

**CPS Department of Arts Education
Advanced Arts Program
2019–20**

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Advanced Arts Program at Gallery 37
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ABOUT THE ADVANCED ARTS PROGRAM

The CPS Department of Arts Education works to ensure that every Chicago Public Schools student receives a high-quality arts education by creating conditions at the classroom, school, district, and state level that allow the arts to grow and flourish.

The Advanced Arts Program (AAP) is an off-campus high school magnet arts program that provides CPS high school juniors, seniors, and (in some cases) highly-motivated sophomores with honors or dual-credit courses in the arts.

AAP students participate in two-hour, two-credit honors or dual college credit courses in the arts, team-taught by certified CPS arts teachers and professional teaching artists affiliated with Chicago's most prestigious arts organizations and institutions. Classes are taught at Gallery 37 in the heart of downtown Chicago; students are given free transportation to the program to and from their home schools. AAP students are engaged in intense project-based learning experiences that include regular field trips to artists' studios, museums, galleries, theaters, and concert halls. Students are given opportunities to perform in public and to create art for a variety of public venues. AAP also provides career guidance and intensive post-secondary planning. Many prestigious and top ranked colleges, universities, and conservatories recruit directly from AAP and award students generous scholarships, including full four-year awards.

Since 1999, AAP has provided opportunities to over 2,200 CPS high school students from over 60 high schools to excel in the arts in a supportive and academically-rigorous learning environment.

The CPS Department of Arts Education is pleased to offer our 20th consecutive year of the Advanced Arts Program.

STUDENT POLICIES AND EXPECTATIONS

1. APPLICATION PROCESS

- A. Student Applications
 - a. Interested students (rising juniors and seniors) from any CPS school (district-managed, charter, contract, and options) should apply at advancedarts.cps.edu during the open application period (early February to mid-June).
 - b. Applicants require an in-person interview and, in some cases, a portfolio review or audition for admittance into the program. At the interview, students will finalize additional application forms (recommendation and permission form, early dismissal form, and unofficial transcripts).
- B. Student Interviews
 - a. Upon arrival at their interview, applicants are given a file folder, a questionnaire to complete, and a copy of the evaluation rubric used by AAP teachers.
 - b. AAP teachers will conduct student interviews based on criteria specific to each discipline / area of study (as articulated in the evaluation rubric). They will also review questionnaire responses, student transcripts, recommendation letters, and permission forms.
 - c. Additional portfolio reviews or auditions will take place during the interview period. AAP teachers will communicate any additional review/audition expectations before the interview.
 - d. Each interview will last about 20 minutes. AAP teachers will escort students to their second interviews (if applicable).

2. ACCEPTANCE

- A. Students are notified via email within one (1) week of their interview whether they have been accepted into the AAP program.
- B. Students are instructed to reply to the acceptance email and reserve their spot in the class by confirming enrollment.
 - a. If a student is accepted into first-choice and second-choice classes, that student is expected to make a decision and reply to the acceptance email with their preferred class for enrollment.
- C. A Programming Confirmation Report (PCR) with course names and codes will be attached to the email. The student is responsible for giving this PCR form to their school counselor. It should be completed by the counselor and returned to the

AAP office ASAP.

3. DAILY EXPECTATIONS

- A. Student Arrival to AAP
 - a. Students will enter the AAP building (66 E Randolph St.) with their student ID attached to their clothing and an AAP sticker attached to their ID.
 - b. Students will show their ID to Security on the first floor.
 - c. Students will proceed upstairs to the Mezzanine level to scan in with the AAP Program Coordinator. If the Program Coordinator is not at their posted spot, the students should immediately scan in independently.
 - d. Students should wait at a table in the Mezzanine after they scan in. They may finish homework during this waiting period. Food and beverages are allowed in the Mezzanine (but not in classrooms; see section 3D).
 - e. Students will be released to AAP classrooms ONLY after their teacher and/or teaching artist has come down to the Mezzanine to meet them. Students will never be permitted to enter their AAP classroom without being accompanied by an AAP staff member.

- B. Use of AAP Materials and Equipment
 - a. When applicable, students will be directly assigned materials and/or equipment for use in the AAP program.
 - b. Students should always notify their teacher or teaching artist if any AAP materials or equipment are damaged or become damaged.
 - c. If a student personally damages AAP materials or equipment, a meeting with AAP teachers, AAP administrators, and the parent or guardian will be called to determine appropriate action.

- C. Student Transportation
 - a. Every student in the AAP program is given a free daily round trip to AAP through use of Ventra funds/passes.
 - b. Beginning in November, students will be given enough fare each week for ten round-trip (10) rides on the CTA. Students will provide their Transit ID number and Ventra account information to AAP staff in order for their accounts to be loaded with AAP fare.
 - c. Each student's Ventra account will be replenished regularly in order to allow for ten (10) round-trip trips to and from AAP each week.
 - d. If a student needs to request transportation support over and above the provided Ventra passes, [this Supplemental Ventra Student Request Form](#) must be sent to the DAE for approval, including any supporting explanation and/or documents related to the request (IEP information, etc).

D. Additional Gallery 37 Building Rules

- a. All students must wear their CPS ID with an AAP sticker at all times while inside the AAP building. Students will not be allowed to enter the building without a valid ID.
- b. Food and beverages are only allowed on the Mezzanine level. No food or drink is allowed in any AAP classrooms.
- c. Students must take the building stairs *at all times*, except for students with elevator passes.
- d. Appropriate school attire is required within the building. No hats are allowed.
- e. No family/friends are allowed to visit students in the classroom, and students may not visit other classrooms or programs during break time.
- f. Students defacing any part of the Gallery 37 building will be dismissed from the program immediately.
- g. The CPS Advanced Arts Program is not responsible for lost or stolen items.
- h. No smoking is allowed anywhere in the building.
- i. Using illegal drugs or alcoholic beverages is strictly prohibited. If caught, students will be reported to the police and dismissed from the program.
- j. Physical, verbal and/or sexual abuse or harassment is not tolerated, and will result in dismissal.
- k. Profanity is not tolerated.
- l. No loitering in the hallways or stairwells.
- m. At the end of the program, students must promptly leave the building. If waiting to be picked up, students may wait in the Mezzanine.
- n. Students are not allowed on the third floor rooftop terrace or the fifth floor rooftop. Any students caught on either rooftop terrace may be dismissed from the program.
- o. The Advanced Arts Program is an extension program of Chicago Public Schools. All CPS policies apply while students are in attendance.
- p. ALL STUDENTS ARE REQUIRED TO FOLLOW THE ABOVE LISTED RULES AND FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION OR DISMISSAL FROM THE PROGRAM.

4. ABSENCE PROCEDURES

A. Daily Attendance

- a. AAP students are expected to attend classes daily for the length of the program.
 - i. Any AAP absences must be communicated to both a student's home school and to AAP (see Section 4D, Excused Absences).
 - ii. If a student has an unexcused absence for the day, a phone call will be made to the parent or guardian on file.

- iii. If a student exceeds three unexcused absences, a parent or guardian meeting will be scheduled.
- iv. If a student has additional unexcused absences, they could be removed from the program and the principal at their home school will be notified.
- v. Work from unexcused absences cannot be made up and resulting consequences will apply (see specific class syllabus).

B. Tardiness

- a. If a student arrives late to AAP, the student must first report to the CPS AAP Office on the 4th floor in order to obtain a pass to be let into their classroom.
- b. The student must bring the pass to class in order to sign into the attendance log. The student's name will be highlighted in yellow in the attendance sheet to document the tardy.
- c. Habitual tardiness could result in removal from the program.
 - vi. If a student incurs three tardies, a phone call will be made to the parent or guardian on file.
 - vii. If a student incurs additional tardies, a meeting with the parent or guardian will be scheduled.

C. Early Dismissal

- a. If a student needs to leave AAP early, the student must provide a note from their parent or guardian.
- b. The student's name will be highlighted in green on the attendance log to document the early dismissal.
- c. Students with an excessive number of early dismissals for any reason could be removed from the program, and their home school principal will be notified.

D. Excused Absences

- a. Reasons for excused absences include illness, observance of a religious holiday, death in the immediate family, and/or family emergency. *NOTE: Dental and doctor appointments are not considered valid reasons for excused absence unless there is an emergency. Parents and guardians should refrain from scheduling appointments during school hours.*
- b. Any parent/guardian reporting an excused absence and/or an early dismissal must:
 - i. Call AAP at **312-742-1461** prior to the absence and leave a message explaining the date, time, and reason for the absence.
 - ii. Send an excuse note on the day the student returns to AAP.
- c. Absences resulting from home school events must be reported 48 hours prior to the absence by a parent/guardian.

- d. Students with an excessive number of excused absences could be removed from the program and the home school principal will be notified.
- e. Work from excused absences can be made up by the student at the AAP Teacher/Teaching Artists' discretion.

6. SHOWCASE INFORMATION

- A. Winter and Spring Showcases
 - a. Each AAP semester will culminate in a student showcase in which all Advanced Arts Students will participate. Failure to participate in the showcases will impact student grades.
- B. 2019-20 Showcase Dates
 - a. Winter Showcase: December 11 & 12, 2019, 3:00pm & 6:00pm shows
 - b. Spring Showcase: May 20 & 21, 2020, 3:00pm & 6:00pm shows
 - c. Showcases take place at the AAP building, Gallery 37, Center for the Arts (66 E Randolph Street).

STUDENT POLICIES AND EXPECTATIONS AGREEMENT

Date: _____

As a **student** in the Advanced Arts Program, I understand and agree to follow the Advanced Arts Program Student Policies and Expectations. I understand that failure to follow Advanced Arts Program Student Policies and Expectations may impact my program grades and/or may be grounds for dismissal from the Advanced Arts Program.

Student Signature

Student Name (Print)

As a **parent or guardian** of a student in the Advanced Arts Program, I have read and understand the Advanced Arts Program Student Policies and Expectations. I understand that failure to follow Advanced Arts Program Student Policies and Expectations may impact the student's program grades and/or may be grounds for dismissal from the Advanced Arts Program.

Parent/Guardian Signature

Parent/Guardian Name (Print)