



THE SCHOOL FOR

CREATIVE &  
PERFORMING ARTS

AT THE ERICH KUNZEL CENTER  
FOR ARTS AND EDUCATION

**SCPA Artistic Overview  
for**

**2017-18 STUDENTS**



## Vision Statement

SCPA is a world-class public arts school where students prepare for a lifelong involvement in scholastic and artistic pursuits.

## Mission Statement

SCPA's mission is to foster independent thinking in a creative and challenging environment. By providing a diversified curriculum and environment for bright and talented individuals, we seek to offer preparation for higher education and professions in the arts.

## Finding Your Voice

SCPA is a world-class public arts program designed to train technical mastery in an arts field and traditional academic curriculum. Although our focus is arts education, we offer an extensive academic program that meets Cincinnati Public School and state standards for high school diplomas.

When a student graduates from SCPA they will have obtained a high school diploma, an Artistic Diploma and Career Tech Certification if eligible.

SCPA students focus on seven different artistic disciplines: Creative Writing, Dance, Drama, Instrumental Music, Technical Theater, Visual Arts and Vocal Music. Five of these seven disciplines are Career Tech Certification programs.

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As we work to solidify information, some portions of this book may differ slightly from the Student Handbook. As it pertains to relative information in the creative and performing arts performances and classroom procedures, please refer to this document.

## Artistic Department Directory

Name	Department	Room	Phone	Email
Powell Walker, Angela	Artistic Director	1047	363.8042	walkang@cps-k12.org
Solomon, Charise	Admin. Asst.	1047	363.8042	solomoc@cps-k12.org

SCPA Teachers	Department	Room	Phone	Email
Bjoza, Daryl	Dance	4005	363.8084	goldstd@cps-k12.org
Braun, Wendy	Creative Writing	3028	363.8081	braunwe@cps-k12.org
Black, Lee	Instrumental	0055	363.8025	blackle@cps-k12.org
Carwile, Jeffrey	Instrumental	0066	363.8026	n/a at time of publishing
Gerard, Brad*	Tech Theater	1015	363.8022	gerardb@cps-k12.org
Godfrey, Tatiana	Drama	0003	363.8070	godfret@cps-k12.org
Goykhman, Simon	Instrumental	0058	363.8058	goykhms@cps-k12.org
Goykhman, Vladimir	Instrumental	0062	363.8059	goykhmv@cps-k12.org
Hand, Rick*	Vocal	0074	363.8055	handric@cps-k12.org
Hart, Melanie	Visual Arts	3005	363.8080	hartmel@cps-k12.org
Drout, Julie	Primary Visual Arts	2003	363.8062	n/a at time of publishing
Hill, Autumn	Primary Creat. Writ.	1100	363.8150	hillaut@cps-k12.org
Klesattel, Gina	Drama	0005	363.8107	klesag@cps-k12.org
Lenning, Mary	Drama	0001	363.8051	lenninm@cps-k12.org
Magistrelli, Kathy	Tech Theater	0023	363.8028	magistk@cps-k12.org
New, Jeff	Tech Theater	1027	363.8032	newjeff@cps-k12.org
Rebman, Joseph	Instrumental	0038	363.8065	n/a at time of publishing
Roth, David*	Drama	0007	363.8035	rothdav@cps-k12.org
Rozow, Pat*	Dance	4003	363.8113	rozowpa@cps-k12.org
Siekman, Brian	Instrumental	0068	363.8023	siekma@cps-k12.org
Simon, Jane	Primary Dance	1041	363.8008	simonja@cps-k12.org
Slater, Martha	Primary Drama	1037	363.8097	slaterm@cps-k12.org
Stuckey, Erwin	Instrumental	0053	363.8024	stuckee@cps-k12.org
Swinehart, Sara	Dance	4009	363.8111	swinehs@cps-k121.org
Thompson, Althea*	Visual Art	3011	363.8034	thompal@cps-k12.org
Winland, Trisha	Primary Vocal	1039	363.8007	winlant@cps-k12.org
Wyant-Zenni, Laurie	Vocal	0080	363.8071	wyantla@cps-k12.org
Young, Alice	Visual Art	3007	363.8088	youngal@cps-k12.org

Private Lesson	Department	Room	Phone	Email
Carwile, Jeffrey	Clarinet	See Instructor	n/a	jeffreycarwile@gmail.com
Chan Grable, Joyce	Suzuki	See Instructor	n/a	joycechan59@gmail.com
Chapman, Lincoln	Vocal	See Instructor	n/a	lincoln.chapman@yahoo.com
Goykhman, Simon	Piano	See Instructor	n/a	goykhms@cps-k12.org
Goykhman, Vladimir	Piano	See Instructor	n/a	goykhmv@cps-k12.org
Griffith, Lee	Cello	See Instructor	n/a	lg12r@yahoo.com
McEvoy, Scotty	Percussion	See Instructor	n/a	scotty.mcevoy@gmail.com
Norton, Kevin	Saxophone	See Instructor	n/a	ccmsax84@gmail.com
Routt, Kelly	Vocal	See Instructor	n/a	kellyroutt@hotmail.com
Snowden, Sara	Vocal	See Instructor	n/a	sarasmusicbox@gmail.com
Ullery, Steve	Contrabass	See Instructor	n/a	sfullery@fuse.net
Wilkison, Julian	Viola	See Instructor	n/a	jwilkison@cinci.rr.com
Wilkison, Michelle	Violin	See Instructor	n/a	jwilkison@cinci.rr.com
Schroder, Michael	Guitar	See Instructor	n/a	matthewschroederguitar@gmail.com

OTHER	Department	Room	Phone	Email
Beauchamp, Denise	Box Office	Lobby	363.8100	Boxoffice@scpa.org
Buckner, Norma	Counselor (K-Z)	1078	363.8161	bucknen@cps-k12.org
Fanning, Jill	Counselor (A-J)	1078	363.8036	fanninj@cps-k12.org
Ranson, Debra	Admin. Secretary	Main Office	363-8044	ransond@cps-k12.org
Main Office		Lobby	363.8000	
Main Office		Lobby	363.8020 (Fax)	
Security Desk		Lobby	363.8003	

\* Denotes Department Chair



## ARTS MAJOR DEPARTMENTAL FEES

**Department Classroom Fees:** Each artistic department has fees that are associated with each class. A detailed sheet listing all applicable fees will be provided by each department teacher.

**Artistic Fee Enrichment Fund:** This \$30 fee supports arts field trips, guest artists, classroom support and various other needs of the artistic programming at SCPA. There are a limited number of artistic fee waivers for students who qualify for free and reduced lunch.

## AUDITIONS

### EXTERNAL AUDITIONS:

A fully completed **SCPA Application and all supporting material must be received by the January 5, 2018 deadline** before an applicant can be scheduled for an audition entering grades 4-12. Applications for external auditions will become available at the school and on the school website, in the last two weeks of October and will be accepted until the first week of January. An information letter and preparation packet will accompany the application. Once a completed application and supporting documents are received the applicant will be assigned an audition date and time. SCPA will notify students via email and postal mail of their audition result **within 6 weeks after the audition date.**

- In-district students will either be accepted to SCPA, or not accepted to SCPA;
- **Out of District students will be notified in writing if they have passed or did not pass the SCPA audition. Passing the audition does not guarantee an acceptance into the school. Out of District students must also be accepted through the CPS Out of District Open Enrollment Process.** Applications for Out of District Open Enrollment will be available during the entire month of April on the CPS website. If the student is accepted through the CPS Out of District Open Enrollment, a separate letter of acceptance will be sent along with a registration packet to enroll the via CPS.
- Parents of students in K-3, interested in enrolling for the upcoming school year, should visit the Cincinnati Public Schools Board of Education website for more information.

## ■ INTERNAL AUDITIONS:

**Current 3<sup>rd</sup> grade students:** Students completing the 3<sup>rd</sup> grade are required to audition for an artistic major if the student intends to continue attending SPCA the following school year. The purpose of this audition will be to evaluate the student's artistic progress at SCPA and to help determine the student's artistic major placement for the next school year. Auditions are held during the school day, on a Friday, during the month of January. Prior to auditions, the student's current teacher will distribute the 3<sup>rd</sup> Grade Intent to Audition Form (sample form enclosed) and assist returning students with preparing for the auditions. **Upon completion of the auditions, the Artistic Department will notify the student's parent(s)/guardian(s), via postal mail, of the audition results within 3 weeks after the audition date.** The student's current teacher will receive the audition results via email and may share the audition information once notification has been mailed.

**Grades 4-6:** SCPA students in grades 4-6 **without a major** will be placed in artistic classes after teacher assessment and priority of interest of the student. The goal for student placement in various art classes is to help them gain a focused experience within the art form. SCPA will continue to work with students without a major to obtain one. However, the success of individual students varies and cannot be guaranteed. Students without a major must continue to audition until successfully accepted into a major. If a student has not obtained a major at the conclusion of the 6<sup>th</sup> grade, the student will be required to enroll in another CPS or non-CPS school of their choice. Students entering grades 4-6 will audition in six artistic areas: Creative Writing, Dance, Drama, Instrumental Music, Visual Arts, and Vocal Music. **Upon completion of the auditions, the Artistic Department will notify the student's parent(s)/guardian(s), via postal mail, of the audition results within 3 weeks after the audition date.**

## ■ CHANGE OF MAJOR (COM):

Changing your major is not to be taken lightly. Students in grades 4-10 are allowed to audition to add, \*drop, or change a major only during the allotted weeks held in August and December (Note: \*A student that has more than one major is allowed to drop a major outside of the COM weeks.) A student must complete a COM application (sample application enclosed) in order to receive an audition date and time. Students are encouraged to talk with their current arts teacher and the arts teacher whose course she/he intends to audition. The Artistic Department will notify students **in writing** of the audition results **within 3 weeks after the audition date.** **The student's current arts teacher will receive the audition results via email and may share the audition information with inquiring parent(s)/guardian(s) after notification has been mailed.**

**Note:** The audition process, internal and external, includes a preparation packet that students should study prior to their audition. Students entering grades 4-6 will audition in six artistic areas: Creative Writing, Dance, Drama, Instrumental Music, Visual Arts, and Vocal Music. Students entering grades 7-12 may audition in the artistic area of their choice.

## ■ ENSEMBLES:

Auditions for ensembles (i.e. Drama Ensemble, Jazz Ensemble, Music Theater, Meridian 8, and Women's Ensemble) will take place at dates and times designated by individual arts departments.

## ■ IN-SCHOOL PRODUCTIONS:

All performing arts majors (Drama, Dance, and Music), in grades 5-12, are required to audition for all main stage productions. Additionally, auditions are part of the arts classroom grade. Failure to audition can result in the lowering of your classroom grade. Audition dates will be announced at school and posted on the school website calendar (<https://scpa.cps-k12.org/news/calendar>). The audition application (sample application enclosed) and supporting material will be made available to students on the front counter outside of the main office. After all auditions have been completed a callback list will be posted on the bulletin board in the main lobby (across from the drop off window near the security desk). **(Note: In order for a student to receive a callback the student must have a 2.25 grade point average or higher and cannot have failed out of an academic course the previous semester.)** When callback auditions have concluded, the cast list will be posted on the bulletin board in the main lobby (across from the drop off window near the security desk).

The Directing Teacher and Stage Manager for the production are responsible for providing the full cast list to the Artistic Director's (AD) Office. All changes that occur (i.e. a student is no longer in the production) must be provided to the AD Office. The final cast list and production crew list (costuming, lighting & scenic crew) must be provided one month in advance to the AD Office for editing and program printing. Approximately one week prior to the in-school performance opening date the AD Office must receive a final list of all participants (i.e. cast list, costuming, lighting & scenic crew) involved in the production. The list provided will be used to update PowerSchool and to notify SCPA Staff about the excuse of students (names and bells).

The Director/Stage Manager should ensure students are reminded of and provided the performance etiquette requirements from the handbook. The Stage Manager for each corresponding show will provide the In-School Production Transportation Permission form (sample form enclosed) to participating students to be completed by the student's parent(s)/guardian(s). The form must be returned to the Stage Manager and to the AD Office. The form accounts for student activity after the conclusion of the in-school performance (i.e. early dismissal, dining, etc.) and will be shared with the administration department, the main office, and security.

## ■ CORBETT-MAYERSON:

The annual Corbett-Mayerson competition is open to SCPA juniors in all artistic fields. The competition spotlights student artists who have displayed excellence in their artistic discipline. After completing a round of preliminaries, top student artists are selected to have their work evaluated by distinguished judges from the fields of the creative and performing arts. Seven winners are chosen. Winners of the Corbett-Mayerson competition receive an award to further their education and artistic practice. **(Note: The student must be enrolled their senior year in order to receive the award.)** Applicants must submit an application (sample letter enclosed) and supporting material, to the AD Office, in order to obtain an audition. Applicants must also sign an entry log sheet at the time of submission. The preliminaries schedule is posted in the main lobby on the bulletin board during the last week of March. Preliminaries are held in April and an announcement will be made naming those selected to compete in the May finals. In addition, the listed names (preliminary competitors and finalists) will be posted on the school bulletin board in the main lobby (across from the drop-off window near the security desk).



## BOARDS

### ■ CLASSROOM GRADING VS BOARD GRADING:

What is the difference between a board assessment and a final exam? A final is an assessment of process and cognitive background and content knowledge. Final exams are given quarterly and board assessments are biannual. Board assessments are a summative assessment of technical and performance skills. A letter will be sent home to the parents detailing the date of boards, expectations for board assessment, and due dates associated with board assessments. Board assessments will take place in the fall, December through January, and in the spring, April through May.

### ■ COMPLETION OF BOARD ASSESSMENTS:

- Parent(s)/guardian(s) receive written copy of graded rubric
- Student/Teacher conference is held
- Board passage/failure communicated:
  - › Teachers note in PowerSchool log entries
  - › Teachers communicate to parents (email/letter)
  - › Certified letter from Artistic Director's Office regarding audition status (sample letter enclosed): If a student fails board assessment, teachers will coordinate a parent meeting to discuss an intervention plan

All SCPA students in grades 6-12 must meet or exceed the standards in order to remain in their current arts department and be promoted to the next level of arts study or receive an Arts Diploma. Any student that receives an UNSATISFACTORY score in two of any three consecutive proficiencies will be removed from that arts program. **All 6-12th grade students must be in GOOD STANDING in an arts program to remain enrolled at SCPA.** The instructors for the student's arts department will review their work (performance, portfolio or presentation) and assign a score (see below) using a set of rubrics that determine each student's level of success in meeting established arts standards.

### ■ THE THREE EVALUATION SCORES ARE:

- **Excellent:** A performance, portfolio or presentation that clearly exceeds all of the standards criteria for the arts board proficiency (i.e. good standing within major).
- **Satisfactory:** A performance, portfolio or presentation that clearly meets the standards criteria for the arts board proficiency (i.e. good standing within major).
- **Unsatisfactory:** A performance, portfolio or presentation that either 1) does not meet the standards for the arts board proficiency or 2) is the result of the student not attending their assigned arts examination time or not completing the arts board proficiency.
  - › **First failure:** Student receives intervention plan and has an opportunity to audition for another major. The student must pass the next two Board Assessments to be in good standing. If the student successfully auditions for a new major, he/she must still pass the next two board assessment
  - › **Second failure:** Removal from SCPA

**Note: Students who do not pass their first board assessment are put on an intervention plan. This plan for success is created by the teacher, student and any other team members needed (i.e. IEP and 504 intervention specialist.) The student's goal is to understand the technical mastery of their field and passing of the next board assessment.**

**SCPA Arts Grade Assessments** occur for grades 4 and 5. Arts Grade Assessments are similar to boards and evaluate a student's overall comprehension of artistic technical skills and performance. However, this only serves as an evaluation for improvement. Students in grades 4 and 5 do not receive board assessment letters from the Artistic Director's office. All communication is from the teacher to the parent. At this grade level, students are constantly being assessed within their classroom activities for improvement and preparation for board assessments starting at grade 6.

### ■ TEACHERS:

- Teachers must document **all** information regarding students (i.e. PowerSchool, phone logs, meetings held, etc.).
- Teachers must set up an intervention plan for students who have failed their first board assessment or have unsatisfactory grades in classroom work/assignments.
- Teachers must maintain an ongoing dialog with the student, the student's parent(s)/guardian(s) and any outside support (i.e. 504 plan or IEP).
- Teachers must **submit all** documentation supporting a student intervention plan to the Artistic Director and Principal upon completion of each board assessment.

## ENRICHMENT CLASSES

As SCPA is a complete performing and creative arts institution, enrichment classes are not offered. However, students that have extra time in their schedule are encouraged to participate in other arts categories of their interest. Students in grades 4-6 without a major are placed in an arts major's beginning classes as an exposure student.



## FINANCE

**Artistic Department Credit Card:** Teachers who need to use the artistic credit card for purchases that will not go through the CPS PO process must obtain approval from the Artistic Director before the purchase. All purchases must be tax free. Upon completion of purchase, the teacher must return the credit card with the itemized receipt. All missing receipts will result in the teacher reimbursing CPS for the full amount of the purchase. All tax on the receipt will result in the teacher reimbursing CPS for the full amount of the tax on the receipt.

**Estimated and Final Budgets:** Artistic activities require each teacher to provide an estimated budget spreadsheet to the Artistic Director. At completion of the artistic production/event, the teacher must provide the actual dollars spent. This information must be received in the Artistic Directors office **no later than 2 weeks** upon completion of the production/event.

**Purchase Order Form:** All expenses should be approved by the Artistic Director's office. Please allow for 30 days for CPS to process the PO in time for the artistic production/event. All materials that can be purchased through the PO process should be. Although the occasional emergency may arise and the use of the credit card will be necessary, it is not a guarantee. Without preapproval you may be personally liable. To obtain the PO forms or if you have any questions, please contact the SCPA Finance Department at [ransond@cps-k12.org](mailto:ransond@cps-k12.org).

**Student Activity Fund:** All departments have an SAF account. It is the responsibility of the teacher to know your SAF accounts and how much money is available for use. All deposits for your SAF account should go to the treasury office. Make sure you receive a receipt of your deposit and keep up-to-date records. Although records are kept in the SCPA/CPS treasury, occasionally deposits may go into the wrong account. Your diligent records will help to locate and correct, if applicable, any errors.

**Department Classroom Fees:** Each artistic department has fees that are associated with each class. A separate sheet, provided by the arts teacher, is available listing all applicable fees.

**Artistic Fee Enrichment Fund:** This \$30 fee supports arts field trips, guest artists, classroom support and various other needs of the artistic programming at SCPA. There are a limited number of artistic fee waivers for students who qualify for free and reduced lunch. Forms are located in the Artistic Director's office.



## PRIVATE MUSIC LESSONS

Three types of music lesson scholarships will be awarded for the 2017-18 school year to 7-12<sup>th</sup> grade students: 1) Financial Need Based Scholarship; 2) Artistic Merit Based Scholarship; and 3) Carlson Berne Scholarship (CB). The Financial Need Based and Merit Based scholarship is **only awarded to students for lessons taken related to the student's arts major**. (Note: Although SCPA does not offer a guitar major, private music lessons are available with scholarship for students interested in guitar lessons.) The Financial Need Based Scholarship and Artistic Merit Based Scholarship will cover exactly ½ of the private lesson cost for the year. The parent/guardian is responsible for paying the remaining half of lesson fees directly to the teacher. If a student is not in grades 7-12 and would like to take private music lessons, please refer them to the private lesson teacher(s) directory for more information. The CB Scholarship amount will cover music lessons for a school year and will be renewable annually as long as the student maintains eligibility. The CB Scholarship will cover exactly 75% of the private lesson cost for the year. The parent/guardian is responsible for paying the remaining portion of lesson fees directly to the teacher. Carlson Berne selects the students from the application process (this application differs from the Artistic Merit Based and Financial Need Based scholarships provided by SCPA). The scholarships are awarded based on commitment and financial need and follows the student throughout their high school education.

**(Note: A limited number of full SCPA scholarships are available and will be determined on an individual basis by the Artistic Director.)**

If an applicant has more than one major, a scholarship will only be awarded to one major. Applicants in grades 7-12 that submit an application will be notified through the A.D. Office via email of their acceptance/non-acceptance status. You and your private lessons teacher will be notified if your child has been awarded a scholarship.

All practicing SCPA private music lesson teachers are responsible for communicating payment arrangements (the fee required by the student not covered by the scholarship) with the parent(s)/guardian(s). The A.D. Office is responsible for gathering and maintaining information of all applicants interested in private music lessons. Should a need/concern arise with your student, please address the matter directly with the private music lesson teacher. Seek assistance from their Department Chair if a resolution has not been met.

### ■ SCHOLARSHIP CRITERIA FOR THE FINANCIAL NEED BASED LESSON SCHOLARSHIP:

- The student must currently be enrolled at SCPA.
- The student must be a current Instrumental Music or Vocal Music Major in good standing.
- Instrumental music major students in **grades 7-12** will be given first consideration and priority. Vocal music major students in **grades 9-12** will be given first consideration and priority. This scholarship is not available to primary grade level students.
- The student's family must apply and receive confirmation of eligibility for the CPS Free Lunch Program.
- The student must have earned passing ratings on all Arts Boards Proficiency Exams from the 2015-16 and 2016-17 school years.
- The student must have maintained a grade point average of a B in his/her music courses at SCPA for the 2016-17 school year.
- The student must have earned good academic standing status (no failing quarter/semester grades) at SCPA from the previous school year.
- The student must demonstrate a strong work ethic and positive attitude toward musical practice and study.
- The student must study onsite with an SCPA approved private lesson teacher.
- Students in **grades 7-12** must participate in the Community Service Ushering Program for Major Productions at SCPA.

### ■ SCHOLARSHIP CRITERIA FOR ARTISTIC MERIT BASED LESSON SCHOLARSHIP:

- The student must currently be enrolled at SCPA as an Instrumental Music Major or Vocal Music Major. Scholarships are not offered to non-music majors.
- Instrumental music major students in **grades 7-12**. Vocal music major students must be in **grades 9-12**. Preference will be given to older high school students in the top ensembles who are preparing for college entrance in music fields of study.
- The student must have demonstrated very high performance skills during the 2016-17 school year.
- The student must have participated in a local, district, regional or national music event, competition, festival or ensemble during the 2016-17 school year.
- The student must have earned excellent ratings on over 50% of all Arts Boards Proficiency Exams from the 2015-16 and the 2016-17 school years.
- The student must have earned no grade lower than a B in his/her music courses at SCPA for the 2015-16 and 2016-17 school years.
- The student must have earned good academic standing status (no failing quarter/semester grades) at SCPA from the previous school year.
- The student must have demonstrated excellent behavior with no instance of serious disciplinary actions (i.e. in-school suspension, alternate location placement, expulsion) at SCPA from the previous two school years.
- **The student must demonstrate a strong desire to achieve musical excellence by maintaining a rigorous musical practice and study regimen.**
- The student must study onsite with an SCPA approved private lesson teacher or, in rare cases, receive a special exemption from the student's SCPA music faculty member.
- Students in **grades 7-12** must participate in the Community Service Ushering Program for Major Productions at SCPA.
- **Supplemental teachers must submit a recommendation letter to the AD Office for referral students.**

### ■ SCHOLARSHIP CRITERIA FOR CARLSON BERNE:

- An openness to learn about and play classical music; an interest in playing an instrument and enrolled in an instrumental music program if available.
- The parent/guardian must demonstrate financial need as evidenced by eligibility for federal free/reduced lunch program.
- Entering grades 7-12, or by agreement with concert:nova and the Carlson Berne Fund.
- Demonstrate a strong work ethic and positive attitude toward musical practice and study.

### ■ SCHOLARSHIP CRITERIA FOR FULL SCHOLARSHIP:

- A limited number of full scholarships are available and will be determined on an individual bases by the Artistic Director. To be considered for a full scholarship the student must demonstrate financial need and qualify for 100% free lunch.

### ■ APPLICATION PROCESS:

- Scholarships are funded and made possible through the generosity of private donors and private foundations.
- Complete and submit a signed SCPA **Private Music Lesson Scholarship Application** (sample application enclosed). Applications can be obtained on the counter outside of the main office or from the AD Office. (Carlson Berne applications must be obtained from the AD's office.)
- Scholarship recipients are selected by the SCPA Music Faculty and the SCPA Artistic Director.
- Scholarship applications must be submitted no later than due date noted in the application packet, **Friday, August 25<sup>th</sup> at 4 p.m.**, in order to be considered for a music lesson scholarship for the 2017-18 school year.
- Department Chairs, supplemental teachers, and applicants will be notified if a student has or has not been awarded a scholarship, via email, by Friday, September 1. If the student has been awarded a scholarship, she/he will receive a SCPA Private Music Lesson Student Scholarship Agreement Letter (sample letter enclosed). If the parent(s)/guardian(s) do not have an active email address, the supplemental teacher will provide the scholarship agreement letter to the student's parent(s)/guardian(s). This agreement must be signed by the student and parent(s)/guardian(s) and returned to the Artistic Director's office. This will ensure that supplemental teachers are able to start private music lessons during the first week of September.

## PERFORMANCE POLICIES

### ■ COMMITMENT:

- Students must accept a role (cast, pit, crew, etc.) in a play, musical, ballet, or other activity. 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:

#### 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. Students should turn it in before the absence whenever possible.
- Students will be **given one class day** for each day **excused** to make up homework that was either due or assigned during their absence.
- Students will be given one class day for each day **excused** to make up 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.

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

**Professional Opportunities Requiring the Student's Absence for the Entire Year:** These students should contact their counselor regarding acceptable courses. All such arrangements must be approved by the Principal, Artistic Director, 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 reprogramming 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. Any portion of the day missed must be excused.
- During rehearsals and performances, students are to remain in dressing rooms, or designated areas, 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 and return to designated area(s).
- No one is permitted in the theater during dress rehearsal or a performance unless given specific permission by the Stage Manager, Director, Principal or Artistic Director.
- No eating or drinking in costume.
- No eating or drinking on stage or in the theater 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 will affect the student's 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. If a student's parent chooses to remove the student during the school day this will not be considered an excused absence. Students are expected to leave the building after school and **return only at their call time** unless otherwise noted on the transportation form.

**Assembly/Concert Behavior:** Students should assemble in an orderly, quiet manner. 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 that may take place in the middle of a selection. Verbal participation is never appropriate unless you are on the stage. This means **do not scream, yell, or whistle**. 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 at all times.

**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 she/he understands the expectations for performance attire. Standard concert attire is required for all musical performances both at SCPA and in the community.

- **Girls:** Black skirt or dress slacks with black belt, white long sleeve dress blouse, black shoes with hose or dress socks – no sandals, sneakers, or gym shoes. Absolutely **no** sleeveless or backless blouses will be permitted.
- **Boys:** Black dress trousers with black belt, white long sleeve shirt, long black tie, black socks and black dress shoes – no sandals, sneakers, or gym shoes.
- **Crew Positions:** *Running Blacks* (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 draw inappropriate attention to the student or detract 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



## 2017-18 SCPA IN-SCHOOL PERFORMANCES

- A student will be marked excused from class in PowerSchool when the student's teacher verifies with the Artistic Department, the student's participation in, or attendance of, a production/event.
- All in-school performances begin at 10 a.m. in the designated theater.
- Teachers are required to attend in-school productions or events with their class.
- Teachers of non-attending students will make adequate arrangements to ensure the students have coverage (i.e. substitute teacher coverage, combine classes). Students are not allowed to attend any performance or event without teacher supervision.

**Master Classes:** On occasion students will have an opportunity to attend classes taught by established artists in the student's prospective arts major. A student will only be marked excused from class in PowerSchool if the student's teacher, the Artistic Director, or the Principal verifies permission was granted to attend/participate in the class.

**Photos/Videos:** Permission forms for your child to be photographed, video imaged or voice recorded to be taken during the 2017-18 school year for publishing or broadcasting in news coverage, media events and/or district-approved publications and websites approved by the Public Affairs Department must be on file in the Artistic Directors office to participate. This permission for the 2017-18 school year is irrevocable. A new form must be completed for each school year.

### ■ 2017-18 SCPA MAIN STAGE IN-SCHOOL PERFORMANCE SCHEDULE:

**Hairspray – November 2-3, 2017**

Directed by Angela Powell Walker  
Music Direction – Laurie Wyant  
Choreography - Lea Lachey

**Nutcracker – November 30 – December 1, 2017**

Directed by Daryl Bjoza,  
Patricia Rozow, and Sara Swinehart

**Aesops Fables – January 12, 2018**

Directed by Tatiana Godfrey

**The Ransom of Miss Elverna Dower – February 2, 2018**

Directed by Gina Kleesatal

**Harvey – March 9, 2018**

Directed by David Roth

**Copelia – April 20, 2018**

Directed by Patricia Rozow



## 2017-18 SCPA MAIN STAGE PRODUCTION SCHEDULE

**Hairspray – November 2-5, 2017**

Directed by Angela Powell Walker  
Music Direction – Laurie Wyant  
Choreography - Lea Lachey

**Nutcracker – November 30-December 3, 2017**

Directed by Daryl Bjoza, Patricia Rozow, and Sara Swinehart

**Aesops Fables – January 12-14, 2018**

Directed by Tatiana Godfrey

**The Ransom of Miss Elverna Dower – February 2-4, 2018**

Directed by Gina Kleesattel

**2<sup>nd</sup> Grade Musical – February 8, 2018**

**Black History Month Concert – February 15, 2018**

**Harvey – March 9-11, 2018**

Directed by David Roth

**1<sup>st</sup> Grade Musical – April 5, 2018**

**Copelia – April 20-22, 2018**

Directed by Patricia Rozow

**Music Theater Extravaganza – March 15-16, 2018**

Directed by Laurie Wyant, Drew Lachey and Lea Lachey

**Spooktacular – October 11, 2018**

Directed by Brian Siekmann



## SCPA SCHOOL DAY PROCEDURES

### ■ MORNING ARRIVAL/BREAKFAST:

**K-8<sup>th</sup> Grade Students:** Students in grades K-8<sup>th</sup> grade are not permitted to arrive any earlier than 8:45 a.m. Bus drop-off will occur on Central Parkway while car drop-off will occur on 12<sup>th</sup> Street. Both areas will have adults on hand to help students find their locations. K-2<sup>nd</sup> grade students will go to the multipurpose room where they will have breakfast and will be picked up by their homeroom teacher. Parents are welcome to escort their child for the first few days, if desired. Grade 3 students should report to their ELA and will be escorted to breakfast. Students in grades 4-8 should report to the cafeteria for breakfast.

**9-12<sup>th</sup> Grade Students:** The building will open at 8 a.m. each school day. All students will go directly to the cafeteria via stairway #2. High School students will be dismissed at approximately 8:20 a.m. to go to lockers and classrooms.

### ■ LUNCH:

- K-2 lunches occur from 1:45 p.m. - 2:15 p.m.
- Grade 3 lunch occurs from 1:20 p.m. - 1:50 p.m.
- Grades 4, 5, and 6 lunches occur primarily during bell 6, 12:31 p.m. - 1:16 p.m.
- Grades 7 through 12 lunches occur primarily during bells 4 and 5
  - Bell 4 @ 10:53 a.m. - 11:38 a.m.
  - Bell 5 @ 11:42 a.m. - 12:27 p.m.

When students are finished eating, they are permitted to go to the playground, weather permitting. No food is to be taken out of the cafeteria. If students are eating lunch in a classroom, they may get their lunch but they **must** have a note from a certified teacher who **must** supervise them at all times.

### ■ END OF ACADEMIC DAY DISMISSAL:

**K-8<sup>th</sup> Grade Students:** Students in grades K-8 will dismiss at 3:45 p.m. K-8<sup>th</sup> grade parents who are picking up by car may do so on 12<sup>th</sup> Street. K-3<sup>rd</sup> grade students waiting for car pick up will be located by the wall on 12<sup>th</sup> Street. K-3<sup>rd</sup> grade parents will be assigned a number that should be displayed in the window. Staff will be able to identify students and escort them to their car. Parents should advise teachers of any special arrangements for pick up within a reasonable time.

**9-12<sup>th</sup> Grade Students:** Students will dismiss at 2:54 p.m. Students will exit through the building either on Central Parkway or 12<sup>th</sup> Street. Students who are waiting for rehearsals or to be picked up by parents will wait in the cafeteria. When students waiting for rehearsals are called they will go to their rehearsal spaces. Students waiting to be picked up will be sent to the front door when their parents arrive.

All academic and artistic teachers who have students at the end of the academic day will walk their students through the bus line starting on Race Street, along Central Parkway and down Elm Street to load the bus. Students are not allowed to exit the bus once boarded. Car riders in line will be escorted by the last period teacher to the amphitheater on 12<sup>th</sup> Street.

## OVERVIEW OF FORMS & LETTERS

- **3<sup>rd</sup> Grade Intent to Audition Form:** This form is for students completing the 3<sup>rd</sup> grade who intend to continue attend SCPA during the next school year. (\*Form can be obtained from 3<sup>rd</sup> grade teachers, on the counter outside of the main office, and in the Artistic Department Office.)
- **Artistic Department Acknowledgment of Expectation Form:** This form attests to the student and parent(s)/guardian(s) recognition and understanding of the policies and procedures outlined in the Artistic Department Student Overview Handbook. (\*Form located in the Artistic Department Student Overview Handbook and in the Artistic Department Office.)
- **Artistic Fee Enrichment Waiver Application:** This application is for parent(s)/guardian(s) in need of financial assistance with their child's artistic fees. (\*Form located on the counter outside of the main office and in the Artistic Department Office.)
- **Board Audition Status Letter:** This letter informs the parent(s)/guardian(s) and the student(s) about the status/grading of the Board audition. (\*Letter distributed by the AD Office.)
- **Change of Major (COM) Application:** The COM Application is for students interested in adding/\*dropping/changing a major during the change of major weeks. (\*Form located on the counter outside of the main office and in the Artistic Department Office.)
- **Change of Major Audition Status Letter:** This letter informs the parent(s)/guardian(s) and student(s) about the status of the audition and major placement. (\*Letter distributed by the AD Office.)
- **Corbett-Mayerson:** The Corbett-Mayerson award competition is for SCPA juniors, in all artistic fields, interested in competing before distinguished judges from the fields of the creative and performing arts. (\*Packet located on the counter outside of the main office and in the Artistic Department Office.)
- **CPS Photo Permission Form:** This form is for a student's photograph, video image or voice recording to be taken during the 2017-18 school year for publishing or broadcasting in news coverage, media events and/or district-approved publications and websites approved by the Public Affairs Department. (\*Form located in SCPA back-to-school packet and on the CPS website, <https://www.cps-k12.org/families-students/forms>.)
- **In-School Production Audition Application:** The application is for students interested in auditioning for an in-school main stage production. (\*Application located on the counter outside of the main office and in the Artistic Department Office.)
- **In-School Production Transportation Permission Form:** The form accounts for students (i.e. cast, technical crew, music) activity after the conclusion of the in-school performance. (\*Form obtained from Stage Manager or in the Artistic Department Office.)
- **Private Music Lesson Scholarship Application:** Students in grades 7-12, that are interested in taking private music lessons for their artistic major and are in need of financial assistance. (\*Form located on the counter outside of the main office and in the Artistic Department Office.)
- **Private Music Lesson (PML) Student Scholarship Agreement:** Students in grades 7-12 that have been awarded a PML Scholarship will receive an agreement letter. (\*This comes from the Artistic Department Office.)
- **Student Professional Artistic Experience Form:** When a student's involvement in a non-SCPA production requires him/her to miss school/class. (\*Form located on the counter outside of the main office and in the Artistic Department Office.)

CPS 2017-18 Districtwide School Year Calendar is available online at  
<https://www.cps-k12.org/sites/www.cps-k12.org/files/pdfs/Calendar-2017-18.pdf>

School for Creative and Performing Arts Events Calendar  
<https://scpa.cps-k12.org/news/calendar>



At the Erich Kunzel Center for Arts and Education

### SCPA Intent to Audition Form for the 2017-18 School Year for Current SCPA 3<sup>rd</sup> Grade Students

Please complete and sign this form, check the appropriate box and have your child return this form no later than (date) to his/her home room teacher.

3<sup>rd</sup> Grade Child's Name (please print) \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Please check one of the following:

I plan to have my child audition on Friday, January 20<sup>th</sup> to return to SCPA next year.

I do not plan to have my child audition on Friday, January 20<sup>th</sup> and my child will not return to SCPA next year.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return by (DATE)**



At the Erich Kunzel Center for Arts and Education

### 2017-18 ARTISTIC FEE ENRICHMENT WAIVER APPLICATION

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

How many of your children attend SCPA? \_\_\_\_\_

Do your children receive free or reduced lunch? Yes \_\_\_\_/ No \_\_\_\_

May we review CPS Free Lunch Program Confirmation? Yes \_\_\_\_/No \_\_\_\_

Reason for the request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Approved	_____ Angela Powell Walker, Artistic Director	_____ Date
	Not Approved	_____ Angela Powell Walker, Artistic Director	_____ Date

**NO REQUEST WILL BE PROCESSED WITHOUT THE SIGNATURE AND APPROVAL FROM THE ARTISTIC DIRECTOR, ANGELA POWELL WALKER.**

Please return completed form to the Artistic Director's Office (Ms. Solomon), room 1053.  
(Note: Applications that do not explain the reason for the request will automatically be denied.)

Intended blank page

(DATE)

Dear Parent of:

Grade: 8



**MAY 2017 VISUAL ART PROFICIENCY SCORE:  
CURRENT STUDENT STATUS IN VISUAL ART:**

**UNSATISFACTORY  
PROBATION**

Above you will find the results of the May 2017 Arts Board Proficiency. The instructors in your child's arts department have reviewed your son's/daughter's work (performance, portfolio or presentation) and assigned the score above, using a set of rubrics that determine each student's level of success in meeting established arts standards.

The three evaluation scores are:

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

All SCPA students in grades 6-12 must meet or exceed the standards in order to remain in their current arts department and be promoted to the next level of arts study or receive an Arts Diploma. Any student that receives an UNSATISFACTORY score in two of any three consecutive proficiencies are removed from that arts program. **All 6<sup>th</sup>-12<sup>th</sup> grade students must be in GOOD STANDING in an arts program to remain enrolled at SCPA.**

As this is your child's first UNSATISFACTORY score, your child has been placed on probation and must:

- Successfully complete the January 2018 *and* May 2018 Arts Board Proficiencies in order to return to GOOD STANDING in **Visual Art**.
- Successfully complete a CHANGE OF MAJOR AUDITION into another arts program OR maintain GOOD STANDING in another arts program. Contact the Artistic Director's Office at 513-363-8042 IMMEDIATELY for information about the upcoming CHANGE OF MAJOR AUDITION. **This is the only opportunity your child will have to audition for another arts program.**

Sincerely,

Angela Powell Walker, Artistic Director

(continued on next page)



At the Erich Kunzel Center for Arts and Education

### 2017-18 SCPA CHANGE OF MAJOR APPLICATION

THIS FORM MUST BE RETURNED TO ARTISTIC DIRECTOR'S OFFICE BY (Date)

Student Name: \_\_\_\_\_  
Last First Middle Initial

What is your current grade level? \_\_\_\_ Home many years have you been a student at SCPA? \_\_\_\_

Current Major(s) (List ALL current Majors): \_\_\_\_\_

Major(s) you wish to <b>ADD</b> :	Major(s) you wish to <b>DROP</b> :

Intended blank page

List one academic and one art teacher who can speak to your strengths as a student:

Academic Teacher: \_\_\_\_\_

Arts Teacher: \_\_\_\_\_

\* My child has my permission to audition to change his/her major at SCPA on (Date) at 4:00 p.m.

\_\_\_\_\_  
Parent/Guardian Name (Print) Signature

\_\_\_\_\_  
Home Number Work Number Cellular Number

**IMPORTANT:** The Change of Major Audition will be held on (Date) at 4:00 p.m. The student must be present on this date and at this time to audition to change a major. No other change of major date will be scheduled for the 2017-18 school year.

\*\*\*\*\*

## RETURN BY (DATE)!

(Turn over)

**TO BE COMPLETED BY CURRENT ART TEACHER**

Current Arts Course Title: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current Arts Board Score: \_\_\_\_\_

\_\_\_\_ I am aware this student will audition to change his/her major on **(Date)**.

---

**Current Art Teacher Name (Print)****Signature**

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

**TO BE COMPLETED BY AUDITIONING ART TEACHER**

\_\_\_\_ I am aware this student will audition to change his/her major on **(Date)**.

---

**Auditioning Art Teacher (Print)****Signature**

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

K-12 College  
Preparatory Academics

K-12 Pre-Professional  
Artistic Training

**ARTISTIC MAJORS:**

- Creative Writing*
- Dance*
- Drama*
- Instrumental Music*
- Technical Theater*
- Visual Arts*
- Vocal Music*

Nick Nissley, Ed.D.  
*Executive Director*

Michael D. Owens  
*Principal*

Angela Powell-Walker  
*Artistic Director*

Kimberly Brown  
*7-12 Asst. Principal*

John F. Copenhaver  
*K-6 Asst. Principal*

108 West Central Pkwy  
Cincinnati, Ohio  
45202

**(513)363-8000**  
**fax (513)363-8020**  
**www.scpa.org**



At the Erich Kunzel Center for Arts and Education

(Date)

Dear Parent(s)/Guardian(s) of: **Entering grade:**

Your child recently auditioned to change, add, or drop his/her artistic major on (Date). Below are the results of your child's audition.

Current (2016-17) artistic major(s): \_\_\_\_\_

Requested major change/add:	
Requested major change/add:	
Requested major drop:	
Requested major drop:	

**Please note the following:**

- If your child was unsuccessful in their Change of Major audition, they must remain in their current artistic major if this was their first Board failure. (\*If your child failed Boards two times this is automatic removal from his/her major.)
- Students are required to have a minimum of one artistic major to remain at SCPA.
- If applicable, please confirm in your optioning meeting that you will drop the above major(s) as a result of successfully auditioning into a new major or having one major remaining.
- If N/A appears in the requested major drop section, this means your child would like to add an artistic major in addition the artistic major(s) he/she currently has.
- Artistic major changes will take affect during the 2018-19 school year.

**Important:** The above changes will be implemented according to schedule availability, academic considerations, and artistic department openings.

Regards,

Angela Powell Walker

Artistic Director

**Corbett-Mayerson Scholarship Award  
CLASS of 2019**

The Corbett-Mayerson Scholarship Award competition application procedure is listed below. This procedure requires students to take the responsibility of delivering their materials to the Artistic Director before the deadline date. Students are required to perform the following tasks:

- Complete the Artistic Statement Essay according to Corbett-Mayerson guidelines listed below;
- Acquire their sponsors signature;
- Complete the Technical Needs form;
- Submit the Student Entry form (with Sponsor's signature), Artist Statement Essay and Technical Needs Request form to the Artistic Director's office before 4:00 p.m. on March 9, 2018 The student must submit all forms and each student must log in the time of their submission.

**DON'T WAIT UNTIL THE LAST MINUTE TO ENTER THE COMPETITION!**

Read the Corbett-Mayerson Entry Form instructions carefully. Complete all the requirements and submit your application early! If your entry forms are not completed to the Corbett-Mayerson Competition Committee's satisfaction they will be returned to you for revision. However, once the deadline for entry forms has passed revisions will not be accepted. APPLY EARLY!

**CORBETT-MAYERSON GUIDELINES**

1. Competition is open to juniors who have completed at least one year (two semesters) at SCPA.
2. Students are to compete in the arts area(s), in which they are studying as majors.
3. A faculty member teaching in the major needs to sponsor students and sign students' entry forms.
4. Students may compete in more than one area in the prelims, but must choose to compete in one area only for finals if eligible in two arts categories.
5. Students have a maximum of six (6) minutes to present their work.
6. Participants are responsible for arranging for accompanists, recorded music, special equipment, etc.
7. Students must fill out a TECHNICAL NEEDS FORM even if they do not need technical support.
8. Students competing in more than one arts area in the Prelim competition must fill out a complete Entry Packet for each artistic discipline.
9. Writers do not present at the prelims but should be available for interviews (no longer than six minutes).
10. In most cases the finalists will be announced by the end of the Prelim week.

**ARTITSTIC STATEMENT GUIDELINES**

Please attach to the forms with a paper clip, **a typed, one page** artistic statement that addresses the following:

- Write your name and area of competition in the header;
- Why you have chosen this particular artistic field;
- Why you chose to pieces you are performing;
- What are your artistic goals, strengths;
- What the Corbett-Mayerson Scholarship means to you;
- Anything you want the judges to know about you and your work.

REMEMBER YOUR ARTISTIC STATEMENT IN **ONE PAGE ONLY!** ARTISTIC STATEMENTS ARE COPIED ON THE BACK OF YOUR SCORE SHEET. IF YOUR ESSAY IS LONGER THAN ONE PAGE YOUR ENTIRE STATEMENT WILL NOT BE AVAILBLE TO THE JUDGES.

**IMPORTANT DATES AND DEADLINES**

**February 26 – March 9, 2018** - Artistic Director's office accepts student applications. All forms should be submitted to the Artistic Director's office **only by the student**, and all applicants will sign a log sheet identifying the time and date of their entry.

**February 23, 2018 – Arts Faculty** have held department auditions and selected their top six students to compete in the prelims.

**March 9, 2018, BY 4 P.M.** ENTRY APPLICATION DEADLINE!

All Corbett-Mayerson Entry Forms and essays must be time-stamped by 4:00 p.m. on March 9, 2018. All entry forms will be timed stamped as they are submitted and students will sign a login sheet verifying their submission.

**April 3 and April 4, 2018** - Students compete in the Corbett-Mayerson Prelims located in the Mayerson Theater.

**May 10, 2018** – Corbett -Mayerson Finals Rehearsals - Scheduled throughout the day.

**May 10, 2018** – Corbett- Mayerson Competition – 7:00 p.m.

Winners are announced at Class Day. Corbett -Mayerson winners will perform/exhibit their work to the student body on Awards Day in May and at scheduled events throughout the following school year.

Cincinnati Public Schools

## Photo Permission Form

Dear Parent or Guardian,

We are proud of our students, and we need your help to highlight their many positive accomplishments. To do this, photographs, video images and voice recordings sometimes are taken of students. These images and recordings may be distributed by the district or published in district publications, news coverage, media events, other district-approved publications and/or posted on Web sites.

I wanted to notify you of this possibility and request that you give us your permission to have your child photographed or recorded for such purposes.

Please fill out the bottom of this letter by checking the appropriate box, signing your name and dating. Then return this letter to the school office as soon as possible. If you have questions concerning this request, please contact me.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School

-----  
- Photo Permission Form  
**Parent Response Section**

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Homeroom

Please check one of the following:

**YES.** I give my permission for my child's photograph, video image or voice recording to be taken during the 2017-18 school year for publishing or broadcasting in news coverage, media events and/or district-approved publications and websites approved by the Public Affairs Department. This permission for the 2017-18 school year is irrevocable. A new form must be completed for each school year.

**NO.** I do not want my child photographed, videotaped or voice recorded during the 2017-18 school year.

\_\_\_\_\_  
Parent / Guardian Name - **Please Print**

\_\_\_\_\_  
Parent / Guardian **Signature**

\_\_\_\_\_  
Date



At the Erich Kunzel Center for Arts and Education

**AUDITION PERMISSION FORM (2017-18)**  
**(IN-SCHOOL PRODUCTION NAME)**

(Please print legibly)

1. Student Name: \_\_\_\_\_  
(Last) (First) (M.)
2. Student Contact: \_\_\_\_\_  
(Email frequently used) (Cellphone)
3. Are you a new student to SCPA this year?  Yes  No
4. Student's current artistic major:  
 Creative Writing  Dance  Drama  Instrumental Music  
 Vocal Music  Tech Theater  Visual Art
5. Parent/Guardian Name: \_\_\_\_\_  
(Last) (First) (M.)
6. Parent/Guardian Contact: \_\_\_\_\_  
(Email frequently used) (Cellphone)

Audition dates, rehearsal dates, and performance dates are clearly indicated in **(Production Name)** Audition Preparation Packet available at the school.

I give my child permission to audition for SCPA's production of **(Production Name)**. I understand that if my child is cast in this production he/she will be required to attend **ALL REHEARSALS AND PERFORMANCES**. Inability to attend a scheduled rehearsal except in the case of a family emergency or documented serious illness will result in my child's dismissal from the production. I also understand my child will be required to obtain the appropriate undergarments and make-up for the production.

Parent, your signature indicates that you have read and agree to all of the conditions listed on this permission slip and in the audition preparation packet.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be submitted to the SCPA Artistic Office to Ms. Solomon no later than (Date) by 12:00PM in order for your child to be scheduled for this audition.**

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**(In-School Production Name) Transportation Form**

Regarding the performance of: **Production Name**

Parent pick-up is required in order for the student to leave the school. Students over the age of 18 will be allowed to sign him/herself out. Please note, however, if the student is signed out before the end of the school day it is not considered an excused absence from class and all work given that day is still the responsibility of the student to turn in on time.

(Please Print)

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Please excuse my child from campus at their regular dismissal time.

\_\_\_\_\_ I will pick up my child after the matinee performance (unexcused absence for the remaining school day).

\_\_\_\_\_ My child has permission to leave with another **\*authorized family member**. The name **must** be on your child's CPS emergency contact card.

**\*Name of person authorized for pick up:** \_\_\_\_\_

\_\_\_\_\_ My child is over the age of 18 and has my permission to sign him/herself out.

\_\_\_\_\_ My child will stay on campus after dismissal and have dinner with the cast and crew of **Production Name**.

Parent Name: \_\_\_\_\_ (Please Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (daytime) contact number: \_\_\_\_\_



**2017-18 SCPA PRIVATE MUSIC LESSON**

**SCHOLARSHIP APPLICATION (GRADES 7-12 ONLY)**

(Please print legibly)

1. Student Name: \_\_\_\_\_  
(Last) (First) (M.)

2. Student Current Grade Level: \_\_\_\_\_

3. Parent/Guardian Name: \_\_\_\_\_  
(Last) (First) (M.)

4. Parent/Guardian Email: \_\_\_\_\_  
**(PRINT LEGIBLY! This is how you will receive notification.)**

5. Parent home phone number: \_\_\_\_\_  
(Home) (Work) (Cellular)

6. Instrument(s)/lesson(s) you wish to study with a private teacher: \_\_\_\_\_

7. How many years have you been playing this instrument? \_\_\_\_\_

8. How many years have you been taking private music lessons on this instrument? \_\_\_\_\_

9. Do you have a preferred private music lesson instructor you wish to study with at SCPA?  
Yes \_\_\_/ No \_\_\_ (If yes, please list the teacher's name: \_\_\_\_\_)

10. Are you currently studying with a private teacher offsite? Yes \_\_\_/No \_\_\_

11. If yes, list offsite private lesson teacher name: \_\_\_\_\_

12. Offsite private lesson teacher email address: \_\_\_\_\_

13. Offsite private lesson teacher phone number: \_\_\_\_\_

14. May we review CPS Free Lunch Program Confirmation? Yes \_\_\_/No \_\_\_

15. Scholarship applying for: Financial: \_\_\_/ Merit: \_\_\_

**\*(Note: To be considered for a full scholarship the student must demonstrate financial need and qualify for 100% free lunch. Are you applying for full scholarship? Yes \_\_\_/ No \_\_\_)**

SCPA private music lesson instructors will contact parents by phone or email to schedule a weekly lesson time. Private lessons will begin the week of September 4<sup>th</sup> - 8<sup>th</sup>. **This form must be completed and submitted, directly to the Artistic Director's office, no later than August 25<sup>th</sup> by 4:00pm in order to ensure your child can start lessons on time, if awarded a scholarship.** Your signature indicates that you agree to all the SCPA Private Music Lesson Program procedures and that you wish to enroll your child in the SCPA Private Music Lesson Program for the 2017-18 school year. **TURN OVER TO COMPLETE APPLICATION!!!**



## 2017-18 Consent Form for Release of CPS Free Lunch Program Confirmation



At the Erich Kunzel Center for Arts and Education

### For Music Lesson Scholarship Consideration 2017-18 School Year

Please provide the information requested and sign below to consent for CPS Food Services to provide the SCPA Administration with notice that you have received confirmation of free lunch eligibility. The information, in the form of a confirmation statement only, will be received by an SCPA administrator and will be kept strictly confidential.

(Please print legibly)

Student Name: \_\_\_\_\_  
(Last) (First) (M.)

Student Current Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Last) (First) (M.)

Does your child qualify for the CPS Free and Reduced Lunch Program? Yes: \_\_\_\_\_ /No: \_\_\_\_\_

\_\_\_\_\_ Consent granted for SCPA Administration to receive confirmation of Free Lunch Eligibility.

\_\_\_\_\_ Consent **NOT granted** for SCPA Administration to receive confirmation of Free Lunch Eligibility.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**  
SCPA Artistic Director's Office, Room 1053  
Attention: Ms. Solomon  
School for Creative & Performing Arts  
108 W. Central Parkway  
Cincinnati, OH 45202

### PRIVATE MUSIC LESSON STUDENT SCHOLARSHIP AGREEMENT

Dear Parent(s)/Guardian(s) of \_\_\_\_\_ (student name) \_\_\_\_\_,

Congratulations! You child has been awarded a \_\_\_\_\_ (scholarship type) \_\_\_\_\_ Private Music Lesson Student Scholarship in the area of: \_\_\_\_\_ (lesson) \_\_\_\_\_.

By signing this agreement, WE acknowledge, understand, and agree to all the requirements outlined in the SCPA Private Music Lesson Scholarship Policy for the 2017-18 school year. **We fully understand that if my child does not meet any of the outlined requirements the scholarship will be discontinued.**

_____	_____	_____
Parent/Guardian (Print Name)	Acknowledgment Signature	Date
_____	_____	_____
Parent/Guardian (Print Name)	Acknowledgment Signature	Date
_____	_____	_____
Student (Print Name)	Acknowledgment Signature	Date

**Please make a copy for your records and return this agreement no later than Tuesday, September 5<sup>th</sup>, 2017 to the Artistic Director's office.**

**STUDENT PROFESSIONAL ARTISTIC EXPERIENCE FORM**

**ATTENTION: THIS FORM MUST BE TURNED INTO THE ARTISTIC DIRECTOR'S OFFICE (CHARISE SOLOMON) 48 HOURS PRIOR TO THE ABSENT DATE OR IT WILL NOT BE APPROVAL.**

I request my child, \_\_\_\_\_, be excused from school attendance on the dates indicated below for the purpose indicated below. I understand that my child's teachers must approve and sign this form in order for my child to participate in this professional activity. I understand that if the dates requested exceed ten (10) days in any quarter that I will be required to secure and pay for a certified public school instructor to provide tutoring in all academic subjects. The certified public school instructor will present evidence of work completed on forms to be provided by SCPA.

Date(s) of absence from school: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature                      Best contact number                      Date

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Bell	Subject	Teacher Name & Signature	Room

Name and address of employer: \_\_\_\_\_

Nature and extent of job: \_\_\_\_\_

Wages:	Hourly:	Weekly:	Monthly:
--------	---------	---------	----------

.....

**Approved:**                      **Denied:**

\_\_\_\_\_  
Michael D. Owens, Principal

\_\_\_\_\_  
Angela Powell Walker, Artistic Director



At the Erich Kunzel Center for Arts and Education

**ARTISTIC DEPARTMENT ACKNOWLEDGMENT OF EXPECTATION PAGES**

**(Note: This form must be completed by acknowledging each statement with a check mark, inserting information page number(s), and proving your signature.)**

**RETURN TO THE ARTISTIC DEPARTMENT BY SEPTEMBER 1, 2017!**

**ARTISTIC MAJORS:**

- Creative Writing*
- Dance*
- Drama*
- Instrumental Music*
- Technical Theater*
- Visual Arts*
- Vocal Music*

\_\_\_ I have read the Artistic Department Handbook.

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

\_\_\_ I recognize and understand the audition process for grades 3-10, Change of Major, and In- school productions (page(s)\_\_\_\_\_ ).

\_\_\_ I recognize and understand the Board assessment procedure and policy (page(s) \_\_\_\_\_).

\_\_\_ I recognize and accept the performance policy, the homework policy, and the assembly and concert behavior expectations (page(s)\_\_\_\_\_ ).

\_\_\_ I recognize and understand that there are fees associated with each arts department and private music lessons (page(s)\_\_\_\_\_ ).

\_\_\_ I recognize and understand the attendance policy for in-school productions and non-SCPA productions (page(s)\_\_\_\_\_ ).

Nick Nissley, Ed.D.  
*Executive Director*

Michael D. Owens  
*Principal*

Angela Powell-Walker  
*Artistic Director*

Kimberly Brown  
*7-12 Asst. Principal*

John F. Copenhaver  
*K-6 Asst. Principal*

I have read the Artistic Department Handbook and my student and I recognize, 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. **(Note: As we work to solidify information, some portions of this book may differ slightly from the Student Handbook. As it pertains to relative information in the creative and performing arts performances and classroom procedures, please refer to this document.)**

\_\_\_\_\_  
Parent/Guardian (Print Name)

\_\_\_\_\_  
Acknowledgment Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Print Name)

\_\_\_\_\_  
Acknowledgment Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Acknowledgment Signature

\_\_\_\_\_  
Date

108 West Central Pkwy  
Cincinnati, Ohio  
45202

**(513)363-8000**  
**fax (513)363-8020**  
**www.scpa.org**

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THE SCHOOL FOR

CREATIVE &  
PERFORMING ARTS

AT THE ERICH KUNZEL CENTER  
FOR ARTS AND EDUCATION