. Students will be provided with a combination lock for the locker.

- All locks must be returned at the end of the school year or when a student withdraws.
- Failure to return an assigned lock will result in a \$5.00 charge for its replacement.

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.

Lost and Found

The student's name should appear on all items brought to school. If a student has lost an item, they should look in the lost and found which is located at the back of the cafeteria before contacting a

member of the security staff. Students should make sure that their names are written in textbooks assigned to them. Students must know the serial number, make or brand, and value of their musical instrument. Students are not to bring expensive jewelry, clothing, excessive amounts of money, or other items to school.

Elevator Usage

The use of the elevator is intended for students with a medical need only. A note on a **physician's letterhead**, in most instances, is required in order to obtain an elevator card. On rare occasions, with Administrative approval, a parent request in writing will be accepted for students needing very short-term elevator access. The note(s) must be given to the Lead Secretary who will have the student complete an **Elevator Agreement** form. There are a limited number of cards available. The elevator pass is only for the student for whom it is issued. Elevator cards must be returned immediately upon the date of return indicated on the Elevator Agreement. Loss of or failure to return the elevator card will result in a \$25 obligation. **Students who violate this policy will be subject to loss of pass and/or disciplinary action.** Students without a medical issue should not be on the elevator and may be subject to disciplinary action.

CAFETERIA

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
<ul style="list-style-type: none"> ☆ Use an inside voice. ☆ Follow directions as they are given. 	<ul style="list-style-type: none"> ☆ Keep it clean. ☆ Food and drink stay in the cafeteria. 	<ul style="list-style-type: none"> ☆ Share the space. ☆ Be a positive role model. 	<ul style="list-style-type: none"> ☆ Before you share, consider allergies and germs.

PLAYGROUND

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
<ul style="list-style-type: none"> ☆ Respect the rights of others. 	<ul style="list-style-type: none"> ☆ Keep it clean. ☆ Resolve disagreements peacefully. 	<ul style="list-style-type: none"> ☆ Be a positive role model. 	<ul style="list-style-type: none"> ☆ Stay in your designated area.

Lunch/Food

Lunch \$2.00

Milk \$.50

Breakfast is offered at no charge to students.

Students may eat before school, during their assigned lunch bell, or after school. Food may be consumed in the cafeteria only; students should not eat lunches in classrooms, offices, hallways or other building spaces. No food should be eaten on the playground. **Any food or beverage consumed outside designated areas is subject to confiscation without replacement or reimbursement.**

**** Breakfast and lunch will be served within the classroom during a recommended period of time as communicated by district personnel and city health officials for student safety (i.e. COVID-19)**

Students are not allowed to leave school to get lunch. Students are not permitted to order food to be delivered. Also, parents are not permitted to purchase food items for delivery to our school for the purpose of distribution to other children or their own child.

Birthday snacks are not allowed in the cafeteria and are only allowed in the classroom. This must be pre-arranged with the receiving teacher at least 24 hours in advance.

Free / Reduced Lunch

Applications for Free lunch will be distributed by the Food Services Office. If you feel your student may qualify for free lunch and did not receive an application, eligible students may obtain form(s) in the Main Office or you can look up the application online at www.cps-k12.org/families-students/student-dining-services/free-reduced-lunch. Return your completed free lunch application to the Main Office 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 status will be updated in the cafeteria computers.

LOBBY

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Respect exhibits. ☆ Use an inside voice.	☆ Use socially appropriate language.	☆ Be a positive role model.	☆ Keep walkways and stairways clear.

LIBRARY/MEDIA CENTER

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Use an inside voice. ☆ Be respectful of equipment and materials.	☆ Use socially appropriate language.	☆ Be a positive role model. ☆ Use time productively.	☆ Follow Internet Access Policy.

TRANSPORTATION

Buses

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Use an inside voice. ☆ Follow directions as they are given.	☆ Be polite.	☆ Be a positive role model.	☆ Stay in your designated seat. ☆ Keep the aisle clear.

Bus

Students grades 7-12 ride the public Metro buses. Students grades K-6 ride the yellow bus provided by the district. Bus stops are established at various locations throughout the district. Parents should see that their children arrive at the designated stop well before the scheduled pick up time to avoid missing the bus. Parents are reminded that their responsibility for the supervision of their children between the home to the bus stop, and while waiting for the bus arrival, rests with the parent or legal guardian (Board Policy 3541.2). The principal, and/or their designee, is primarily responsible for supervising the orderly loading and unloading of pupils at each school, in accordance with State Regulations.

Bus Suspension Procedure for School Year

The pupil management plan is effective throughout the entire school year. Bus suspensions may extend across grading quarters. **It should be made clear to the pupil and the parent that suspension from the bus does not mean suspension from school. Parents must arrange other transportation to and from school** while the pupil’s bus riding privileges are suspended.

RULE INFRACTIONS

To assure that the pupil understands that safe bus riding rules are being violated, the driver will warn the pupil. Continued misconduct will result in the School Bus Incident Report being emailed to the school. The school will send a copy home to the parents with their child.

Fighting is an automatic suspension from riding the bus. The child is expected to be in school.

First School Bus Incident Report – Verbal warning and put in PowerSchool.

Second School Bus Incident Report – The student will receive an appropriate consequence and the parent will be notified. The incident will be put in PowerSchool.

Third School Bus Incident Report – Bus riding privileges can be suspended for three (3) days. Letter sent home with child and a phone call to parent. The referral will be posted on PowerSchool under discipline. The suspension begins the second school day after notification.

Fourth School Bus Incident Report – Bus riding privileges can be suspended for five (5) days. Letter sent home with child and a phone call to parent. The referral will be posted on PowerSchool under discipline. The suspension begins the second school day after notification.

Fifth School Bus Incident Report - Bus riding privileges suspended for ten (10) days. Letter sent home with child and a phone call to parent. The referral will be posted on PowerSchool under discipline. The suspension begins the second school day after notification.

Sixth School Bus Incident Report – Any bus incident report after the fifth offense will result in a parent meeting with the driver. The school may recommend suspension through the end of the quarter or end of the year depending on the offense.

Arrival

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Go directly to the designated area.	☆ Be polite.	☆ Be on time. ☆ Be a positive role model.	☆ Make smart and safe choices. ☆ Enter the building immediately.

Dismissal

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Go directly to the designated area.	☆ Be polite.	☆ Be a positive role model.	☆ Arrange for pick-up. ☆ Leave promptly. ☆ Make safe and smart choices.

Drop Off / Pick Up

No student is allowed to leave campus before/after school, or during school hours. Violators are subject to disciplinary action from Administration

K-3 Arrival - Parent Drop Off Students are greeted at their car on 12th St. by paras/volunteers who will check temperatures and masks at cars. The student enters the 12th St. door and goes to the Mayerson theater and sits in their appropriate spot until their teacher comes.

K-3 Dismissal - Parent Pick Up K-3 Parents who are picking up by car will line up on 12th Street and should not get out of their car. The number displayed will be called in the K-3 and 4-6 pick up areas.

4-6 Arrival - Parent Drop Off Students exit cars and enter through the 12th St. doors.

4-6 Dismissal - Parent Pick up Students will be walked to 12th St with the bus lines escorted by teachers. Students will be assigned a number that parents will display. On in-days, students will wait in the Mayerson for their number to be called.

7-12 Arrival Students enter through the main doors on Central.

7-12 Dismissal Students are dismissed from their last bell and they must leave the building immediately. Students are not allowed to re-enter the building after leaving. During rehearsals, if students are waiting for a parent pick-up, they should report to the Corbett theater and remain there until leaving. If necessary, at 4:00 students can be escorted to another location.

Early dismissal:

- Limit this to emergencies only. Monitor how many times a parent makes this request per week.
- After verification, a secretary or security can walk the student to the door for dismissal.
- Parent early dismissal of students ends at 3:00 p.m. (no exceptions)
- Parents must have a letter noting their intentions for picking up their student early, or a phone call must be placed to the front office secretary before 3:00 p.m. ● Parents will not be allowed in the front office for early dismissal pick-ups. Students will be called from their classroom by SCPA secretarial staff and student(s) will be escorted out to the parent by SCPA security.

OUTSIDE THE CLASSROOM

Field Trips / Out of Building Activities

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Follow instructions given by the supervisor(s).	☆ Comply with all laws and ordinances.	☆ Conform to all usual and customary standards of good citizenship, good decorum, and common courtesy. ☆ Be a positive role model.	☆ Stay with the group. ☆ Meet all school expectations.

PERFORMANCE POLICIES

Commitment

Students must accept a role in a play, musical, ballet, or other activity for which they are cast or placed in pit or on a crew. Should the student drop out of the activity or be removed from that production for rules violations, the student may be prohibited from being cast for any other program produced by SCPA for the remainder of that school year.

Homework Policy for Students Participating in Major Performances or Extended School Related Trips

For work that is due during the student's absence:

- For work that is due during the student's absence, students and teachers are encouraged to arrange for make-up work. Students should turn it in before the absence whenever possible.
- Students will be given one class day for each day **excused** to make up homework that was either due or assigned during their absence.
- Students will be given one class day for each day **excused** to make up homework that was either due or assigned during their absences.
- Students will be given one class day for each day excused to make up any tests, or quizzes administered during their absence.
- It is the student's responsibility to ask for missed work and turn it in by the given due date.
- If there are extenuating circumstances, the teacher or principal may extend the make-up work deadline at his/ her discretion. A clear due date will be provided when this is the case.

Professional Performance (Non-SCPA Produced) Procedures

- Students must fill out the Student Professional Work Experience Form when a student's involvement in a non-SCPA production requires them to miss school/classes. The form can be obtained from the Artistic Director's office.
- All teachers must sign the form for the student's excuse to be considered and approved by the Principal and Artistic Director. (Note: The teacher's signature signifies they have seen and are aware of the request)
- A tutor or other teacher may be provided by an external work agency for extended absences. The counselor will coordinate educational services. Final plans must be approved by the Principal and Artistic Director.

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 or designee.

SCPA Performances

- 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/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.
- Students must be in school at least ½ day on the day of a performance or audition to participate in the performance or audition.
- 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.
- Students will clear the stage immediately after performing.
- No one is permitted in the auditorium during dress rehearsal or a performance unless given specific permission by the stage manager or director.
- No eating or drinking in costume.
- No eating or drinking on stage or in the auditorium at any time.
- The student will act in a professional manner at all times.
- 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).

***While waiting to perform, students must adhere to the student code of conduct, report to the designated area and respond to reasonable requests by all staff and faculty. Failure to do so may result in the student’s non-participation in the scheduled performance which may affect the students’ grade.**

MULTIPLE PERFORMANCES ON THE SAME DAY

Performances Onsite:

When students (performers, pit, and crew members) have multiple shows in one day (in-school in the morning and an evening performance) students should follow guidelines cited in the transportation form and are expected to remain at school for the entire school day. See page 11 for early dismissal procedures.

CLUBS

(Examples of Clubs that may be offered)

Basketball—Boys and girls (7-12) participate under guidelines set by The Ohio High School Athletic Association. Players must be selected to be on teams through a try-out process.

Brain Bowl—Academic Competition Team for Grade 4-6. If you know lots of facts or just like to learn more - please join us to play our exciting, fast-paced game! Meeting days and time will be announced.

National Honor Society—The SCPA Facta Non Verba Chapter of the 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. Criteria include a minimum of one semester residency, 3.5 or higher cumulative GPA, abundant service,

outstanding leadership and impeccable citizenship. Membership is by invitation only. Bids go out once a year during the 3rd quarter.

Student Councils—Each high school grade level holds formal elections, meets regularly, and participates in service projects towards improvement of the school and community. Intermediate Student Council (grades 4-6) and Jr. High Student Council (7&8) holds formal elections.

Sisters of SCPA – 7th through 12th grade all girls community service and empowerment group. Members, known as “Sisters” participate in both inside and outside school community service. Beginning this year, upper class Sisters will have female professional mentors. In turn, the upper class Sisters will mentor their younger Sisters. Applications will be available and accepted at Orientation. Interviews will be scheduled at the beginning of the school year.

Girls to Women - 5th and 6th grade girls enroll in this empowerment club that prepares girls for high school. They have speakers who discuss topics that are pertinent to young girls and they engage in community service with the Sisters of SCPA when appropriate.

M.O.R.E. - Men, Organized, Respectful and Educated (4th - 12th) - The M.O.R.E. Program nurtures academic success and strong character development among African-American and other at-risk young men to promote measurable improvements in academic achievement, grade-level promotion, graduation rates and college readiness. Each of CPS' 26 M.O.R.E Clubs includes after-school programming, and monthly and quarterly enrichment opportunities that include financial literacy, leadership development, good citizenship, health and wellness, college and career awareness, social skills development, academic support and community service.

TLIM Clubs - Students in grades K-6 have the opportunity to participate in Leadership Clubs by signing up for the activity of their choice. They include activities that benefit the school and /or just for fun.

Students participating in productions or afterschool activities, that have an afterschool pass, will be allowed to remain in the school building after the dismissal time. The student will be required to present an afterschool pass to security and staff. An allotted number of passes will be issued by the Artistic Department to the sponsoring teacher based on a list of names provided by the teacher. The teacher must assign a numbered pass to a student(s) and present a copy of the logged student names and assigned numbers to security and Administration (this will be used to verify the student). Students without an after school activity pass must vacate the building upon dismissal and will not be allowed reentry.

PUBLICATIONS

Annual/Yearbook-The yearbook features the entire student body, grades K-12, and is published by the yearbook adviser and the annual staff.

1310-This SCPA student newspaper is published monthly by the Writing Department. Articles are accepted for consideration from the entire student body.

SCPA TRADITIONS

Alumni Day takes place on the last school day before Winter Break. On this day all SCPA alumni are invited back to visit with former teachers and current students. Usually there is a performance and

reception to honor the alumni. The performance concludes with members of musical theatre leading everyone in singing and dancing to the Fame Medley.

Class Day is the last school day for seniors. The day begins with the seniors taking their last walk through the building. As the procession is concluding the underclassmen go to the auditorium to greet the seniors as they take their last walk into the auditorium as students of SCPA. In the SCPA traditional way to show respect, members of the audience are completely silent as seniors enter. Underclassmen are asked to present tribute performances to the seniors as a going away present. Awards for the Corbett-Mayerson Competition are also presented during this celebration. Finally, the name of each senior, the honors and scholarships they have received, and their plans for the future are announced. During this final announcement of accomplishments of the seniors, audience members express their final accolades with the SCPA tradition of clapping one time after each name with accomplishments is read. Class Day is brought to a close with two more traditions: the audience again being silent in respect to seniors as they exit the auditorium their final time as students; and, the junior class taking their senior seats in the center of the auditorium.

SCPA **Colors** are black and white with each major represented by a color as follows: Creative Writing—purple, Dance—burgundy, Drama—green, Instrumental Music—pink, Technical Theater—lemon yellow, Visual Art—royal blue, Vocal Music—red. Additionally, sports teams wear gold, black, and white.

The **Faculty Award** is given at the end of each year to one student from each grade level. These students are nominated and chosen by the faculty of SCPA based on admirable characteristics that set them apart from the majority of the student body. These students are hard-working and respectful, demonstrating artistic and academic excellence, as well as showing evidence of good leadership skills and the ability to develop a responsible social awareness. Overall, the students to whom the Faculty Awards are given have captured the positive attention of their teachers and administrators through their intelligence, creativity, and charismatic personalities.

Homecoming and Prom are organized each year by the junior class. Homecoming is held in the fall and prom in the spring. The underclassmen nominate a court for homecoming that consists of a “couple” from each high school grade. For prom, the court consists of a senior king and queen only. Homecoming is open to all high school students and their dates. Prom is open only to juniors and seniors and their dates. Invited dates who do not attend SCPA may not exceed the age of 20 years old (must be under 21 years of age) at the time of the prom.

The **Last Walk of the Seniors** on Class Day commemorates the many different locations of SCPA during the early years when students often walked to several different buildings during the course of the day. And of course it is also their last pass through the hallways they have come to call home and the final time those left behind will have to see them here as a group and wish them well in all their future endeavors. This walk is led by the Honor Guard, Juniors with the highest grade points. The young men are the Flag Bearers and the young women comprise the Daisy Chain. The Senior Counselor and the Senior Class Advisor generally accompany the seniors to keep the group moving. In honor of the seniors, all doors in the building (76 doors in the old building) are held open by the official Class Day Door Holders, students grades 4-10 who have been on the A or A Average Honor roll at least one quarter during the year. Like the seniors and juniors, the Door Holders also dress up for the occasion. When finances allow, they are also given daisy boutonnières with black and white ribbons, representing our school flower and colors. The 10th grade door holders are positioned at the auditorium doors for the final entry and exit. After the walk, the Door Holders are rewarded for their achievements by being allowed to watch the Class Day Performances from the balcony.

Performances are a major component of SCPA. In addition to numerous department performances/art openings/recitals throughout a school year, there are five major performances each year. Casting for three of these performances: the major musical (5th-12th grade students); junior high drama (7th-9th grade students); and, senior high drama (10th-12th grade students) is determined through the audition process and is open to students from all majors. Each of these three performances is supported by technical theatre crews and stage management. The Nutcracker and spring ballet are performed by the dance department and are supported by the technical theatre and stage management.

Senior Showcase takes place during the fourth quarter each year. Organized entirely by the seniors, it is a chance for them to show off their talents one last time before graduating. The money raised from ticket sales supports the **Senior Luncheon**, which takes place at the end of the year.

GENERAL INFORMATION

General Assistance

Students, who are in need of assistance with clothing, supplies, etc., should contact the school social worker (363-8014) or the school finance department at SCPAfin@cpsboe.k12.oh.us or (363-8041). All requests will be kept strictly confidential.

SCPA Private Lesson Policy

Private lessons are strongly recommended for all 4th -12th grade students majoring in instrumental music and vocal music.

SCPA's Artistic Department offers three types of scholarships: Financial, Merit and Carlson Berne. Students can apply for a scholarship by completing a Music Lesson Scholarship application and submitting it to the Artistic Department. Suzuki lessons are offered to students in grades K-3, scholarships do not apply for these lessons.

BOARD POLICIES

Board Policy

5200

Student Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. The purpose of this policy is to outline acceptable purposes for which a student may be excused from school to allow for the appropriate recording of student attendance and the ability of the district to determine students who are truant.

*In accordance with the Ohio statute, the Superintendent shall require from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a **written** statement of the cause for such absence. The district shall also accept a voicemail or telephone call from the parent stating the cause of such absence and shall record such statement in a log maintained at each school. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.*

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness or illness in the family necessitating the presence of the child. A pattern of absences in excess of five (5) consecutive days shall require a written physician's statement verifying the illness and the number of days the child was required to be absent. (Ohio Administrative Code (OAC) 3301-69-02).*

- B. Quarantine of the home. Such absence is limited to the length of the quarantine as determined by the proper health officials (OAC 3301-69-2).*
- C. Death in the family. Such absence is limited to a period of three days unless reasonable cause may be shown for a longer absence (OAC 3301-69-2).*
- D. Observation or celebration of a bona fide religious holiday. (OAC 3301-69-2).*
- E. Absence during the school day for medical or dental appointments; such absence may require a written note from the medical or dental professional upon return to school. (OAC 3301-69-2).*
- F. Circumstances in which the judgment of the superintendent, as determined by the principal, constitutes a good and sufficient cause for absence from school. (OAC 3301-69-2)*
- G. Absences related to a student visiting with his or her parent related to military leave or deployment. (Ohio Revised Code (ORC) 3301.60).*
- H. College visits (OAC 3301-69-2).*
- I. The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse shall be limited to five (5) days and can be renewed for five (5) additional days. At no point may such excuse permit a student to be absent from school for more than ten (10) consecutive days. (ORC 3321.04).*
- J. The Superintendent may excuse a child from attendance for any part of the remainder of the current school year if the child's bodily or mental condition does not permit attendance at school or a special education program during such period; this fact is certified in writing by a licensed physician or, in the case of a mental condition, by a licensed physician, a licensed psychologist or a certificated school psychologist; and provision is made for appropriate instruction of the child. (ORC 3321.04).*
- K. For students receiving instruction at home by a qualified teacher, a file shall be maintained in the Superintendent's Office. Documentation shall state how the inability of the child to attend school or a special education program or the qualifications of the person instructing the child at home were determined. (ORC 3321.04)*

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

R.C. 3313.664, 3321.01 et seq., 3321.13(B) (2), 3321.19, 3321.191, 3321.22, R.C. 3321.38, 3331.05, 3301.60, 3321.04 A.C. 3301-35-03(G), 3301-47-01, 3301-51-13, 3301-69-02

Date Revised: 7-16-15

Board Policy

2260.02

Prohibition Against Harassment of Students and Staff

Cincinnati Public Schools prohibits harassment of its employees, contractors, visitors and students. It is a violation of this policy for employees, visitors, contractors or students to harass an employee or a student, or to condone such conduct. This policy applies to all claims of harassment, including but not limited to student-to-student, staff-to-student and staff-to-staff conduct.

Board Policy

6152

Student Fees, Fines and Charges

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. This will include fees per the Student Mobile Device Agreement.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

***Search and Seizure
Board Policy***

5771

The Board of Education is committed to providing a quality education to students in an environment that is conducive to learning and protects the health and safety of the school community. To that end, school administrators are authorized to conduct legal searches of students and their property, and school-owned property such as lockers, as described below.

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.

Security personnel shall be trained in the use of hand-held metal detectors. In a random search, if the device is activated, the individual will be asked to remove any metal objects. If the device is activated a second time, the individual will be escorted to a private area where a more thorough search can be conducted.

Reasonable Suspicion Search

This type of search may be conducted when there is reasonable evidence pointing to a specific individual(s) who may be in violation of criminal statutes or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. 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.

Student Lockers and Storage Areas

Student lockers, desks, and other storage areas remain the property of the Board. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs that school principals conduct a routine inspection at least annually of all such storage places. Student lockers and other storage spaces are subject to random searches by school officials. Searches may also be conducted where there is reasonable suspicion that the locker or its contents contain evidence of a student's violation of a criminal statute or a school rule.

Canine Searches

The Board authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Instructional Fees

Board Policy

6152

Instructional Supply Fees

The Board of Education will provide the necessary textbooks and or curricular material by paper or electronically as required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.

School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment.

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the District.

The Superintendent has the authority to identify instructional fees.

A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer with an accurate accounting of all transactions.

Student Records

Board Policy

5122.1

Release of 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 s/he 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, date of graduation and, awards received and other similar information. However, such directory information shall not be released to any group or person for use in a profit making plan or activity.

A parent, legal 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 1053.

Authorized 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 School social worker records, and student information on file with the Computer Services Branch or Census Office.

SCPA STAFF

For a list of email addresses for staff members, please visit scpa.cps-12.org.

Name	Department	Room	Phone	Name	Department	Room	Phone
ADMINISTRATION							
Owens, Michael	Principal	1060	363-8001	Pietila, Kirsten	Primary	2044	363-8010
Powell Walker, Angela	Artistic Director	1048	363-8042	Pirchner, Ann Marie	Drama	3	363-8070
Copenhaver, John	Ass't Principal (K-6)	3029	363-8002	Plachecki, Stephen	Intervention	3040	363-8167
Brown, Kimberly	Ass't Principal (7-12)	4023	363-8002	Quinones, Clarissa	Primary	2047	363-8114
Summe-Haas, Teresa	External Relations	1053	363-8155	Rizzo, Al	Science	4024	363-8104
Teachers	Department	Room	Phone	Rizzo, Tim	PE/Health	3022	363-8122
Andreadis, Maureen	Modern History	4038	363-8079	Rodak, Justin	Social Studies	2035	363-8087
Batten, Jessica	English	3027	363-8017	Roebuck, Lauren	Math	3036	363-8018
Bjoza, Daryl	Dance	4005	363-8084	Rotte, Shelly	Language Arts	3039	363-8017
Black, Lee	Instrumental	55	363-8026	Sarr, Carla	Creative Writing	3028	363-8081
Booker, Shelia	Intervention	3040	363-8103	Schowalter, Elise	Instrumental	66	363-8025
Botts-Crawley, Jackie	Primary	1094	363-8048	Siekmann, Brian	Instrumental	68	363-8023
Britt, Krista	Language Arts	3046	363-8128	Sillis, Libby	Visual Arts	3001	363-8034
Broerman, Reeta	Science	4040	363-8102	Simone, Jane	Primary Dance	1041	363-8008
Bruce, Diane	Intervention	3047	363-8141	Singh, Betsy	Gifted & Talented	1080	363-8124
Buchanan, Alexandra	Science/Math	3045	363-8064	Soucek, Christy	Primary	2045	363-8135
Casarez, Pablo	English	4027	363-8077	Stover-Jobe, Lynne	Intervention	2032	363-8157
Cash, Sara	Primary	2038	363-8112	Stuckey, Erwin	Instrumental	53	363-8024
Cassidy, Keith	Drama	7	363-8051	Swinehart, Sara	Dance	4003	363-8111
Ciani, Joseph	Science	2028	363-8043	Taylor, Holly	French	40	363-8106
Cochrane, Judy	Math	3049	363-8061	Thomas, Brynn	Social Studies	3037	363-8038
Crank, Mary	Science	3034	363-8072	Tracey, Allie	Primary	2055	363-8137
Crosswhite Lee, Courtney	Math	3056	363-8118	Underwood, Susan	Foreign Lang. (SP)	4017	363-8057
Crowley, Kevin	Drama	1	363-8035	Wallis, Jordan	Primary	1083	363-8068
Davis, Lori	Primary	2043	363-8117	Winland, Trisha	Primary Vocal	1039	363-8007
Deonier, Sarah	English	4037	363-8030	Young, Alice	Visual Arts	3011	363-8088
Digiantonio, Brandon	Social Studies	4032	363-8086	Ziesmann, Karla	Primary	2054	363-8139
Drout, Julie	Primary Art	2003	363-8062	SUPPORT STAFF FACULTY			
Gerard, Brad	Tech Theater	1015	363-8022	Biolchini, Julia	Counselor	1078	363-8161
Gill, Katy	Math	38	363.8865	Williams, Rashaan	Counselor	1078	363-8036
Goodlett, Jay	Dance	4009	363-8113	Geary, Megan	Counselor	1047	363-8047

Goodlett, Kim	Social Studies	3055	363-8078				
Goykhman, Simon	Instrumental	58	363-8058	Hill, Autumn	Librarian	1100	363-8150
Gray, Vicky	Primary	1087	363-8040	Nicholls, Ashleigh	Speech Therapist	2023	
Hager, Amanda	Primary	2046	363-8131	Burns, Marcy	Reading Speci.	1047	363-8143
Hamilton, Molly	Math	4029	363-8074	Gassett, Jill	Social Worker	76	363-8014
Hand, Rick	Vocal	80	363-8055	Lathrop, Anne	Psychologist K-6	1062	363-8013
Hansen, Brittany	English	4025	363-8056	Rapp, Margo	Psychologist 7-12	1055	363-8033
Harmon, Doug	Math	4039	363-8108	Hinton, Stephon	ISS	2027	363-8171
Harper, Michelle	Soc.St/Lang.Arts	2029	363-8069	Hopkins, Damar	Study Hall	1080	363-8098
Hart, Melanie	Visual Arts	3005	363-8080	TREASURER			
Hartnett, Kerry	Primary	2039	363-8136	Donnelly, Katie	Treasurer	1057	363-8041
Hayes, Dawnetta	Language Arts	3048	363-8063	SECRETARIAL STAFF			
Hicks, Karla	Primary	2036	363-8085	Bauer, Barbara	Lead Secretary	1058	363-8001
Hill, Autumn	Creative Writing	1100	363-8150	Steele, Zhayna	Sr. Support Spec.		363-8002
Holtkamp, Suneeta	Math	4046	363-8082	Ranson, Debra	Admin. Secretary	1053	363-8044
Isaacs, Eric	Intervention	3047	363-8181	Solomon, Charise	Sr. Support Spec.	1048	363-8042
Jansen-McKinnis, Rebecca	Science	2034	363-8147	Walker, Bridgette	Support Spec.		363-8130
Jones, Heather	English	3033	363-8075	Wilson, Tracey	Registrar		363.8158
Kent, Cindi	Primary	2048	363-8140	OTHER SUPPORT STAFF			
Kloth, Stacey	Primary	1085	363-8011	Calhoun, Tina	Plant Operator	77	363-8016
Kollner, Joe	Primary Drama	1037	363-8097	Henderson, Lisa	Cafeteria Manager		363-8145
Lees, Amanda	Intervention	4013	363-8172	SECURITY			
Leugers, Bob	Math	4047	363-8119	Johnson, Dante	Lead Security		363-8099
Lewis, Harvey	Social Studies	4019	363-8101	Dean, Gwen	Security		363-8003
Macmorine, David	Math	4030	363-8109	Fields, Bryan	Security		363-8003
Magistrelli, Kathy	Tech Theater	23	363-8028	Harris, Ed	Security		363-8003
Martin, Angela	Social Studies	3031	363-8182	Hudson, Kevin	Security		363-8003
Meeden, Stacey	English	3044	363-8066	McDowell, Stacey	Security		363-8003
Mendez, Alexa	German		363-8184	Patterson, Robert	Security		363-8003
Moraga, Deborah	Science	3032	363-8073	Renadette, Paul	Security		363-8003
Morgan, Beth	English	4033	363-8045	Slade, Tom	Security		363-8003
New, Jeff	Tech Theater	22	363-8032	Terry, Meka	Security		363-8003
Norman, Scott	Science	4026	363-8105	Walker, Louis	Security		363-8020
				Fax	Absence		363-8004
				Dismissal Changes	(until 2:00 Only)		363-8039

Cincinnati Public Schools
Student Acceptable Use Policy and Internet/Network Safety Agreement

Students will digitally sign this Acceptable Use Policy and the Internet/Network Safety Agreement at school through a link provided in Schoology.

Statement of Purpose - The purpose of providing Internet and network access in schools is to support the District's educational objectives.

Terms of Agreement - To be allowed access to school computer systems, computer networks, software applications, including Google Applications for Education, and the Internet, students must read this agreement and sign the consent form. **Students will digitally sign the consent form at school.**

Parents, please read this document so that you are familiar with CPS' policy.

Rules for Internet/Network Usage -

The District is providing access to its school computer systems, computer networks, District-adopted tools and devices, software applications, including Google Applications for Education, and the Internet for **educational purposes only**, including accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others. If you have any doubt about whether a contemplated activity is educational, consult with the principal or teacher assigned to assist you. Use of the District's network and Internet is a privilege.

A user who violates this agreement shall, at a minimum, have access to the network and Internet terminated and is subject to additional disciplinary action based on the severity of the violation. All users are bound by the Cincinnati Public Schools (CPS) Code of Conduct and the following terms and conditions:

Student Safety/Education

Cyber-bullying - Cyber-bullying means any intentional, electronically transmitted (including the use of text messaging, instant messaging, or the posting of text or images) verbal or graphic act that a student or group of students repeatedly exhibit toward another student(s) and the behavior causes mental harm (including humiliation and embarrassment) and is sufficiently severe, persistent or pervasive.

Any cyber-bullying, harassment or intimidation is strictly prohibited. If a student is found to have engaged in cyber-bullying, disciplinary action will be recommended. If a student thinks that he or she is the victim of cyber-bullying, the situation should be immediately reported to an adult staff member, such as a teacher or principal. Additionally, students are encouraged to notify school staff if they suspect another student is being cyber-bullied.

Sexting

Sexting is the sending of sexually explicit images through any electronic media, including but not limited to text messaging, instant messaging, or email. **Sexting is strictly prohibited** and is considered a Category III offense. Sexting should be immediately reported to an adult staff member, such as a teacher or principal.

Depictions of Prohibited Conduct

- Never make, reproduce or distribute videos, images, sound recording, or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices.
- Never post depictions of prohibited behavior on social networking sites such as Facebook, Google Plus, YouTube, Instagram, Snapchat or any other similar Websites.
- Any depictions of prohibited behavior must be immediately turned over to the principal.

Social Networks/Chat Rooms

- Never post personal information, such as full name, Social Security number, address, telephone number, bank or credit card numbers, etc.
- Consider not posting photographs of yourself. Never post sensitive or inappropriate photos. If you do post a photo, consider whether it is a photo that your mother would display in the living room.
- Assume that everything you post is on the Internet permanently.
- Do not agree to meet in person someone you know only from a social networking site or chat room.

Basic Internet/Network Etiquette & Safety Rules

- The CPS Code of Conduct and District policies on “Plagiarism/Cheating,” “Bullying and Other Forms of Aggressive Behavior,” and “Bullying – Harassment – Intimidation— Sexting” apply to Internet/network conduct.
- Gaggle will monitor and filter all student email and Google Apps content. Inappropriate or flagged messages will be blocked and sent to an administrator.
- Be polite. Use appropriate language and graphics.
- Do not use network or Internet access to make, distribute or redistribute jokes, stories or other material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
- Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications, including Gmail and Google Hangouts, for **educational purposes only** and with proper supervision.
- **Student Photos/Student Work** - Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website only without identifying captions or names.

Parents/guardians must indicate their written consent to publish their child’s photo or school work on any school-related website before the item is published to the web.

Please note that under no circumstances will K-12 students’ photos or work be identified with first and last names on District, school or teacher websites. · **Privacy** - Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

- **Copyright** - All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not download copyrighted material or software without permission of the owner.
- Do not sell or buy anything over the Internet.
- Do not transmit or access obscene or pornographic material; notify your teacher if you receive such material.
- Any subscription to list serves, bulletin boards, or on-line services shall be reviewed by a District- administrator and must be approved by the teacher prior to any such usage.
- Do not access the network or Internet by any means or device other than those approved by the teacher.
- Do not post inappropriate speech on any blogs, podcasts, Google Applications, or other web 2.0 tools. Such tools are considered an extension of your classroom, and any speech that is considered inappropriate in the classroom is also inappropriate in all uses of these Web tools. This includes, but is not limited to, profanity and racist, sexist or other discriminatory remarks. Comments made on blogs will be monitored and, if they are inappropriate, deleted. Any student violating this rule will be subject to disciplinary action.
- Do not use the network or Internet for any illegal activity, including (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking/cracking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under both state and federal laws and will be disciplined accordingly.
- Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as the sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment of any other person.
- All of the above rules expressly apply to, but are not limited to, the use of Google Applications for Education, which include, but are not limited to, Gmail, Google Drive, Google Calendar, Google Hangouts, Google Docs and Google Forms.

Network/System Security/Content Filtering

- If an Internet/network security issue is identified, the user must notify an adult, such as a teacher, who will in turn notify a system administrator. The problem should not be demonstrated to other users.
 - Do not attempt to log on as a system administrator. This action will result in cancellation of privileges.
 - Do not use anonymous proxies to circumvent District-implemented content filtering.
 - Do not knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
 - Do not install third-party software without the consent of your assigned administrator.
- **Do not share your passwords.**

- **Do not use another person’s accounts or passwords.**
- Technology protection measures may be disabled by an authorized person. This will be done only by Information Technology Management (ITM) during adult computer usage to enable internet access for research or other lawful purposes.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

Teacher Responsibilities

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District’s curriculum.
- All students will be informed of their rights and responsibilities as users of the district’s network prior to gaining access to that network, either as an individual user or as a member of a class or group. ▪ Use of networked resources will be in support of educational goals.
- Treat student infractions of this AUP according to the CPS Code of Conduct.
- Provide alternate activities for students who do not have network and Internet privileges.

Principal Responsibilities

- Include this AUP in your school’s Student Handbook.
- Distribute Student Handbooks to all students.
- Treat student infractions of this AUP according to the CPS Code of Conduct.
- Keep the signed Consent Forms on file for one year.
- **Identify to the teaching staff those students who do not have permission to use the Internet.**

District Responsibilities

- Ensure that filtering/blocking software is in use to block access to sites and materials that are , offensive, obscene, contain pornography, or are otherwise harmful to minors.
- Restrict unauthorized disclosure, use and dissemination of personal information regarding minors.
- Post this AUP on the District’s website.

**Student Acceptable Use Policy and
Internet/Network Safety Agreement
Consent Form**

STUDENT: I have read, understand and agree to the Cincinnati Public Schools’ Student Acceptable Use Policy (AUP) and Internet/Network Safety Agreement.

Students will digitally sign the Acceptable Use Policy and the Internet/Network Safety Agreement at school through a link provided in Schoology.

Cincinnati Public Schools reserves the right to change this policy at any time.

Acknowledgement of SCPA Expectations Page

***This form MUST be completed with page numbers and initials.

**Return to your homeroom teacher
by the second Friday of the school year*****

GUARDIAN INITIALS

STUDENT INITIALS

_____	_____ I have read the SCPA Handbook.	_____
_____	_____ I recognize the school-wide expectations.	_____
_____	_____ I recognize the attendance policy and the procedures for late arrival and early dismissal.	_____
_____	_____ I recognize the promotion policy.	_____
_____	_____ I recognize the no pass / no play policy.	_____

_____ I recognize the electronic device expectation. _____

_____ I recognize the visitor and message policy. _____

_____ I recognize the building hour's policy. _____

_____ I recognize the assembly and concert behavior expectations. _____

_____ I understand that in order to be enrolled at SCPA I must have a major. _____

_____ I have received and read the addendum regarding the SCPA School Climate Plan.

My student and I understand and agree to abide by the contents of the handbook. By our signatures, we agree to accept and follow the stated policies and procedures.

Parent / Legal Guardian

Print Name	Signature of Acknowledgement	Date
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Student

Please Print Name	Signature of Acknowledgement	Grade
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PREPARING STUDENTS
FOR LIFE

Through Academic Achievement · Personal Well-Being · Career Readiness

2021-22 Districtwide School Year Calendar

AUGUST 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
◆16	●17	◆18	★19	20
23	24	25	26	27
30	31			

SEPTEMBER				
M	T	W	T	F
		1	2	3
◆6	7	8	9	10
M13	14	15	16	17
20	21	22	23	24
●27	28	29	30	

OCTOBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	Q15
18	19	20	21	22
25	26	27	28	29

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
M8	9	10	◆11	12
15	16	17	18	19
22	23	✓24	◆25	◆26
29	30			

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	Q17
◆20	◆21	◆22	◆23	◆24
◆27	◆28	◆29	◆30	◆31

JANUARY 2022				
M	T	W	T	F
3	4	5	6	7
●10	11	12	13	14
◆17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY 2022				
M	T	W	T	F
	1	2	3	4
✓M7	8	9	10	11
14	15	16	17	18
◆21	22	23	24	25
28				

MARCH				
M	T	W	T	F
	1	2	3	4
●7	8	9	10	Q11
14	15	16	17	18
21	22	23	24	25
◆28	◆29	◆30	◆31	

APRIL				
M	T	W	T	F
				◆1
4	5	6	7	8
11	12	13	14	15
M18	19	20	21	22
25	26	27	28	29

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	Q26	◆27
◆30	31			

JUNE				
M	T	W	T	F
		◆1	◆2	◆3
◆6	◆7	◆8	◆9	◆10
◆13	◆14	◆15	◆16	◆17
◆20	◆21	◆22	◆23	◆24
◆27	◆28	29	30	

JULY				
M	T	W	T	F
				1
◆4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

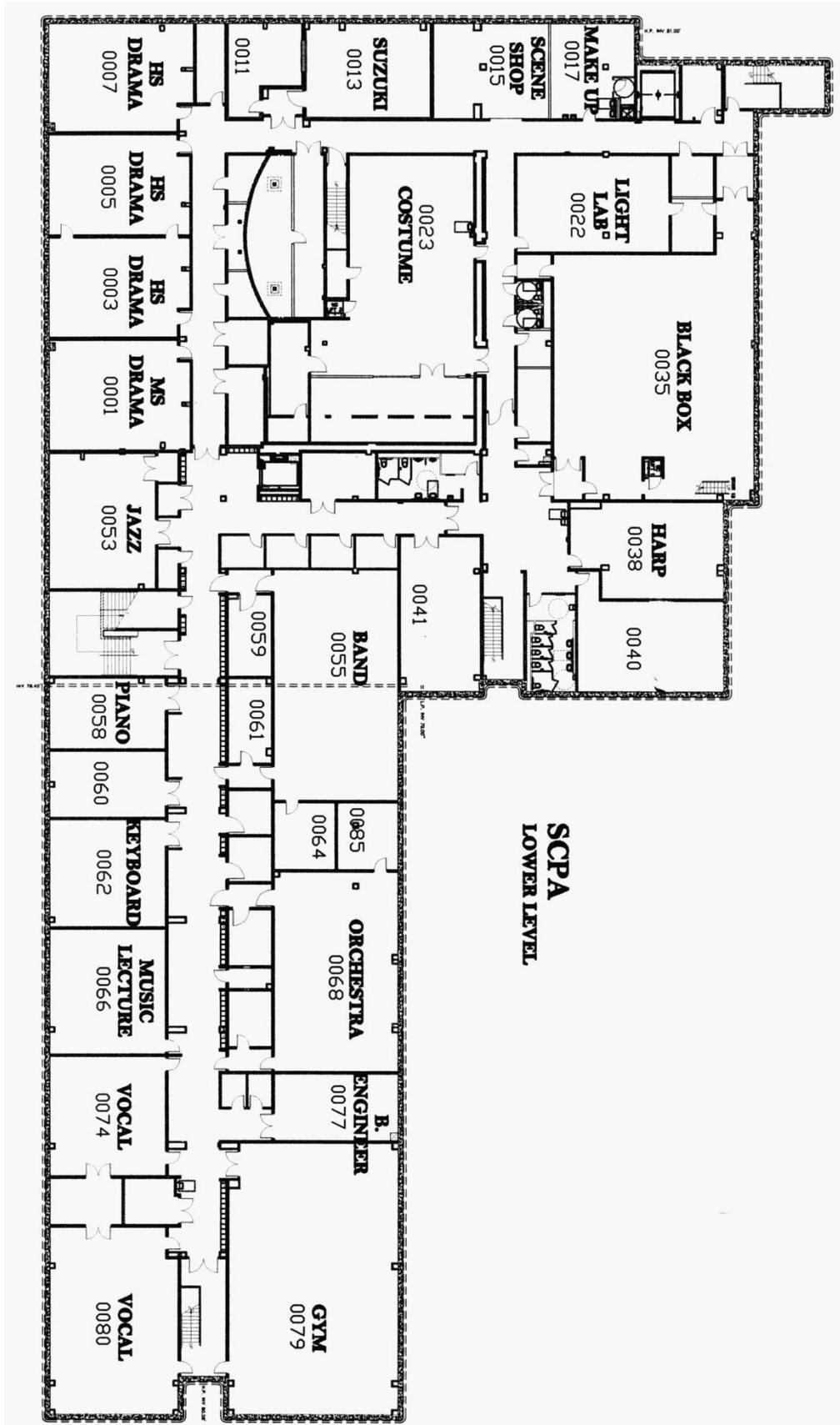
Legend

- ★ First Day of School for Students
- Days of Instruction
- ◆ Holiday/Break
- M Midterm Week
- Q End of Quarter
- ✓ Conference Day
- Staff Professional Development Day
- ◆ Professional Meeting Day
- ◆ Elementary Summer School
- ◆ Senior Summer School

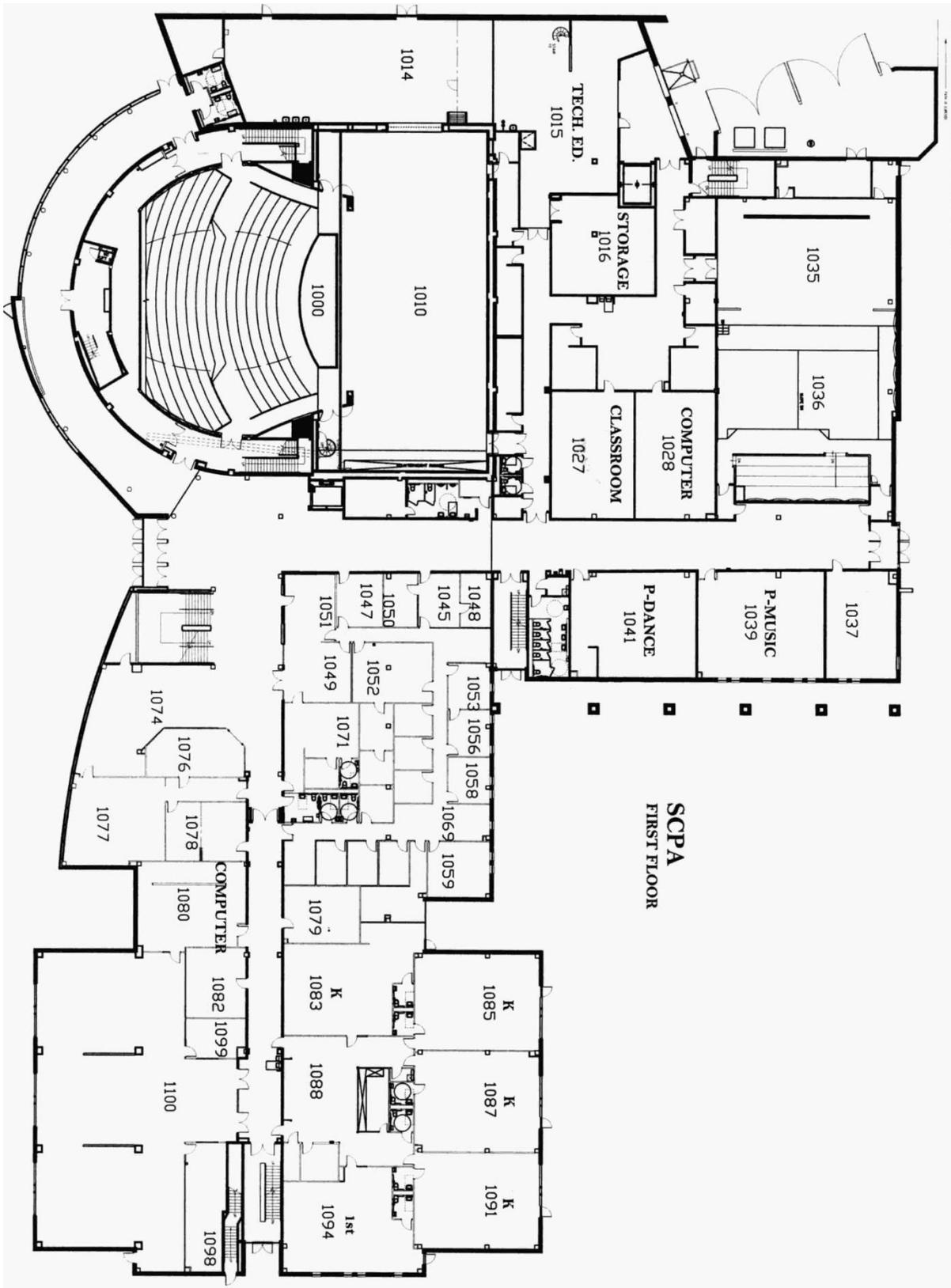
- 177 Student Days
- 191 Teacher Days
- 1,150.5 Instructional Hours

Calendar Dates and Details on Next Page

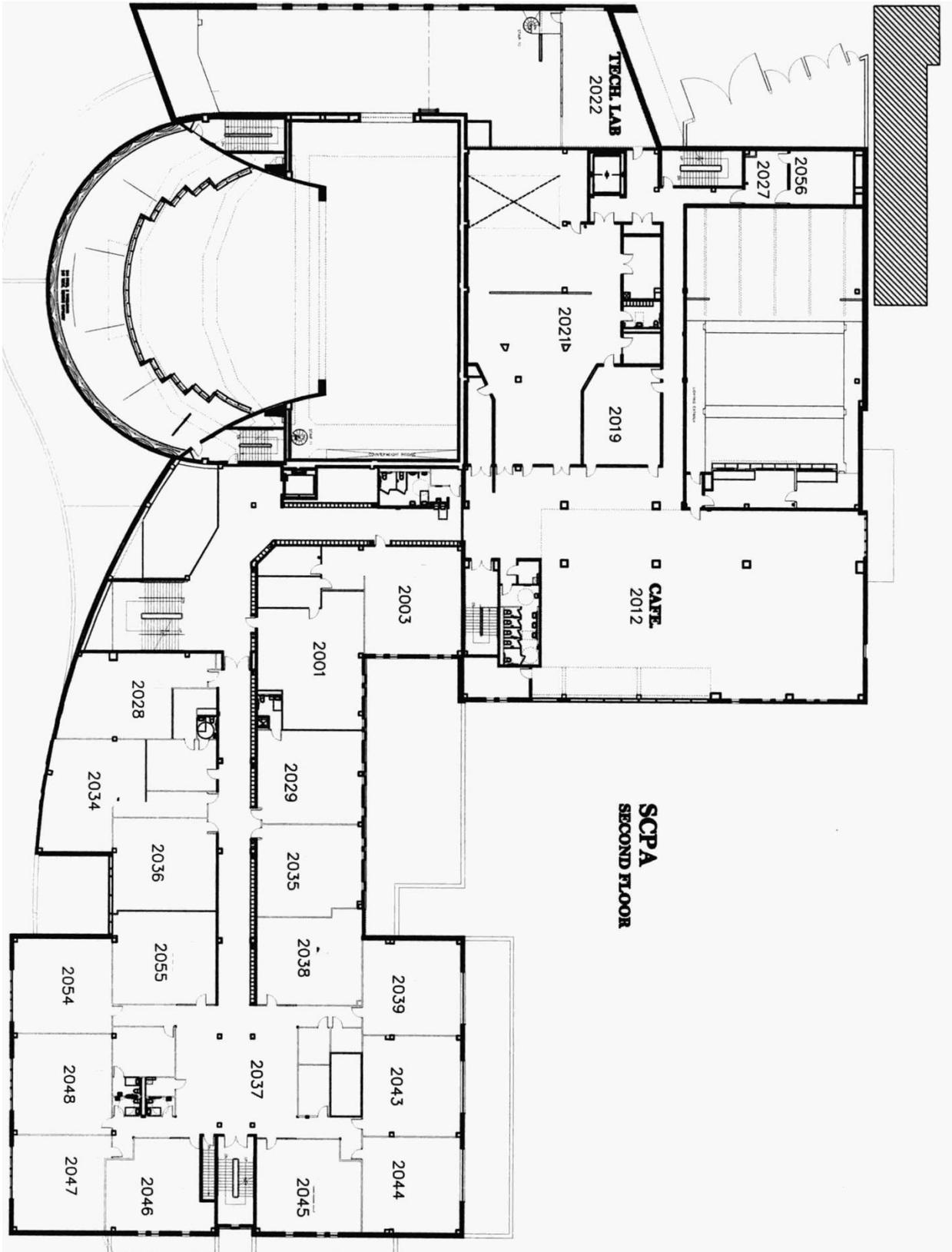
LOWER LEVEL MAP



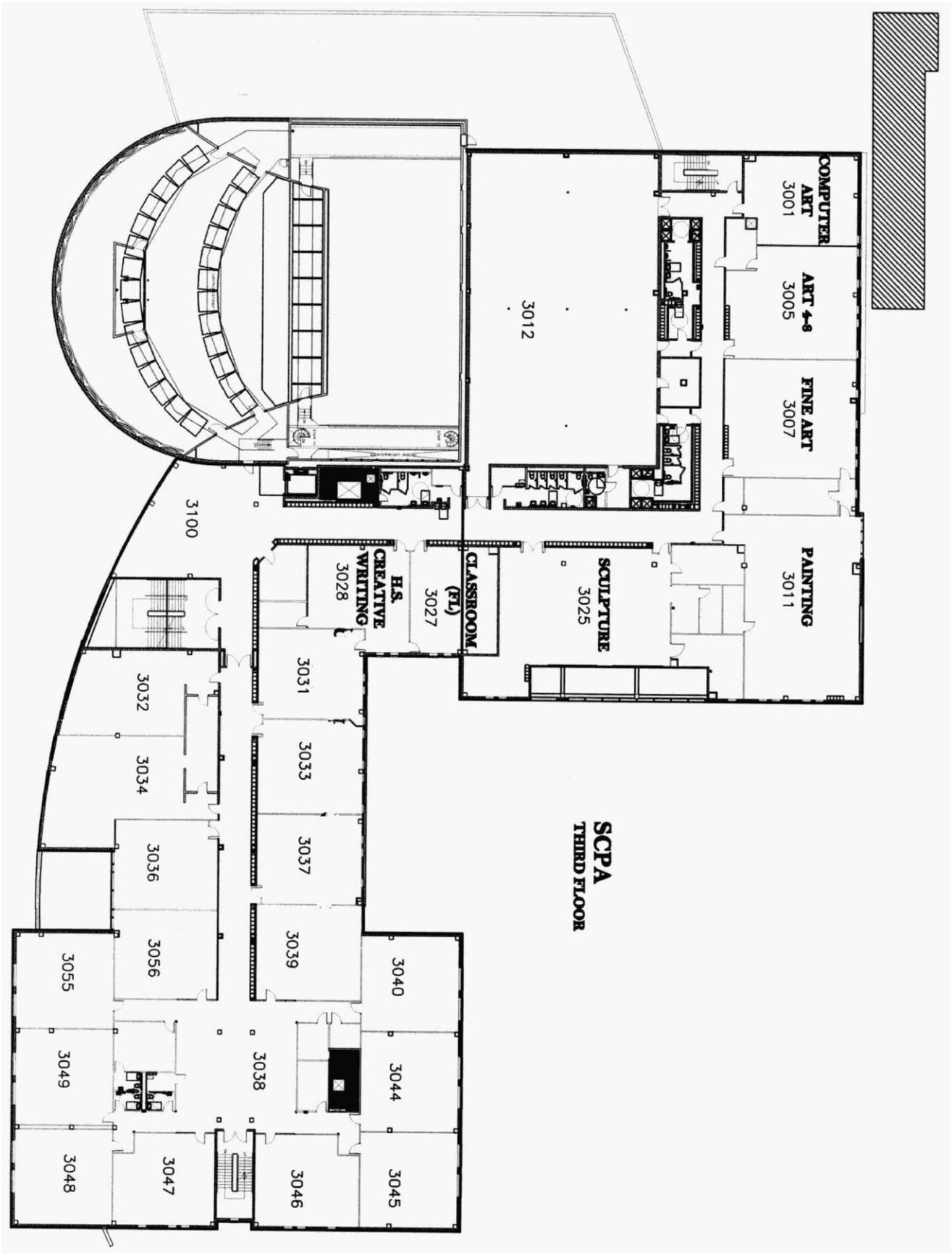
FIRST FLOOR MAP



SECOND FLOOR MAP



THIRD FLOOR MAP



FOURTH FLOOR MAP

