



THE SCHOOL FOR

CREATIVE &
PERFORMING ARTS

AT THE ERICH KUNZEL CENTER
FOR ARTS AND EDUCATION

2016-2017

**PRIMARY
STUDENT
HANDBOOK**



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

CREATIVE &
PERFORMING ARTS

AT THE ERICH KUNZEL CENTER
FOR ARTS AND EDUCATION

August 17, 2016

Dear SCPA Stars:

Welcome to the 2016-2017 school year! We hope you had a fun and exciting summer vacation. If you are a new student to our school, welcome to our SCPA family!

One of our goals at SCPA is to educate children so that they grow into responsible, productive, and informed adults. In addition to the academic learning that we highly value, we also strive to instill the characteristics of responsibility, respect, and reasoning in all of our students. At SCPA, we teach these concepts by providing students with many arts enrichment experiences.

For the parents of SCPA Stars, this handbook has been written for you and your family so that you will have a better understanding of the rules at SCPA, our philosophy and approach to learning, and the expectations we have for you and your child. Our goal is for us to work together to provide your child with the best education and arts experiences possible.

Parents, we encourage you to discuss with your child our school rules and daily expectations for every student. We also have listed suggestions to support your child in being successful on a daily basis!

We are very proud of our SCPA Stars and their academic and artistic accomplishments. We want to continue our academic and artistic success and are excited you are a part of this rich tradition! Welcome to our family and congratulations for being selected to attend SCPA!

If you have any questions, please call us at 363-8000 and we will be happy to assist you.

Sincerely,

SCPA STAFF

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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.

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	<p>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.</p>
	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

POSITIVE SCHOOL CULTURE

Committee

The SCPA PSC committee is comprised of representation from administrators, teachers, para-professionals and parents. The committee is responsible for facilitating the safety and positive school climate. The committee assists in the development and ongoing review of the Discipline and Incentive Plans. The team meets at least monthly to review local policies, monitor disciplinary and positive referrals, monitor SCPA Buck Distribution, address concerns of teachers and parents, recommend new procedures, and assure compliance with district policies. Recommendations for this plan will be taken directly from input gathered from the ILT, LSDMC, the entire professional staff, and the student body.

Philosophy

Primary emphasis is placed upon the ability of students to exercise self-discipline resulting in acceptable school behavior. SCPA stresses proper behavior in school which leads to an atmosphere and attitudes conducive to the maximum educational growth of all students.

All SCPA students are required to participate in a Student Orientation. This may occur during the class or in assembly. During the orientation, expectations regarding student behavior are discussed with students. Students and parents are responsible for understanding and adhering to these expectations and returning the attached signature page.

Positive Consequences

Students who follow school and classroom expectations have an opportunity to earn Star-bucks that can be used in the Positive School Culture Student Store quarterly.

Each Classroom Teacher and Instructor Assistant has developed his/her own reward system.

Food and candy are permitted when given by staff as incentives.

There will also be dress for SCPA Primary Spirit Days which may include:

Pajama Day	100th Day
Red Ribbon Day	Hawaiian Shirt Day
Hat-o-ween Day	Free Store Canned Food Drive
Reds Day	Beach Day
Crazy Sock Day	Sunglasses Day
Twin Day	Jersey Day

Classroom Incentives

SCPA Star-Bucks

Students who are meeting expectations or complete something special receive a coupon which can be redeemed for rewards from PSC Student Store. This incentive is for grades K-3. The distribution of bucks will be monitored and prizes will be developmentally appropriate.

PSC Friday Incentives K-3

Every two weeks, the primary teachers reward students who have exhibited good behavior. The event is one hour long every other Friday. The teachers are responsible for monitoring incentive. Examples include: extra recess, movie or game day.

Quarterly Incentives

PSC Sponsored Incentives

Every quarter, we will reward students who have exhibited good behavior with an incentive.

Administration/teachers are responsible for this incentive. Examples include: skating trips, field day picnic or a field trip to a developmentally appropriate attraction. (Students may be charged a small fee to help with costs.)

☆ **Perfect Attendance**

Students who are at school every day receive Perfect Attendance award. *No more than two tardies.*

☆ **Good Attendance**

Students who miss no more than 2 days receive Good Attendance award. *No more than two tardies.*

☆ **Outstanding Effort**

Students who go above and beyond as helpers in the class or really work hard to improve their grades receive an Outstanding Effort award

☆ **Good Citizenship**

Students who display good behavior in all areas of the school receive a Good Citizenship reward. These students also may be eligible to participate in the PSC Quarterly incentives.

☆ **Principal Award**

Two students who exhibit exceptional behavior and good citizenship in each classroom are eligible to receive the Principal Award.

☆ **Homework**

Students who complete 90% of their Homework receive a Homework Award.

☆ **Special Contests**

Students who participate in special contests such as disaster relief or canned good drive receive written notification on the web site, newsletters and other privileges.

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	Quick re-teach Phone call home DT Opportunity for self-reflection Opportunity to make amends Behavior Contract Work in classroom or building Loss of privilege Chronic offenses will result in an office referral. * Automatic referral on first offense items: Cheating Insubordination, Defiance
	Be Respectful	Obey school rules Wait your turn Applaud appropriately Use an indoor voice Follow directions	Disobedience * Insubordination * Defiance 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	

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

Category 2 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	Resolve conflicts peacefully Share the space	Fighting Violent Disorderly Gang Activity	Automatic referral for any and all Category 2 Offenses. Steps that will be taken: 1. Administrator makes phone call to parent or guardian 2. Strategy worksheet completed with administrator 3. Consequence given which may include: DT Work detail Referral to counselor Chronic or aggressive offenses will result in placement in alternative program. File charges if law is broken.
	Be Respectful	Use kind words Consider the feelings of others	Profanity or Obscenity Sexual Misconduct Harassment/Intimidation	
	Be Responsible	Respect exhibits Ask before borrowing Take care of property	Stealing/Possession of Stolen Property Damaging/Destruction of Property Fireworks Counterfeit Currency	

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	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 Breaking and Entering False Fire Alarm or Bomb Reports: Tampering with Fire Alarm System	

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

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

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.

GENERAL INFORMATION & SCHOOL POLICIES

Helpful Hints for Parents

Listed below are ideas that foster a positive home-school relationship. These "helpful hints" will enable your child to have a smooth transition from home to school.

Parents, it is important to:

- ☆ Meet your child's teacher and exchange information throughout the year,
- ☆ Attend group meeting for parents; plan individual visits and volunteer your service,
- ☆ Read and promptly answer notes, forms and other communications from the school,
- ☆ Report to the school office upon entering the building,
- ☆ Motivate your child by supporting class learning activities,
- ☆ Arrange for prompt arrival and departure,
- ☆ Help you child establish good attendance, attitudes, and habits,
- ☆ Notify the school when your child is absent and report any contagious diseases (students can only be absent for approved reasons),
- ☆ Practice good health and safety habits at home,
- ☆ Engage in conversations,
- ☆ Listen attentively to each other,
- ☆ Participate in family discussions and activities,
- ☆ Read or tell stories,
- ☆ Work puzzles and play games involving matching and naming objects,
- ☆ Take trips to the zoo, parks, stores, and museums,
- ☆ Cut, paste, build, construct, and explore.

Parents can prepare children for the school day when they:

- ☆ Provide clothes which are appropriate for the weather, comfortable, and labeled with the child's name
- ☆ Make sure that adequate rest is provided,
- ☆ Explain safety rules, when riding the bus to and from school,
- ☆ Encourage independence and praise accomplishments.

General Assistance

Students who are in need of assistance with clothing, supplies, etc., should contact the school social worker (363-8014). All requests will be kept strictly confidential.

Volunteers

Parents are encouraged to volunteer at SCPA. If you are interested in volunteering please call 363-8000. You will get information on how to apply to be a volunteer and receive your school ID. Volunteer badges must be worn at all times. Whenever coming to school, you must sign in the main office even if you have a badge. If you have left your badge at home, you must acquire a visitor's pass if you do not have a badge.

Security

All outside doors will be locked. To enter the building, you will have to be buzzed in through the front door on Central Parkway. No one is permitted to enter the playground door. Anyone entering the building will have to report to the office first. Parents are NOT permitted to go directly to classrooms unless they have teacher permission verified by security and a VISITOR BADGE that indicates that they have signed in at the office.

School Supplies

Students are required to provide some school supplies. Teachers will send a notice home regarding the supplies needed during the school year. Supply lists are posted on the website for parents' convenience at the beginning of the school year.

In-Building Class Transfers

SCPA does not encourage the movement of students from one class to another because the experience is usually a negative one causing unnecessary stress on the student, teacher and classroom. In extreme cases in-building transfers can occur but the situation must be discussed with the Principal. No homeroom change can be made without a Teacher/Principal Parent Conference.

Parking Your Car

Parents may park on Race, Central, Elm, and 12th St. according to signage. If you park on the street, please be aware of city parking meter times. SCPA is not responsible for any city violations or towing.

SCPA Primary Homework Policy

The following Homework Policy is in keeping with the Cincinnati Board of Education Policy:

Homework is any assigned task given to students for the initiation, development or completion of mental or physical efforts outside of the scheduled classroom period.

Why Have Homework?

Homework serves to:

- ☆ Extend learning activities beyond class time,
- ☆ Practice techniques previously introduced,
- ☆ Insure that the child understands,
- ☆ Develop skills,
- ☆ Prepare for class participation,
- ☆ Generate independent study and creativity, and
- ☆ Provide experience in using out of school resources.

Time / Quality

The following recommendations are intended for the average student within each regular class. Exceptional children at both ends of the continuum are to be given homework, but these time limits must be adjusted.

Duration:

- ☆ Time should be spent in class preparing students for homework assignments. Time allotted for this preparation will vary with assignments.
- ☆ Class time may be used when appropriate to check/grade homework.
- ☆ Both long and short-term assignments are appropriate.

Homework is designed to enrich and reinforce the skills learned in the classroom. Homework will usually be assigned every night except Fridays. Students should have a homework notebook and/or folder to place their assignments in. Parents or guardians are asked to check the homework notebook/folder daily to encourage the notion of homework and to assist their child when necessary.

Assessment

Assessment is the evaluation of children's progress informally and/or formally. Informal assessment is conducted daily. Teachers conduct informal assessments daily by listening to students and observing both their classroom performance and their relationships with others. Formal Assessments are issued by the State of Ohio to assure academic progress.

**For a complete list of Student State testing go to www.cps-k12.org/academics/monitoring/testing*

Primary Bell Schedule

(This is a general schedule. Your child's teacher can provide you with a more detailed daily schedule)

Kindergarten	First	Second	Third
8:45-9:15 Arrival/Breakfast	8:45-9:15 Arrival/Breakfast	8:45-9:15 Arrival/Breakfast	8:45-9:15 Arrival/Breakfast
9:15 Report to class			
9:25 Instruction	9:25 Instruction	9:25 Instruction	9:20 Instruction
1:45 Lunch/Recess	1:45 Lunch/Recess	1:35 Lunch/Recess	1:20 Lunch/Recess
2:30 Instruction	2:30 Instruction	2:20 Instruction	2:05 Instruction
3:35 Prepare for Dismissal			
3:45 Dismissal	3:45 Dismissal	3:45 Dismissal	3:45 Dismissal

Building Hours 8:45-3:45

The building is opened for students 15 minutes before school to 15 minutes after school.

Kindergarten through Third grade students arriving prior to the start of their day are to report to the cafeteria at 8:45 located on the second floor where they will be served breakfast.

All students must clear the building within fifteen minutes of school dismissing.

Students are not permitted to wait on school grounds for an evening performance. 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 school and all other after-school activities. 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.

Box Office Hours

The Box Office is located in the Urban Curve at SCPA and is used to purchase tickets for major performances (*not Primary performances*). The Box Office hours will be posted outside the Box Office no later than the second week of school. The Box Office is also open one hour prior to all ticketed performances.

Attendance

5110.1; 5110.2

Board Policy Student Attendance

Regular school attendance is the foundation on which the instructional program is built. The Cincinnati Board of Education expects all students to be in attendance each day that school is open for instruction, except for absences approved by the Superintendent. Each school has the responsibility of notifying parents/guardians of each unexcused absence from school or an individual class. Students whose unexcused absences exceeds three consecutive days will be referred to the school social worker. Students who are absent for ten consecutive days or for a total of fifteen days in a semester will be considered habitually absent as defined in Ohio Revised Code 3321.13

The Ohio School Compulsory Attendance Law (Ohio Revised Code 3321.01) requires all students ages 6 to 18 to attend school on a regular basis. Students presenting attendance problems are referred to the court by the school social worker. Parents of children may be referred to the Department of Human Services or the Hamilton County Juvenile Court for failing to comply with the state Compulsory Attendance Law. The Superintendent of Schools, as provided in Ohio Revised Code 3321.13, shall request that the Juvenile Court judge and The Bureau of Motor Vehicles deny, suspend, or revoke the driving privileges of students under eighteen who are habitually absent from school without a legitimate excuse. In compliance with Ohio Revised Code 3321-13, the temporary instruction permit or driver's license will be suspended by the Bureau of Motor Vehicles for those students under eighteen who drop out of school. Students who do not already have a permit or license will be denied the opportunity to obtain one by the Bureau of Motor Vehicles.

SCPA Attendance Procedure

When a student is absent, **a parent/guardian must call the school before 9:30 a.m. to report the student's absence to the automated voicemail attendance line (363-8004)**. Upon returning to school, if a parent/guardian did not call previously, the student needs to provide a note with the information listed below.

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

**Further documentation may be required in some situations.*

The following procedure then takes place:

1. The student who was absent the previous day must present one of these to their homeroom teacher.
2. If the student's absence is excused, it is the parent/guardian's responsibility to obtain missed assignments.
3. If the student is ill for an extended period of time (more than 5 days), the parent/guardian should call 363-8002 before returning to school for make-up assignments.

**Please allow 48 hours (2 days) for preparation of assignments.*

Tardy Procedure

Students who are tardy to school must report to the office to obtain a slip before reporting to class. Students with a legitimate reason and who present a note signed by a parent/guardian will be marked tardy excused. All others will be marked tardy unexcused.

Students who are tardy to class will be marked tardy unexcused to that class unless they present a legitimate note to the classroom teacher.

Early Dismissal

Students who need to leave school early or need to change their normal dismissal plans must bring a signed note from their parent or guardian to their teacher during homeroom. In emergency situations, the parent must call or provide written documentation in person before the student will be called out of class. The person picking up the child must be on the pick-up list and show ID. No student will be called out of class if this policy has not been followed. Also, no student will be called out of class within 10 minutes of the end of the school day without administrative approval. On occasion it may be necessary for your family to change after school transportation arrangements, when this occurs, please see section below entitled “**Dismissal Changes.**”

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.

Dress Code

Students are expected to dress appropriately for school each day by adhering to the following Dress Code:

- ☆ Dress appropriately for weather conditions and classroom work.
- ☆ Headgear must be removed when entering the building.
- ☆ Shorts may be worn, but must be knee length.
- ☆ Tops must be long enough to tuck in, no halter tops.
- ☆ For safety reasons, clogs, open-toed shoes, heels and sandals are not permitted.
- ☆ Shoelaces must be tied, belts must be buckled, and pants pulled up at all times.
- ☆ Clothing with inappropriate pictures, slogans, and/or gang references is not permitted.
- ☆ No makeup, body art, cologne, perfume, or aftershave.
- ☆ No purses or small backpacks used as purses.
- ☆ Wear jewelry responsibly. If a question is raised, the Principal will make the final decision if a student is conforming to the dress code.
- ☆ Students should use bookbags or backpacks **without wheels.**
- ☆ No shoes with wheels are permitted for safety reasons.
- ☆ Pants are not allowed to be worn below the waist.
- ☆ Parents will be contacted if their child is not dressed in accordance with the above dress code.

Toys

Toys are not permitted at school unless permitted by the teacher. They will be taken away and not returned until the end of the day.

When Stars Don’t Shine

Consequences could include any of the following:

- ☆ Verbal warning
- ☆ Classroom time-out
- ☆ Loss of privileges
- ☆ Parent contact
- ☆ Team time-out
- ☆ Office Intervention

- ☆ Assigned to Time-Out
- ☆ Assigned to a Work Detail
- ☆ Assigned to In-School Suspension
- ☆ Removal from class
- ☆ Special parent involvement required
- ☆ Behavioral management plan
- ☆ Parent, Teacher, Administrator meeting
- ☆ Removal from school
- ☆ Assignment to an alternative group
- ☆ Placement at alternative site
- ☆ Suspension
- ☆ Referred to counselor, social worker, or nurse

In addition to the school rules, each teacher will have their own rules. Students are expected to follow the rules and respect the right of all other students and staff members. However, if a student chooses to break a rule, there will be consequences to his/her misbehavior.

In general, offenses that lead to an Office Intervention usually include a number of warnings, redirections, time outs, loss of privileges and several parental contacts.

Electronic Devices

SCPA does not permit K-3 students to bring electronic devices to school due to the risk of loss or theft. If students choose to do so, they assume responsibility for such occurrences. These devices include music players, gaming devices, computers, iPads, Kindles and all other electronic devices.

Cell phones are prohibited for K-3 students. Students who need to call home during the school day should get permission from a teacher to use the teacher’s phone. 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.

CLASSROOMS

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.	<ul style="list-style-type: none"> ☆ Be in your seat on time. ☆ Be prepared for class and ready to learn. ☆ Be responsible for your own choices and actions.

Grades K-3 Program

Students in K-3 have weekly arts “specials” in the areas of music, dance, drama, library and visual art. After school arts programs are available in several areas. Complete information is available from the Artistic Director at the orientation and/or at the start of each semester.

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.

Textbooks

Board Policy

3252.1

Library and Textbook Fees

Schools may assess a charge for the misuse, damage, or loss of library pamphlets, magazines, books, and textbooks and supplemental materials.

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

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

Parent/Teacher Conferences

Each year CPS identifies when we have official conference nights. They are required for parents of students who have a "C" or below. Parents should schedule a conference with their child's teachers. Any other conferences may be during the school day during a teacher's preparation period at the teacher's discretion. Parents should call or email the teacher to set a conference time. See calendar for conference and midterm dates.

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.

OFFICES

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Wait your turn. ☆ Use inside voice.	☆ Be polite.	☆ Be a positive role model.	☆ Have a pass. ☆ Return directly to class.

Administrative and 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, <http://www.cps-k12.org/general/Pyramid/Pyramid.html> .

Before the Intervention Assistance Team

The student, parent, and school personnel all share in the responsibility of creating successful educational outcomes for our students. First steps at home include helping students prepare for school and to arrive on time each day, checking homework and encouraging good study habits, and constantly monitoring progress by

communicating with and supporting teachers. Additionally, teachers should work to create an environment diverse enough to tailor to individual students' 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 comprised 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 website at:

<http://staffnet.cps-k12.org/Staffnet/sped/files/5CC9EAC6A3BE408A9BB9D061F95537A7.doc>

**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.
- ☆ Children's Home - assists students to achieve maximum potential.
- ☆ 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.
- ☆ School Principal - If you have additional concerns, contact the principal.

Support for Students with Special Needs

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

Security and School Resource Officer

Security personnel, a resource officer, and security cameras work to maintain a safe and secure environment. A security guard is assigned to support after-school activity. SCPA's School Resource Officer from the Cincinnati Police Department is on-call for disciplinary and other serious student problems.

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 office. The office personnel 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.*

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 an inhaler should submit the medication form, but keep the inhaler in the nurse's office.

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

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

Meetings are open and parents are encouraged to attend. Please call the main office to confirm time and location in the building.

FINANCIAL INFORMATION

Instructional Fees

Board Policy

3252.6

Instructional Supply Fees

Pupils shall be assessed an instructional supply fee for materials used in the instructional program in accordance with the established schedule. A family which currently has more than one child in Cincinnati Public Schools shall be assessed for each child.

The Superintendent shall annually recommend the fee schedule and establish procedures for the collection of fees.

In accordance with provisions of Section 3313.642 of the Ohio Revised Code, the Board of Education authorizes building Principals to impose charges, not to exceed replacement costs, upon pupils who are responsible for loss, damage or destruction of school apparatus, equipment, musical instruments/ instruments, library materials, textbooks or supplemental materials and for damages to school buildings or grounds. Also in accordance with provisions of Section 3313.642 Ohio Revised Code, the Board of Education authorizes building Principals to collect an instructional supply fee as established in Policy 3252.6 and according to

procedures established by the Superintendent. Enforcement of the payment of such charges shall be accomplished by the withholding of quarterly grades, transcripts/diplomas and any social functions. Social functions are defined but not limited to field trips, dances (Homecoming and Prom), senior showcase, senior luncheon, class day and graduation ceremonies.

Forms are included in the CPS back-to-school packet prior to the start of school. Please complete the form and remit payment as quickly as possible to the Treasurer's Office, room 1057. Payment will be accepted in the following ways:

- **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.

The student will receive a receipt for any payment of fees. The due date of the instructional supply fee is listed on the Schedule of Fees form. If a Waiver of Student Fee form is needed, please stop by the Treasurer's office in room 1057 to pick one up. The form must be filled out by your case worker at Hamilton County Jobs and Family Services and return to the Treasurer at the School for Creative and Performing Arts within the school year the waiver is to be applied.

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

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.

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.

Visitors

All visitors shall enter the front entrance of the building located on West 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. 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 front desk with security. The school will not allow deliveries to students of any items that are not essential to the educational process. Classes will not be interrupted for any reason.

Parents/guardians may not “drop in” to visit teachers. 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 and the front door or the courtesy phone in the main office can be used with adult permission.

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 front security desk. 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. Security will notify the teacher to send the student to the front security desk at the end of class.

No other messages will be taken and given to students as it interferes with the instructional process.

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. 	<ul style="list-style-type: none"> ☆ Remain seated with feet on the floor. ☆ All food, 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. (Any dress or costuming that the teacher approves is appropriate.)

Standard attire for performance is as follows:

GIRLS – Black skirt or dress slacks, white long sleeve blouse, black shoes with hose or knee socks – no sandals, sneakers, gym shoes. .

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

In addition, any other elements of the student attire 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

Concert Etiquette Policy

It is our goal at SCPA to provide a professional performance environment for all students, faculty and guest professional artists who perform in our theaters. It is also our goal to ensure a professional and enjoyable experience that is free from distractions for all of our audience members. Accordingly, the following policies are in place at all SCPA public performances. These policies are based on the National Association for Music Education guidelines and are in place at other public art schools throughout the country.

- ☆ Absolutely no food, drink or gum is permitted in any of the performance spaces at SCPA.
- ☆ All electronic devices including cell phones and pagers are to be silenced and put away before the performance begins.
 - Audience members will only be allowed to video tape on their cell phone or a small hand held camera.*
 - Audience members are not allowed to obstruct the view of others by lifting their cameras high into the air.*
 - Videotaping is only allowed at performances of non-copyrighted material. Audience members will be notified in the curtain speech prior to each performance if videotaping is permitted.*
 - All videotaping must be done silently.*
- ☆ Checking messages or texting during the performance is not permitted.
- ☆ Once the performance begins, no talking or noise making of any kind is permitted.
- ☆ Entering or exiting the performance space during any live performing is not permitted. In the case of an emergency, patrons may exit the performance space only during applause between acts or musical selections.
- ☆ Late comers to a performance will remain outside in the lobby and will be seated at the discretion of the SCPA ushers and only during applause between acts or musical selections. Please be aware that it may be up to 20 minutes before an applause break occurs.
- ☆ If you bring a small child to a performance and that child makes noise, you will be politely assisted by an SCPA usher to exit the performance space.
- ☆ Waving, shouting or singling out one child at any time during the performance is not permitted. Adequate time is given after each act or selection for **all** audience members to clap for **all** of the performers.

- ☆ Parents are not permitted to take a child who has just finished performing and leave during a performance. All parents and students must stay for the entire performance so that every child has the opportunity to perform for a full audience.
- ☆ Do not take flash photography.

HALLWAYS

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

RESTROOMS

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Respect 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 hall pass unless directly supervised by a staff member.

Lost and Found

The student's name should appear on all items brought to school. Any items found should be given to security. If a student has lost an item, they should contact a member of the security staff. Teachers will make sure that student's names are written in textbooks assigned to them. Parents/guardians should know the serial number, make or brand, and value of their musical instrument. Students are not to bring expensive jewelry, clothing, and excessive amounts of money, or other like items to school.

CAFETERIA

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Use inside voice. Follow directions as they are given.	Keep it clean. Food and drink stay in cafeteria.	Share the space. Be a positive role model.	Before you share consider allergies and germs.

Lunch/Food

Lunch-\$2.00

Free/Reduced Lunch-No Cost

Milk-\$.50

Breakfast-No Cost

Students may eat before school, at snack time and during their assigned lunch bell. Food may be consumed in the cafeteria/classroom only. Any food or beverage consumed in any other area is subject to confiscation without replacement or reimbursement.

Arrival to school/ Breakfast

All K-3rd grade students will go to the Cafeteria for breakfast.

Free / Reduced Lunch

Applications for Free/Reduced lunch will be distributed by the Food Services Office. If you feel your student may qualify for free/reduced lunch and did not receive an application, eligible students may obtain form(s) in the main office. Return your completed free lunch application to the 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.

PLAYGROUND

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Respect rights of others.	☆ Keep it clean. ☆ Resolve disagreements peacefully.	☆ Be a positive role model.	☆ Stay in designated area.

LOBBY

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

MEDIA CENTER

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

TRANSPORTATION

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
<ul style="list-style-type: none"> ☆ Use inside voice. ☆ Follow directions as they are given. 	<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"> ☆ Stay in designated seat. ☆ Keep aisle clear.

Bus

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 the 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 mailed to the school, a phone call and the school will send a copy home to the parents with their child.

Fighting is an automatic ten (10) day suspension from riding the bus. The child is expected to be in school.

First School Bus Incident Report

The child will be called to the office and given a verbal warning and a copy of the referral will be sent home to the parents with their child. The referral will be posted on PowerSchool.

Second School Bus Incident Report

The child will lose recess and may receive a DT where they will be counseled on why they received the write up and the importance of safe, considerate behavior on the bus. The referral will be posted on PowerSchool under *discipline* and a phone call home will be made.

Third School Bus Incident Report

Bus riding privileges suspended for three (3) school days; SCPA notifies the parent by a letter sent home with their child. The referral will be posted on PowerSchool under *discipline* and a phone call home will be made. The suspension begins the second school day after notification.

Fourth School Bus Incident Report

Bus riding privileges suspended for five (5) school days; SCPA notifies the parent by a letter sent home with their child. The referral will be posted on PowerSchool under *discipline* and a phone call home will be made. The suspension begins the second school day after notification.

Fifth School Bus Incident Report

Bus riding privileges suspended for ten (10) school days. SCPA notifies the parent by a letter sent home with their child. The referral will be posted on PowerSchool under *discipline* and a phone call home will be made. The suspension begins the second school day after notification. There will be a parent conference to determine possible quarterly/yearly removal from the bus.

Sixth School Bus Incident Report

Any bus incident report **past the fifth report** results in suspension to either, the end of the quarter or the end of the year depending on the offense.

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.	☆ Stay with the group. ☆ Meet all school expectations.

Extra-Curricular Trips

The following rules will apply to any trip under school sponsorship. Pupils shall respect the supervision of the chaperone appointed by the school. The chaperone is responsible for acceptable behavior on the bus.

Students Must	Students Must Not
Load and unload as explained by the driver Remain seated and face the front at all times Ride in assigned seats Keep the bus aisle clear at all times Obey all instructions of the driver Talk quietly Be silent at railroad crossings Be courteous at all times	Put any part of their bodies out of the windows Fight or hit others, throw objects Take items belonging to others Smoke or light matches Use or carry fireworks Open the emergency door Handle the radio or safety equipment Touch the controls of the bus Damage the bus or seats in any way Bring animals or hazardous cargo on the bus Eat, drink, or chew gum Litter the bus Use profane or abusive language Behave in a disorderly manner

Parents may not bring their child/children that do not attend SCPA on the school bus to go on a field trip for liability reasons.

ARRIVAL

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
☆ Go directly to designated area.	☆ Be Polite	☆ Be on time.	☆ Make smart and safe choices. ☆ Enter building immediately.

DISMISSAL

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

Drop Off / Pick Up

Buses will drop off students in grades K-3 at the building entrance on Central Parkway. Parents and others dropping off or picking up students may use the drop off zone located on 12th Street.

K-8 Students Arrival

Students in grades K-8 are not permitted to arrive any earlier than 8:45 a.m. Bus drop off will occur on Central Parkway while car drop off will occur on 12th St. Both areas will have adults on hand to help students find their locations. Students in grades 6, 7, & 8 will go to the multipurpose room where they will have breakfast. Students in grades K-5 should report to the cafeteria for breakfast. *Parents, directed by Security, are welcome to escort their child for the first few days if desired.*

K-8 Students Dismissal

Option 1: Car Pick Up Lane

Cars will initially be assigned a number per family and we ask that you display this number on your dashboard in clear view. As we learn which child belongs to which car the need for your number being displayed becomes less critical.

GRADE LEVEL	PROCEDURE
Kindergarten-Grade 3	<p>Students come out at 3:35pm Do Not Arrive Before 3:25 pm to enter the car pick up lane. Please display your pink number in your window. THERE IS ABSOLUTELY NO PARKING!</p>
Grades 4-8	<p>Students come out at 3:55pm Do Not Arrive Before 3:55 pm to enter the car pick up lane. THERE IS ABSOLUTELY NO PARKING!</p>
Children in Multiple Grades, K - 8 only	<p>Follow dismissal times for your oldest child. Older siblings are to meet younger siblings in their grade level line so family members can enter the vehicle at the same time. <i>For example: a parent with a Kindergartener and 4th grader should arrive at 3:55 pm to pick up both children. The 4th grader will stand with the Kindergartener in the K line.</i></p>

Option 2: Parent Walk-Up

You have the option to park your vehicle in an authorized parking location and walk up to retrieve your child. We suggest the following authorized parking locations: Washington Park Garage, Elm or Race St. meters. After you have parked, please use the crosswalk. Walk up to the school to get your child from the grade level line. Please do not cross in the middle of the street with your child. We appreciate your patience and we thank you for your continued support!

FREQUENTLY ASKED DISMISSAL QUESTIONS

1. What do I do if I do not have a number?

You can request a number by asking a dismissal volunteer. We will do our best to assign you a number immediately.

2. What if I have multiple children and one of my children was dismissed late from class?

If there is space for you to pull up past the car pick up line you may be able to wait for 5 minutes for your other child. If after 5 minutes your other child still is not out, you will be asked to circle around the school, or find an authorized parking space.

3. What happens if I park my vehicle in a NO PARKING ZONE?

The City will issue you a citation. The make, model and license plate of your car is being recorded and may be requested by the proper authorities.

4. Can my 4th-8th grader put themselves in my vehicle?

Yes, all 4th-8th graders will stand in the fenced area on 12th street. When you enter the car pick up line, your child can enter your vehicle at any time. ONLY 4th-8th graders are allowed to enter a vehicle outside of the loading zone. Please ask your child to look for your vehicle.

5. What is the latest time I can pick my car rider up from school?

Security is only on the premises until 4:30 pm each day, therefore, for the safety of your child, it is imperative that you arrive and pick up your student no later than 4:15 pm. If you are in need of after school care, you may contact Sarah Speeg, Site Coordinator for the YMCA After School Program at 513-363-8096, in order to receive enrollment information.

Do's and Don'ts	
Do remain in your vehicle at all times while in the car pick-up line. Your child will be helped into your vehicle. Please help by having your car doors unlocked.	Please do not leave your car unattended at anytime
Do pull up all the way to the gate entrance when you enter the loading zone. Students in grades K-3 will enter vehicles in the loading zone assisted by a dismissal helper on passenger side of vehicle.	Please do not stop your car and call for your children while in the car pick-up line. Please pull up to the loading zone. Your children will be escorted to your vehicle.
Do pay close attention to the car in front of you and encourage your child to enter the car quickly and carefully.	Please do not engage in distracting behaviors while in the car pick-up line. We need your full attention.
If you choose to park your car in an authorized parking area and walk to get your child, use the crosswalk on the corner of Elm and 12 th St., or on the corner of 12 th and Race St.	Please do not park your vehicle across from the school and call for your children to come to you. They must be assisted by an adult in the pick-up line.
Do follow the above guidelines and treat adults/teachers helping with dismissal with respect.	Please do not argue or debate with school helpers while in the dismissal line. If you have a suggestion or question please send a note to school with your child or call the school during business hours.
Do continue to be patient as we all work together to have a safer, more efficient dismissal	Try not to get frustrated. We are doing our very best to keep your child safe.



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 Web sites.
- 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.
- Gaggie 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 inappropriate, 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.

SCPA PARENT RESPONSE FORM

Please complete this page and return to your child's teacher after signing.
Teacher please retain for your records

As the parent or legal guardian of _____ in grade _____
Student Name

I have read the SCPA Primary Handbook. I understand that if I have questions at a later date, I can contact the school to address my concern(s).

Student's Name

Parent/Guardian Signature

Teacher: please return the bottom half of this paper to the Main Office.

Tell us how we are doing. Your comments will be shared with the staff and administration. We will read all comments and use them to make improvements.
Thank you for your help.

How do you like this handbook?

How can we improve this handbook?

What other ideas do you have?

Would you like a staff member to call you so you can tell us more?

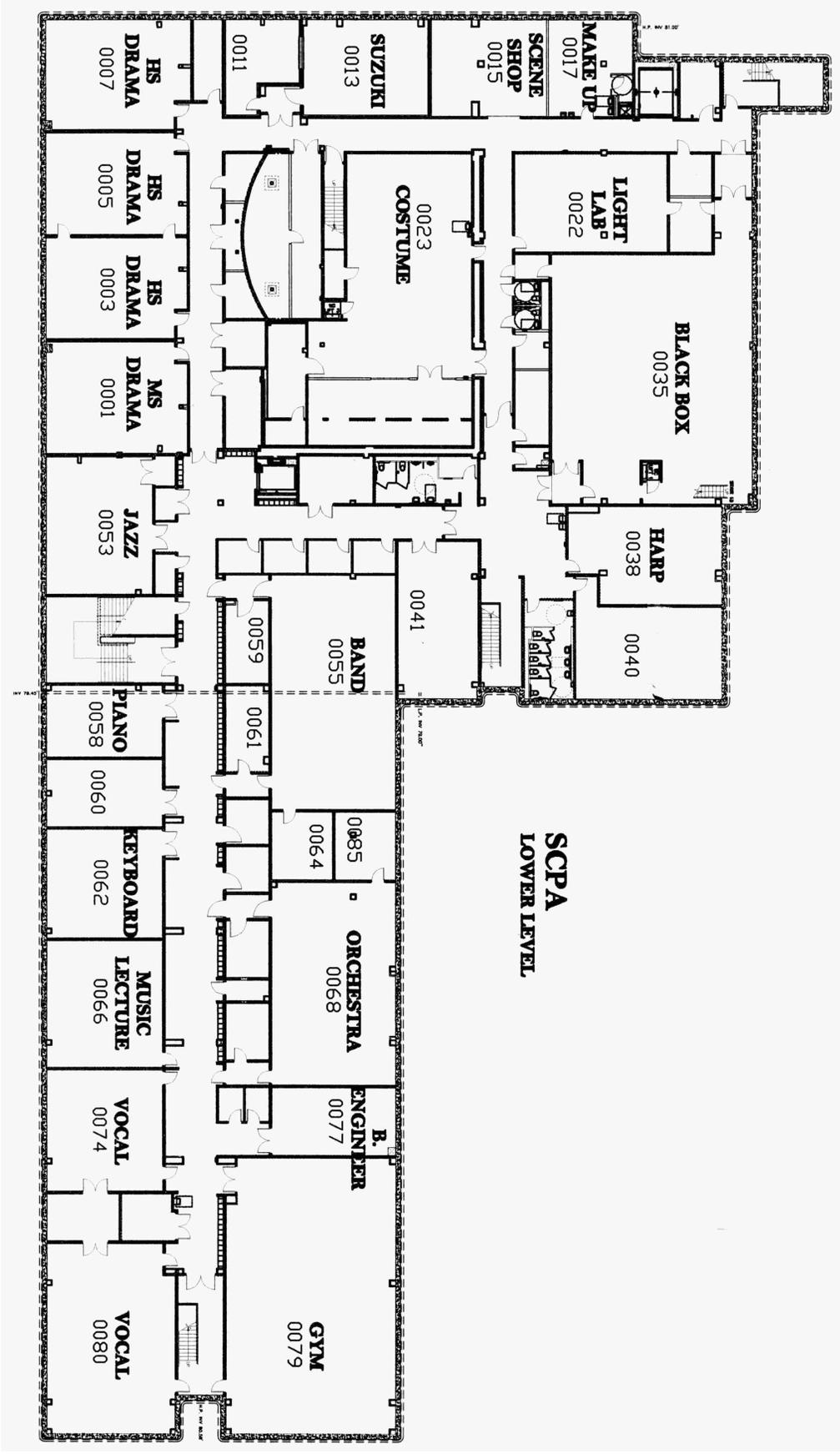
Yes No (Circle One) If yes, please give us your name and phone number below.

Name _____ Phone _____

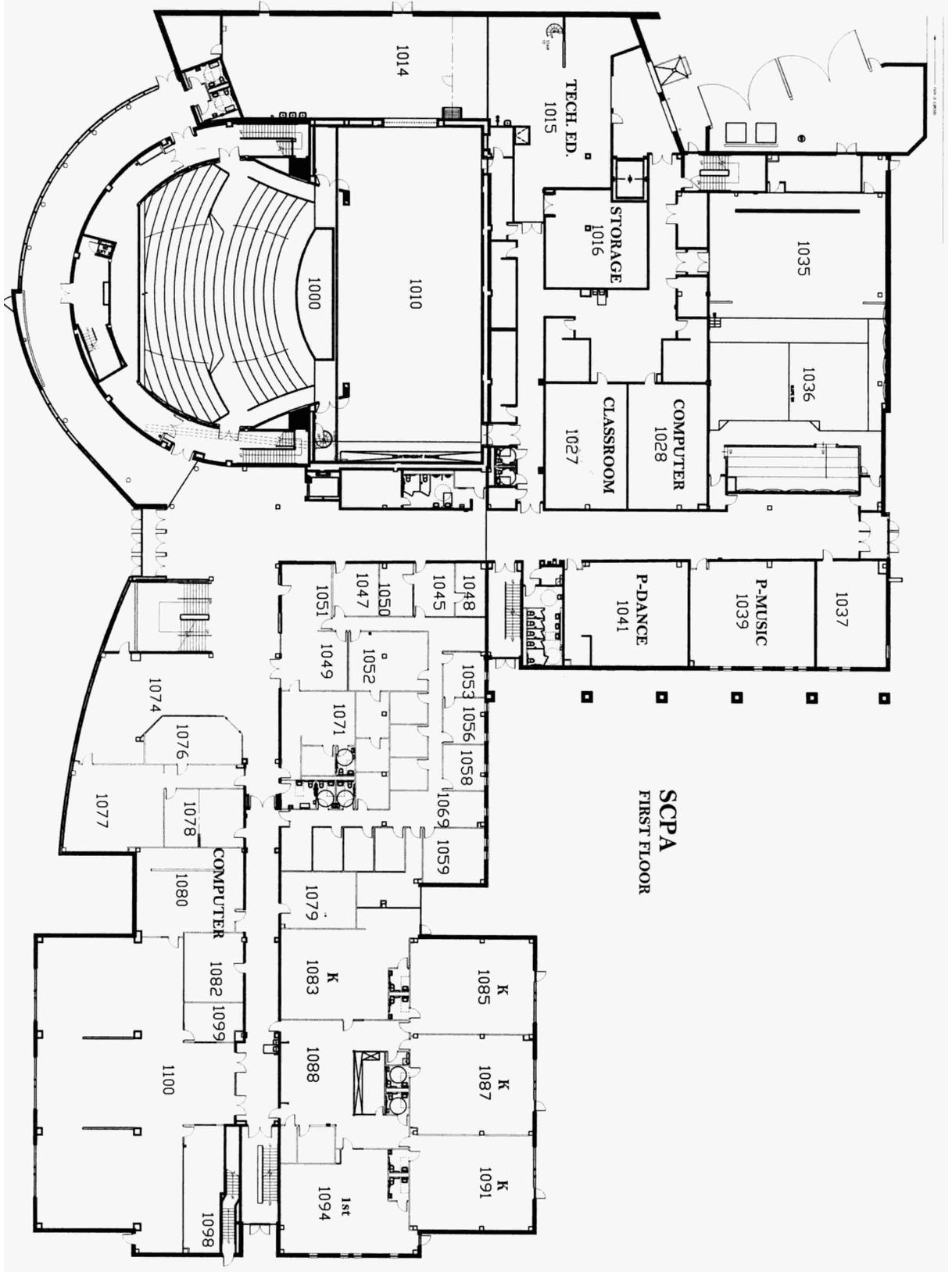
We only need your name and phone number if you want to be contacted.

Thank you for your support.

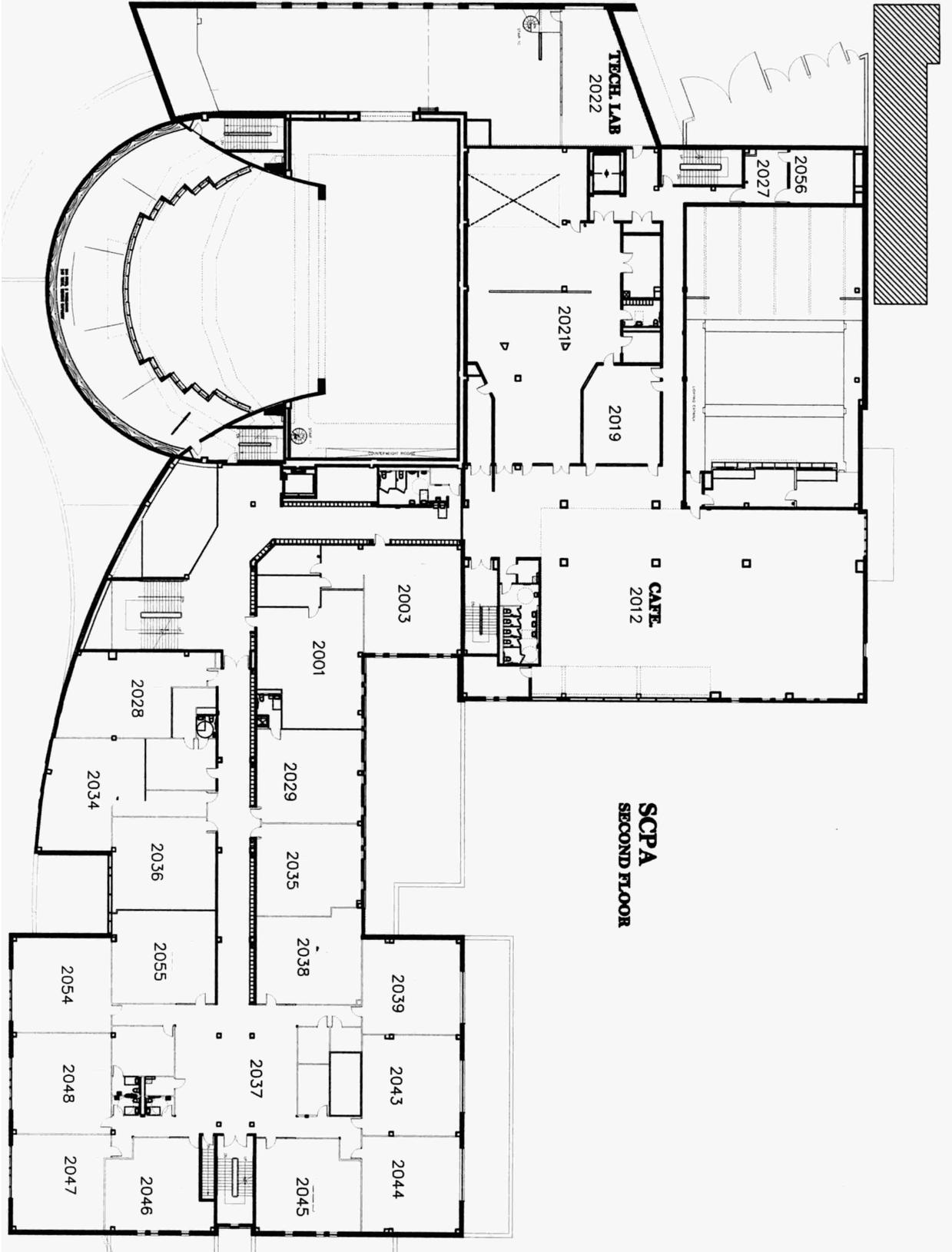
LOWER LEVEL MAP



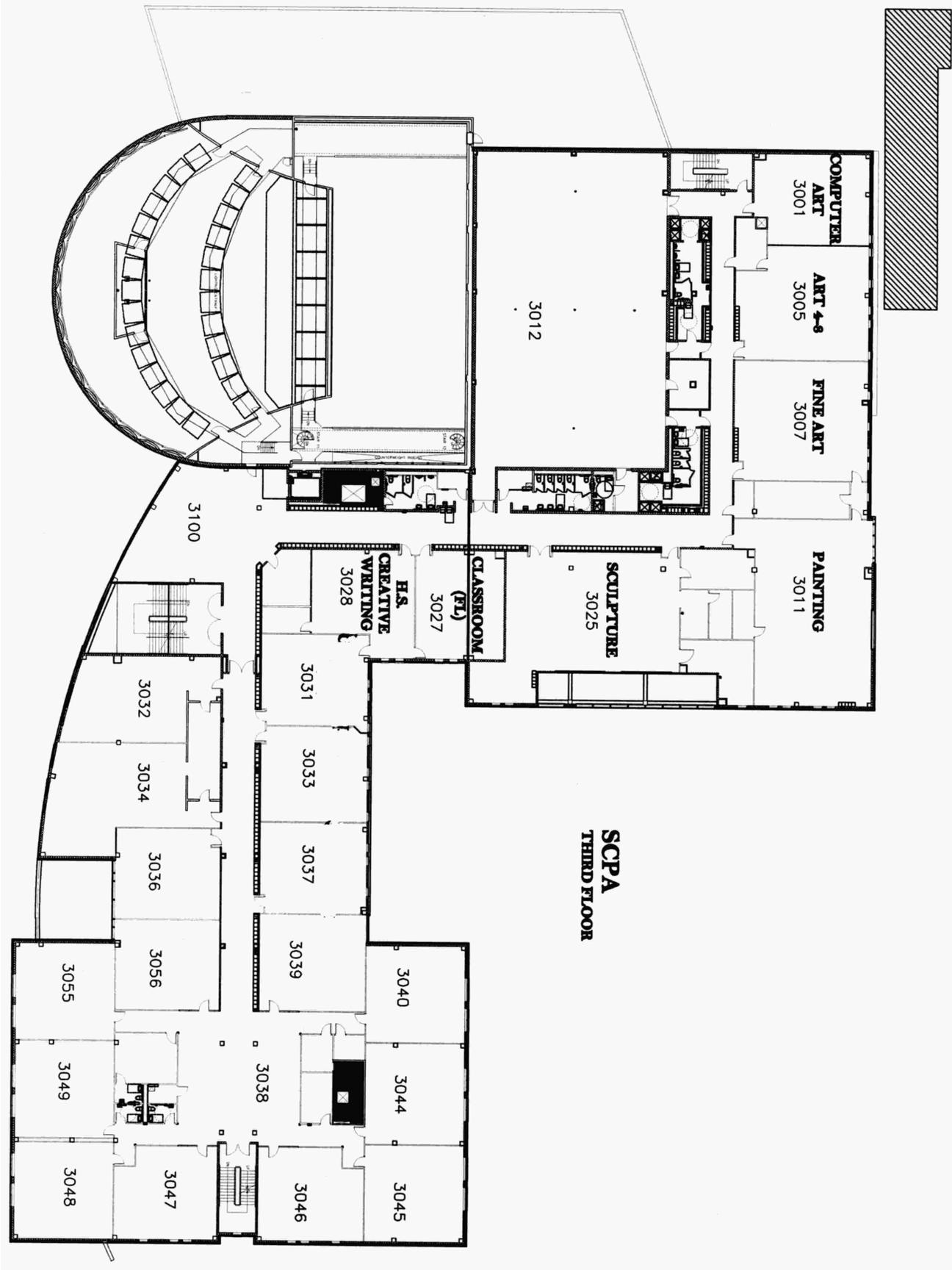
FIRST FLOOR MAP



SECOND FLOOR MAP



THIRD FLOOR MAP



FOURTH FLOOR MAP

