



T H E   S C H O O L   F O R

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CREATIVE &  
PERFORMING ARTS

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AT THE ERICH KUNZEL CENTER  
FOR ARTS AND EDUCATION

**INTERMEDIATE/HIGH SCHOOL  
HANDBOOK  
2016 - 2017**

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## LETTER FROM PSC COMMITTEE

Dear SCPA Student,

Welcome to the 2016-17 school year! If you are new to SCPA, welcome to the school for the first time.

We hope you will find this student planner to be a useful tool. You will notice that it is more personalized to SCPA than it has ever been in the past. We would also like to take this opportunity to remind you of a few key points.

As a student at SCPA, you have responsibilities and accountability, both to the school and the building, and it is important that you understand what they are.

First and foremost, you should come to school each day ready to work, ready to learn, and ready to be the best student you can be.

Also, it is the responsibility of all students to abide by the code of conduct regarding behavior in the school. All students will be expected to follow all school rules every day, and be the best SCPA citizen that they can be. Failure to follow school rules will not be an accepted behavior at SCPA.

Lastly, students, as well as teachers and all other staff, have a responsibility to make SCPA an even better school than it already is. Although SCPA provides all students with an excellent education and preparation for life in the future, it is the responsibility of the students to take advantage of the opportunities provided to them. Students can only take advantage of those opportunities if they are in school each day, and by doing their best work.

Once you have read the handbook portion of the planner and have shared it with your parents, please sign and return the Acknowledgement page and the Internet Access Permission form to your homeroom teacher. (See table of contents for page numbers.) We wish you a successful and exciting school year.

Sincerely,

SCPA PSC 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.

## CODE OF ENCOURAGEMENT

School-wide Expectations	District Behavioral Expectations	Examples of Expected Behavior	
<p><b>S</b>how Respect</p> <p><b>C</b>ontribute Positively</p> <p><b>P</b>erform Honorably</p> <p><b>A</b>ct 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 style="text-align: center;">Each year the possible means of encouragement for positive behavior will vary.</p> <p style="text-align: center;">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

## 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.
<b>S</b> how Respect <b>C</b> ontribute Positively <b>P</b> erform Honorably <b>A</b> 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	

### 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:
<b>S</b> how Respect <b>C</b> ontribute Positively <b>P</b> erform Honorably <b>A</b> ct Safely and Responsibly	Be Safe	Resolve conflicts peacefully Share the space	Fighting Violent Disorderly Gang Activity	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 Depictions of Prohibited Conduct	
	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
<b>S</b> how Respect <b>C</b> ontribute Positively <b>P</b> erform Honorably <b>A</b> 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: <ol style="list-style-type: none"> <li>1. Administrator makes phone call to parent or guardian</li> <li>2. Strategy worksheet completed with administrator</li> <li>3. Consequence given</li> </ol> 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) )

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.

## **Bell Schedule**

- Bell 0 – 7:41- 8:26
- Bell 1 – 8:26 – 9:11
- Bell 2 – 9:15 – 10:00
- Bell 3 – 10:04 - 10:49
- Bell 4 – 10:53 – 11:38
- Bell 5 – 11:41 – 12:27
- Bell 6 – 12:31 – 1:16
- Bell 7 – 1:20 – 2:05
- Bell 8 – 2:09 - 2:54
- Bell 9 – 3:00 – 3:45

## **Building Hours**

The building is opened for students 30 minutes before school to 30 minutes after school unless otherwise pre-arranged by staff.

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**

## ***Board Policy***

5110.1 /5110.2

### ***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 9:00 a.m. to report the student's absence to the automated voicemail attendance line (363-8004)**. 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. This does not apply to students who are involved in performances.

### **Tardy Procedure**

#### **Tardy to School**

Students who are tardy to school must report to the front desk to obtain a slip before reporting to class. 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.

## **Tardy Consequences**

Beginning with the 3<sup>rd</sup> unexcused tardy to school, students 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**

**3rd Tardy-** Lunch Detention (Teacher contact parent)

**4th Tardy-** After School Detention for 45 minutes

**5th Tardy-** After School Detention for 45 minutes

**6th Tardy-** Extended Detention for 90 minutes

**7th Tardy-** Referral to School Worker

## **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 parent 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.

## **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. 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, but is not limited to, the following:

- 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 extra-curricular 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 of any kind worn on the head while in the building (including do-rags 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, 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.

This is not an exhaustive list. Final decisions on the appropriateness of a student's attire and any exceptions for legitimate reasons will be made by the Principal or his/her designated appointee. 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**

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. The student also agrees to the following procedures for the use of these items. Lasers are prohibited.

**Cell phones** and other communication devices must be turned OFF and out of sight from the time students enter the building until the end of the school day with the exception of the lunch period unless the students are given specific direction from a teacher to use devices during class for

academic/informational purposes related to the teacher's lesson. 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.** In the extremely rare circumstance that a student needs to have their phone on during the school day, they need to get written permission to do so from a principal before reporting to class.

Please be aware that any phone that is seen, heard, or known to be turned on during the school day is subject to confiscation. Students must turn over phones when asked. Students whose phones have been confiscated may pick them up from the Assistant Principal's 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** 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 buds in 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 cell phones 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.

Non-communicative electronic devices may be used in certain classrooms where the teacher has granted specific permission for their use. The teacher may grant or deny permission for their classroom in general or for specific time periods. In no case does the permission extend beyond that classroom into the hallway or to other rooms. Students who chose to use electronics 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 phone.

## CLASSROOMS

<b>Show Respect</b>	<b>Contribute Positively</b>	<b>Perform Honorably</b>	<b>Act Safely and Responsibly</b>
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 K-3 Program**

Students in Kindergarten through third grade have weekly arts “specials” in the areas of music, dance, 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.

### **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 4<sup>th</sup> through 8<sup>th</sup> 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 have a major beginning in the fourth grade. 7<sup>th</sup> and 8<sup>th</sup> grade students 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 February through April.

## 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 parent and counselor.
2. Pass the Ohio Graduation Test (OGT).
3. Fulfill Curriculum Requirements as Follows:

Curriculum Requirements	State Minimum	Credits Earned to Date	Credits Remaining
English	4 units		
Mathematics	4 units <sup>o</sup>		
Science	3 units*		
Social Studies	3 units <sup>oo</sup>		
Fine Arts	8 units**		
Foreign Language	2 units <sup>ooo</sup>		
Health	½ unit		
Physical Education	½ unit, which is 2 semesters of P.E.		

<sup>o</sup> 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.  
<sup>oo</sup> including ½ unit US history, ½ unit US government, and 1 unit that includes economics and financial literacy.  
 \*\* in addition to career tech requirements.  
<sup>ooo</sup> SCPA minimum. Colleges require at least 2 units in the same language.

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 37.5%      Second quarter 37.5%      Semester Exam 25%

Second Semester:      Third quarter 37.5%      Fourth quarter 37.5%      Semester Exam 25%

### 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 rating given to a performance, portfolio or presentation that clearly exceeds all of the required criteria for the proficiency exam.
- **Passed** is the rating given to a performance, portfolio or presentation that clearly meets the required criteria for the proficiency exam.
- **Warning** is the rating given to a performance, portfolio or presentation that is inconsistent in meeting all the required criteria for the proficiency exam.
- **Failure** is the rating given to a performance, portfolio or presentation that either (1) does not meet the required criteria for the proficiency exam or (2) is the result of the student not attending their assigned arts examination time.

All student board portfolios, presentations and performances that meet the **Excellent** and **Passed** criteria will result in good standing status. All **Warning** and **Failure** portfolios, presentations and performances will result in either a departmental probation (1<sup>st</sup> occurrence) or a dismissal (2<sup>nd</sup> 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 required 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:
  - 1<sup>st</sup> time: "0" on the assignment and parent notification
  - 2<sup>nd</sup> time: "0" on the assignment; parent notification and referral to administrators
  - 3<sup>rd</sup> 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.

### **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 has the option to attend summer school in order to be promoted. Otherwise, the student will repeat the entire grade.

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.

## Schedules

Students are expected to attend all classes listed on their schedule. Should a change in schedule be necessary, please put your request in writing and submit it to the appropriate grade level counselor. All requests should include student's name, *specific* changes being requested or description of problem, and parent's signature. Until the changes are made on the schedule, students are to follow their current schedule.

## 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 2<sup>nd</sup> semester.

## Change of Major

Successful students in grades 7 through 12 must have a declared arts major at all times and be taking courses to support that major in order to be enrolled at SCPA. Students are not permitted to change or drop a major during the school year, but can audition for a new or additional major for the following year. The date of this audition during the second semester will be announced during the school day. Current students are never guaranteed another major. They must successfully audition into a major just like any student new to the school or to a department. Dates for change of major auditions occur during the second semester and will be announced to students well in advance.

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

- "A" Honors 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.

Students who achieve the following GPAs will be recognized each of the first 3 quarters:

- grades 9-12 who achieve the top 10% GPA of their grade level
- grades 7-8 who achieve the top 15% GPA of their grade level
- grades 4-6 who achieve the top 20% GPA of their grade level

## Honors Diploma

<b>Comparison of Diplomas with Honors Criteria</b>		
<i>Students need to fulfill 7 of the following 8 criterion for either Diploma with Honors</i>		
<b>Subject</b>	<b>High School Career Tech Diploma with Honors Graduating Classes 2011 and Beyond</b>	<b>High School Academic Diploma with Honors Graduating Classes 2011 and Beyond</b>
<b>English</b>	4 units	4 units
<b>Mathematics</b>	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
<b>Science</b>	4 units, including physics and chemistry	4 units, including physics and chemistry

<b>Social Studies</b>	4 units	4 units
<b>Foreign Language</b>	Not counted toward requirements	3 units, including at least 2 units in each language studied
<b>Fine Arts</b>	Not counted toward requirements	1 unit
<b>Career-Technical</b>	Now counted in Electives	Not counted toward requirements, and may not be used to meet requirements
<b>Electives</b>	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
<b>Grade Point Average</b>	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT Score [excluding scores from the writing sections]*</b>	27 ACT / 1210 SAT	27 ACT / 1210 SAT
<b>Additional Assessment</b>	Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent	None
<p>*Writing sections of either standardized test should be included in the calculation of this score.</p> <p>Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including: ½ unit physical education, ½ unit health, ½ unit in American history, ½ unit 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 1<sup>st</sup> Semester senior year.
- The Salutatorian will have the second highest weighted GPA in the senior class as of the end of 1<sup>st</sup> Semester senior year.

### Both the Valedictorian and Salutation must:

- Take a minimum of 6 periods of class each quarter.
- Carry a total 12<sup>th</sup> 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:

- 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.
- Students accepted into an AP course must pay the AP examination fee on or before orientation night. Failure to do so will result in a schedule change to a standard course.
- Students accepted into an AP course will be **required** to take the course AP examination in May.

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.

Students not receiving a passing grade on their AP exam will not receive weighted credit for the classroom work.

### **College Credit Plus (CCP)**

Students in grades 9, 10, 11, and 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 grade level. All 8<sup>th</sup> through 11<sup>th</sup> grade students and their parents must be notified of the CCP Program and the options available by March annually. Students must meet with the counselor prior to March 30<sup>th</sup>. Only those students who indicate, by March 30<sup>th</sup>, that they are interested in participating are required to receive the counseling services.

### **APEX**

APEX offers online courses available 24 hours a day via the internet. A student may be approved to take an APEX course for credit recovery only with ILT consideration and the approval of the principal. Only students in Grades 11 and 12 will be considered as candidates for using APEX.

### ***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**

Conference nights during the year are scheduled for parents to discuss their students' academic progress. Parents will be notified of a date when an online scheduling system will allow them to sign up for conferences with specific teachers at a specific time. Additional conferences may be held during the school day during a teacher's preparation period, but should be prearranged 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.

## OFFICES

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

## 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, <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. 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 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.

**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 students to achieve maximum potential academically, artistically, professionally and personally. The counselor is available to support 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.

### **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**

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 office 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. 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.**

### **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 on their person. 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.

### **Student Directory**

A Student Directory which includes the names, addresses, and phone numbers of current students is assembled and published annually by the Parent Volunteer group. A parent or guardian or eligible student objecting to the release of directory information must file a written objection within thirty (30) days of the annual announcement of this policy. Such written objections should be sent to the Principal's Office.

### **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](http://scpa.cps-k12.org) or by calling Laura at 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 363-8158.

## **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.*

## 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](http://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 363-8041 in room 1057 or [donnelm@cpsboe.k12.oh.us](mailto: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'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.*

## 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. 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 (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.

**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.

## PERFORMANCE SPACES & GALLERIES

<b>Show Respect</b>	<b>Contribute Positively</b>	<b>Perform Honorably</b>	<b>Act Safely and Responsibly</b>
☆ Applaud appropriately. ☆ Be silent during performances.	☆ Turn electronic devices off.	☆ Arrive early. ☆ Be a positive role model.	☆ 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, sneaker 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 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 standard hall pass unless directly supervised by a staff member. **The student will use their planner** as a hall pass and write the date, time, and destination before presenting it to the teacher for a signature. If a student does not have their planner, the teacher may grant permission for a student to write a pass on paper including the student’s name, the time, date, and destination; then, present 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. Security shall assign and maintain locker assignments.

- 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.

## **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.*

### 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. 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 like 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 may 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

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

### PLAYGROUND

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

### 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. Any food or beverage consumed outside the cafeteria is subject to confiscation without replacement or reimbursement.

**Students are not permitted to order food to be delivered.**

**Parents are not permitted to purchase food items for delivery to our cafeteria for the purpose of distribution to other children. An example would be for birthday celebrations. Birthday treats are not allowed in the cafeteria and are only allowed in the classroom and 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. 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**

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

**MEDIA CENTER**

<b>Show Respect</b>	<b>Contribute Positively</b>	<b>Perform Honorably</b>	<b>Act Safely and Responsibly</b>
☆ Use 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**

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

## Arrival

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

## Dismissal

<b>Show Respect</b>	<b>Contribute Positively</b>	<b>Perform Honorably</b>	<b>Act Safely and Responsibly</b>
☆ 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-8 at the building entrance on Central Parkway. Car riders in grades K-8 can be dropped off and picked up at the entrance on 12<sup>th</sup> Street. Students in grades 9-12 may be dropped off and picked up at the front entrance on Central Parkway. **No student is allowed to leave campus before/after school, or during school hours. Violators are subject to disciplinary action from Administration.**

## OUTSIDE THE CLASSROOM

### Field Trips / Out of Building Activities

<b>Show Respect</b>	<b>Contribute Positively</b>	<b>Perform Honorably</b>	<b>Act Safely and Responsibly</b>
☆ 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:

- Students and teachers are encouraged to arrange for make-up work ahead of time and students may 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 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 that can be obtained from the Artistic Director's office.
- If this request is approved, all teachers will be notified of the dates the student is excused.
- If a tutor or other teacher is provided by the work agency, the counselor will coordinate educational services between the two.

**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 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! Meetings 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 3<sup>rd</sup> 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. Jr. Student Council covers grades 4-8 and holds formal elections and follows the same criteria as the high school student council.

## PUBLICATIONS

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

**Pandora's Backpages**-This journal of creative arts, which includes a DVD, is published annually by the Writer's Workshop class of the Writing Department. It features literary and creative works from all genres from students, staff, alumni and community members. Anyone interested should submit their creative products to the creative writing department for adjudication.

**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 boutonnieres 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 (5<sup>th</sup>-12<sup>th</sup> grade students); junior high drama (7<sup>th</sup>-9<sup>th</sup> grade students); and, senior high drama (10<sup>th</sup>-12<sup>th</sup> 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. Underclassmen may also present a farewell performance in honor of the seniors. 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](mailto: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 7<sup>th</sup> -12<sup>th</sup> grade instrumental music students and all 9<sup>th</sup> - 12<sup>th</sup> grade vocal music students at SCPA. Private lessons are optional but encouraged for younger instrumental music students. Students who perform in the upper level music ensembles such as Chamber Orchestra, Symphonic Band, Chorale, Advanced Jazz Ensemble, Baby Grands and Meridian 8 are required to take private lessons.

SCPA Instrumental Students in Grades 7-12 and vocal music students in grade 9-12 may apply for a private lesson scholarship for the academic year. A limited number of scholarships will be available. They will be awarded based on financial need and artistic merit.

## SCPA STAFF

For a list of email addresses for staff members, please visit [scpa.cps-k12.org](http://scpa.cps-k12.org)

\* Denotes chair or department head.

Name	Department	Room	Phone	Name	Department	Room	Phone
<b>ADMINISTRATION</b>				Pomplas, Roger	Science	3032	363.8073
Nissley, Nick	Executive Director	1048	363.8044	Quinones, Clarissa	Primary	2039	363.8114
Owens, Michael	Principal	1060	363.8001	Rayburn, Sara	Primary	2038	363.8138
Powell Walker, Angela	Artistic Director	1053	363.8042	Rizzo, Al	Science	4024	363.8104
Copenhaver, John	Ass't. Principal (K-8)	3029	363.8002	Rizzo, Tim	PE/Health	3022	363.8122
Brown, Kimberly	Ass't. Principal (HS)	4023	363.8002	Rodak, Justin	Social Studies	2001	363.8087
Summe-Haas, Teresa	External Relations	1058	363.8155	Roebuck, Lauren	Math	3036	363.8018
<b>FACULTY</b>				Roth, David *	Drama	0007	363.8035
Andreadis, Maureen	Social Studies	4038	363.8079	Rowe, John	Science/Math	4045	363.8082
Bjoza, Daryl	Dance	4005	363.8084	Rozow, Pat *	Dance	4003	363.8113
Black, Lee	Instrumental	0055	363.8025	Sandling, Jordan	Primary	2046	(TBD)
Booker, Sheila	Intervention	3040	363.8103	Siekman, Brian	Instrumental	0068	363.8023
Botts-Crawley, Jackie	Primary	1094	363.8048	Simon, Jane	Primary Dance	1041	363.8008
Braun, Wendy	Creative Writing	3028	363.8081	Singh, Betsy	Gifted & Talented	1080	363.8124
Broerman, Reeta	Science	4040	363.8102	Slater, Martha	Primary Drama	1077	363.8097
Bruce, Diane	Intervention	3047	363.8141	Soucek, Christy	Primary	2045	363.8135
Black, Lee	Instrumental	0055	363.8025	Stover-Jobe, Lynne	Primary Intervention	2028	363.8050
Castle, Annette	Primary	2035	363.8010	Stuckey, Erwin	Instrumental	0053	363.8024
Clinkenbeard, Holly	Primary	2038	363.8112	Swinehart, Sara	Dance	4009	363.8111
Cochrane, Judy	Math	3049	363.8061	Taylor, Holly	French	0040	363.8106
Conley, Todd	Instrumental	0066	363.8026	Thomas, Brynn	Social Studies	3037	363.8038
Cooley, Bryan	Science	2028	363.8043	Thompson, Althea *	Visual Art	3011	363.8034
Crank, Mary	Science	3034	363.8072	Underwood, Susan *	Foreign Lang (SP)	4017	363.8057
Davidson, Krista	Language Arts	3046	363.8128	Vance, James	Math/Science	3039	363.8118
Davis, Lori	Primary	2043	363.8117	Winland, Trisha	Primary	1039	363.8007
Deonier, Sarah	English	4037	363.8030	Wyant-Zenni, Laurie	Vocal	0080	363.8071
Digiantonio, Brandon	Social Studies	4032	363.8086	Young, Alice	Visual Art	3007	363.8088
Dwyer, Maryellen	Science, Math	3045	363.8064	Ziesmann, Karla*	Primary	2054	363.8139
Ehlers, Jennifer	English	4027	363.8054	<b>SUPPORT STAFF FACULTY</b>			
Gerard, Brad *	Tech Theater	1015	363.8022	Buckner, Norma	Counselor (K-Z)	1078	363.8161
Godfrey, Tatiana	Drama	0003	363.8070	Fanning, Jill	Counselor (A-J)	1078	363.8036
Goodlett, Kim	Social Studies	3055	363.8078	Hill, Autumn	Librarian	1100	363.8150
Goykhman, Simon	Instrumental	0058	363.8058	Ireland, Peggy	Speech Therapist	1054	363.8143
Goykhman, Vladimir	Instrumental	0062	363.8059	Johnson, Cherisse	Social Worker	1054	363.8143
Gray, Vicky	Primary	1087	363.8040	Mash, Christy	Occupational Therapist		
Gwynne, Michelle	Instrumental	0038	363.8065	McDonald, Anne	Psychologist	1062	363.8013
Hamilton, Molly	Math	4029	363.8074	Roos, Mary Ann	Nurse's Desk	1071	363.8021
Hand, Rick *	Vocal	0074	363.8055	<b>TREASURER</b>			
Harmon, Doug	Math	4039	363.8108	Donnelly, Katie	Treasurer	1057	363.8041
Hansen, Brittany	English	4025	363.8056	<b>SECRETARIAL STAFF</b>			
Hart, Melanie	Visual Arts	3005	363.8080	Abbate, Patti	Lead Secretary	1047	363.8001
Hartnett, Kerry	Primary	2046	363.8136	Kalaitzoglou, Laura	Registrar		363.8158
Hawk, Adrian	Primary Art	2003	363.8062	Currin, Quinn	Support Specialist		363.8002
Hayes, Dawnetta	Language Arts	3048	363.8063	Soloman, Charise	Sr. Support Specialist		363.8042
Hertzog, Bethany	Primary	2055	363.8140	Twyman, Yolanda	Support Specialist		363.8155
Hicks, Karla	Primary	1091	363.8137	Ranson, Debra	Administrative Secretary		363.8044
Howard, Stephanie	Science	2034	363.8147	<b>OTHER SUPPORT STAFF</b>			
Jackson, Megan	Primary	1083	363.8131	Calhoun, Tina	Plant Operator.Day	0077	363.8016
Jones, Heather	English	3033	363.8075	Kees, Jessica	Cafeteria Manager		363.8145
Kleesattel, Gina	Drama	0005	363.8107	Kelly, Darrell	Plant Manager.Night		363.8016
Kloth, Stacey	Primary	1085	363.8011	<b>SECURITY</b>			
Koch, Nancy	German/English	3027	363.8077	Dean, Gwen	Security		
Kollner, Joe	Primary	2029	363.8085	Davenport, Wendell	Security		
Lees, Amanda	Intervention	4029	363.8172	Fletcher, Jim	Security		
Lenning, Mary	Drama	0001	363.8051	Harris, Ed	Security		
Leptak-Moreau, Flora	Soc. St./Lang. Arts	2036	363.8069	McDowell, Stacy	Security		
Leugers, Bob	Math	4047	363.8119	Patterson, Robert	Security		
Lewis, Harvey *	Social Studies	4019	363.8101	Renadette, Paul	Lead Security		363.8099
Macmorine, David	Math	4030	363.8109	Slade, Tom	Security		
Magistrelli, Kathy	Tech Theater	0023	363.8028	Waller, Tom	Security		
		1027	363.8093	<b>OTHER</b>			
Meeden, Stacy	English	3044	363.8066	Security Desk	Courtesy Phone		363.8003
Morgan, Beth	English	4033	363.8045	Main Office	Courtesy Phone		363.8144
Najuma, Ayana *	Intervention	4029	363.8166	Fax	Main Office		363.8020
New, Jeff	Tech Theater	1027	363.8032	<b>ATTENDANCE</b>			
Norman, Scott *	Science	4026	363.8105	Absences/Dismissal			
Pietila, Kirsten	Primary	2044	363.8052	<b>DISMISSAL CHANGES</b>			
Pirchner, Ann Marie	English	3056	363.8017	(until 2:00 PM only)			
				<b>BOX OFFICE</b>			
				Boxoffice@scpa.org			



## 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.
- 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 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.**

# Acknowledgement of SCPA Expectations Page

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\*\*\*This form MUST be completed with page numbers and initials.  
**Return to your homeroom teacher**  
**by the second Friday of the school year\*\*\***

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**GUARDIAN INITIALS**

**STUDENT INITIALS**

_____	I have read the SCPA Handbook.	_____
_____	I recognize the school-wide expectations. (page___)	_____
_____	I recognize the attendance policy and the procedures for late arrival and early dismissal. (page___)	_____
_____	I recognize the promotion policy. (page___)	_____
_____	I recognize the no pass / no play policy. (page___)	_____
_____	I recognize the electronic device expectation. (page___)	_____
_____	I recognize the visitor and message policy. (page___)	_____
_____	I recognize the building hours policy. (page___)	_____
_____	I recognize the assembly and concert behavior expectations. (page___)	_____
_____	I understand that in order to be enrolled at SCPA I must have a major. (page___)	_____
_____	I have received and read the addendum regarding the SCPA School Climate Plan.	_____

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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.

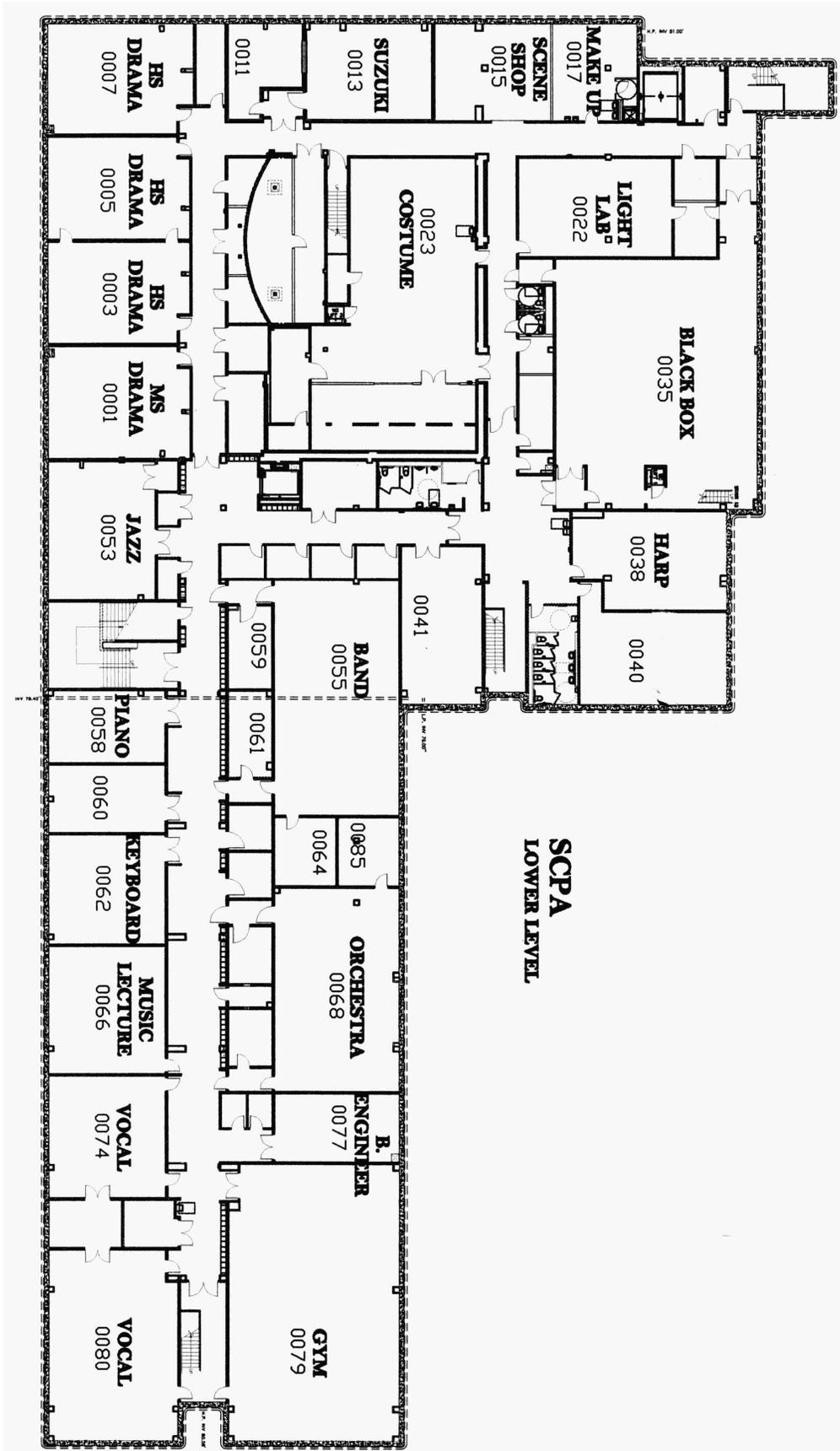
*Parent / Legal Guardian*

Please Print Name	Signature of Acknowledgement	Date
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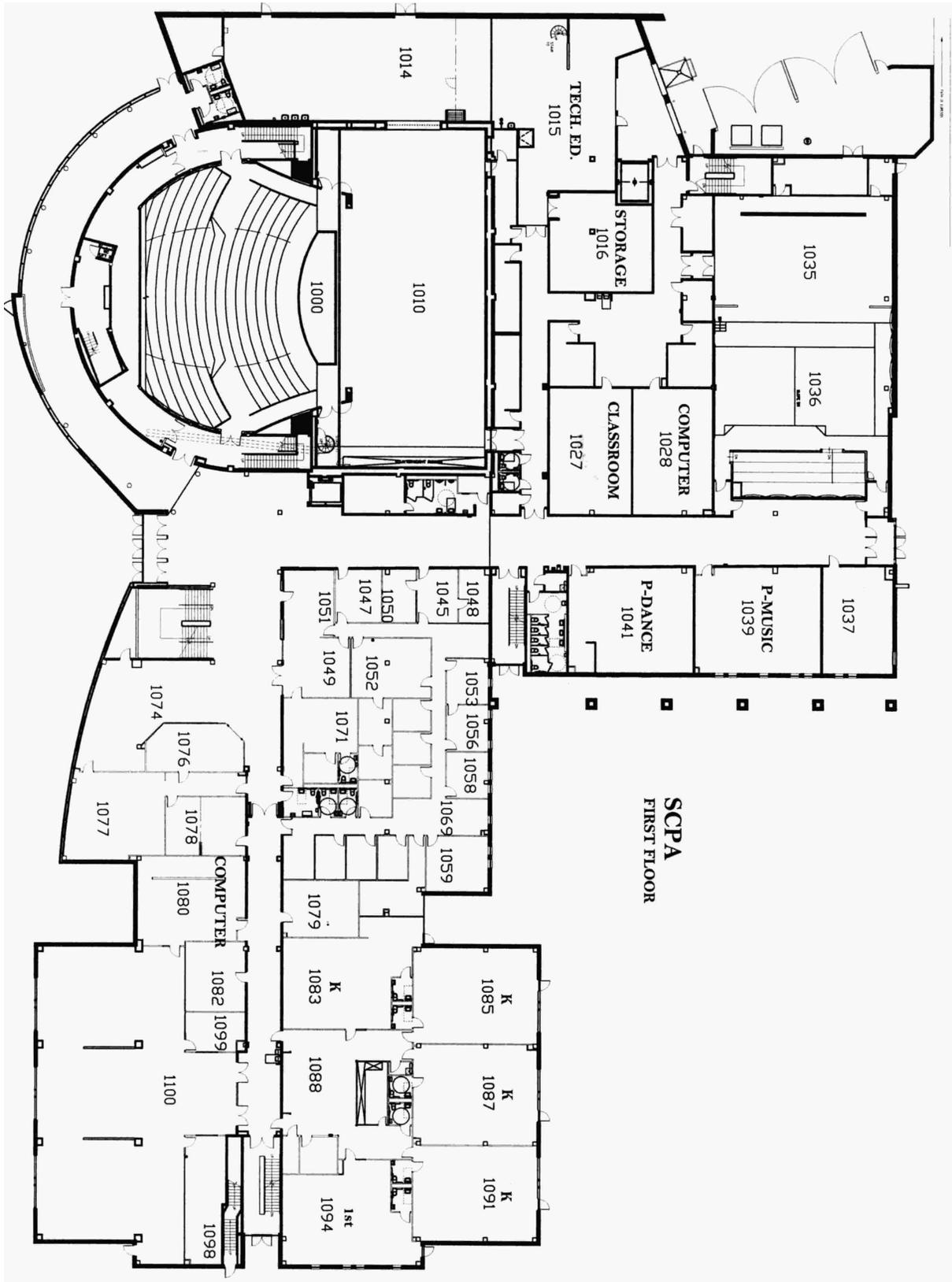
*Student*

Please Print Name	Signature of Acknowledgement	Grade
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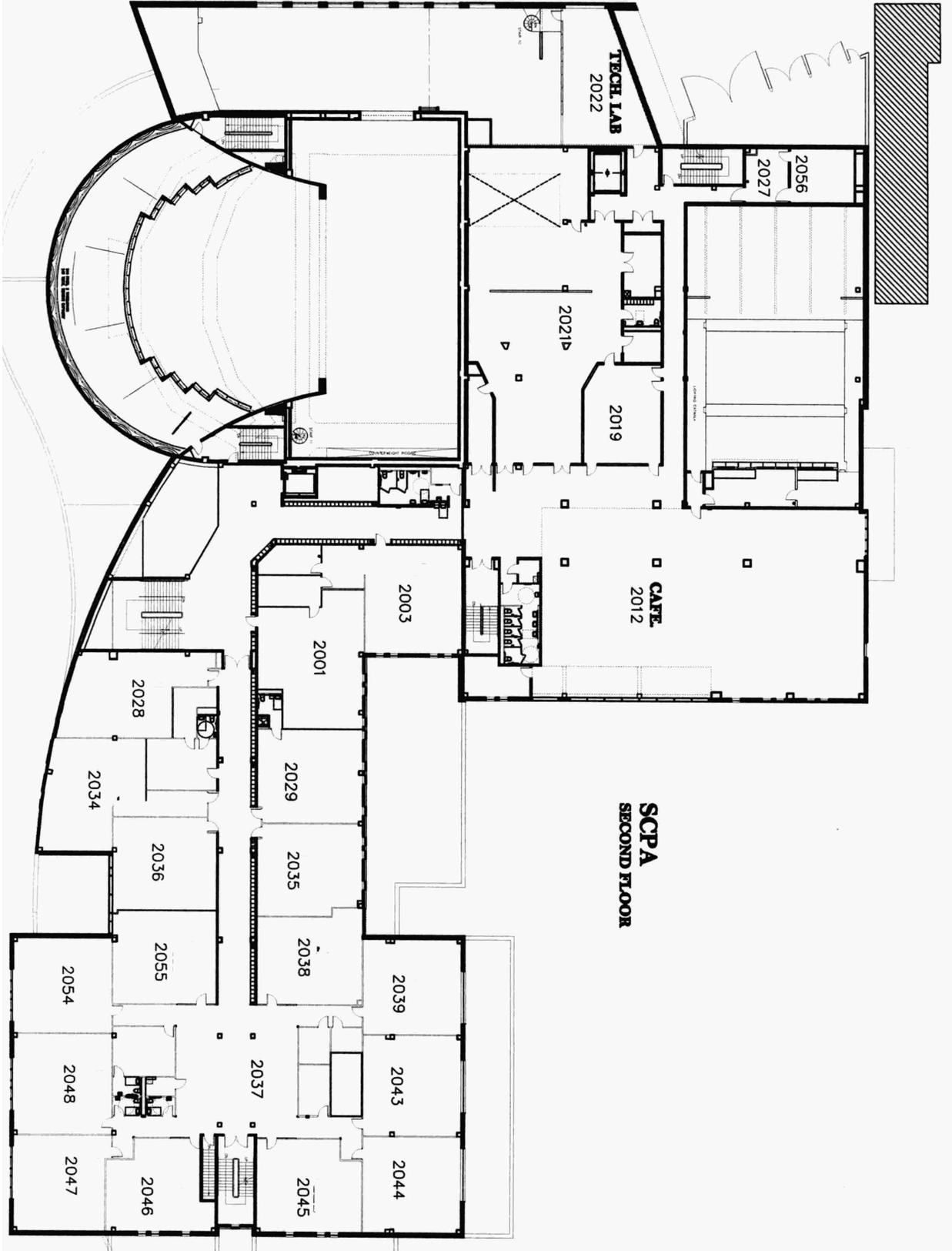
# LOWER LEVEL MAP



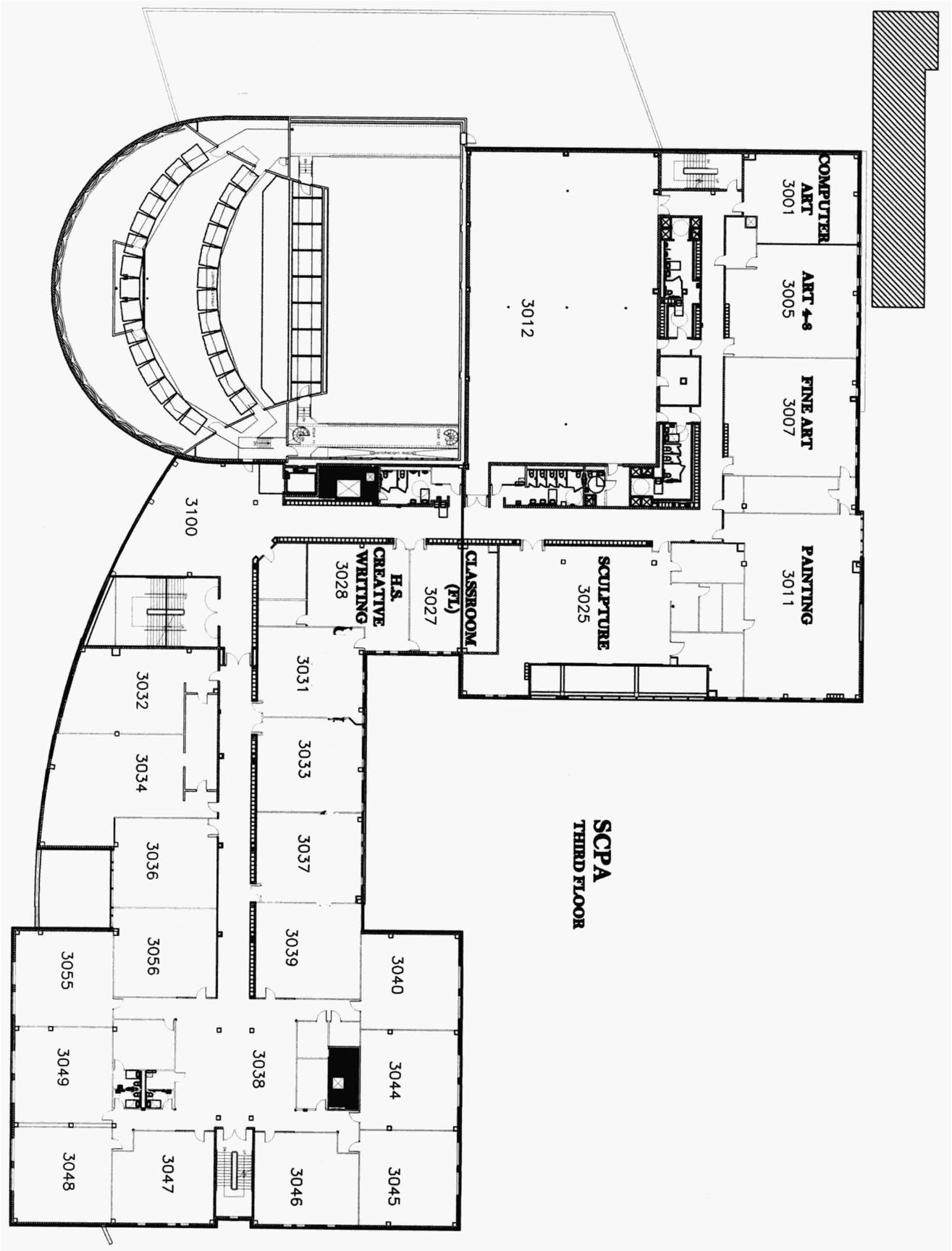
# FIRST FLOOR MAP



# SECOND FLOOR MAP



# THIRD FLOOR MAP



# FOURTH FLOOR MAP

