

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

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INTRODUCTION

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.

Program Logistics

1. ATTENDANCE REPORTING

- A. Administration Attendance Reporting
 - a. AAP Administrators will keep track of their time through a timesheet and report it in Timekeeper for approval by the DAE Manager.
 - b. AAP Program Coordinators will punch in daily with the AAP Kronos clock.
- B. Teacher Attendance Reporting
 - a. All CPS Teachers will submit their time in and out daily via a Google Form accessible on an iPad in the AAP office. Untimely reporting by teachers can cause a delay in pay. The AAP Program Coordinator will submit time into the CPS Payroll Program for payment.
 - b. All AAP Teaching Artists will submit their time in and out daily via a Google Form accessible on an iPad. Teaching Artists will be paid biweekly starting on September 27, 2019 either by check or direct deposit.
- C. Student Attendance Reporting
 - a. CPS Teachers in the AAP program must submit student attendance via Aspen. AAP Teaching Artists cannot submit student attendance.
 - b. The AAP Program Coordinator submits the student attendance google sheet to students' home school clerks daily.

2. DAILY PROCEDURES

- A. Daily AAP Activities
 - a. Student Attendance Verification
 - i. The AAP Program Coordinator scans in students into the appropriate weekly Google Document located in this Google Folder.
 - ii. Student scans are then verified through the student sign-in paper upon entry into their classrooms.
 - iii. Upon receiving the student roster sign-in by class, the student roster is verified with the scans in the google sheet.
 - 1. From this point, then corrections are made in the scanned area
 - 2. Then Ventra/Metra Cards are distributed to the teacher based on the number of students present for class
 - 3. Then attendance roster is then put back into the class mailbox ready for the next day of class.
- B. Day Specific Activities
 - a. Monday (or first official day of the week)

- i. The Program Coordinator will update attendance rosters, print, and place in teacher mailboxes.
 - ii. Then they will make a copy of the previous week's attendance spreadsheet.
 - iii. Every other Monday, the payroll sheets should be updated and finalized.
 - 1. When complete, the Program Coordinator should tag the DAE Manager of Student Programs for approval.
 - b. Wednesday Building Meeting
 - i. Each Wednesday there is a building meeting to discuss upcoming events, room usage, and potential concerns with the building.
 - ii. This meeting takes place on the 5th floor from 10-10:30 AM.
 - c. Friday (every other)
 - i. Reformat CPS teacher time submission and share with payroll
 - C. Guest Policies
 - a. All guests that are not a CPS Student should fill out [this form](#) to become a volunteer (guest)
 - b. The requesting teacher should allow for 2 weeks for a Level Two Volunteer, and one month for a Level One Volunteer for processing and approval.
 - i. Level One Volunteers
 - 1. Requires a Background Check, TB Test, and Fingerprinting
 - 2. Once approved they can be will students alone without CPS Teacher Supervision
 - ii. Level Two
 - 1. This requires a Name Check only
 - 2. Once approved, they are NEVER to be alone with students without CPS Approved Staff Member supervision
 - D. Building Policies
 - a. Room Reservation
 - i. AAP Staff should coordinate with ASM admin assistant to check for room availability on calendar and receive the contact information of the ASM Program Specialist for the room in question.
 - ii. Then. they should check with ASM program specialist to ensure no special event, class, or meetings will coincide.
 - b. Keys
 - i. Master keys (2) are stored in the second drawer on the left side of Program Coordinators desktop
 - ii. Keys should be returned and locked up at the end of the day
 - c. Lockers
 - i. Teachers assign lockers to their students.
 - 1. Students using lockers must bring their own combination lock and share the combination with their teacher
 - 2. Locker assignments and combination will be safely stored in [this spreadsheet](#)
 - d. Storage
 - i. Talk with the Program Coordinator if you need additional classroom storage.

1. The AAP Storage closet located on the 4th floor next to the elevator
2. In the Basement (LLW), there is an AAP cage for larger items
- e. Building Contact information
 - i. After School Matters Staff
 1. Admin Assistant for scheduling and room questions:
 - a. Sofia DeLira: Sofia.Delira@afterschoolmatters.org
 2. Facilities related questions:
 - a. Garrett Jensen:
Garrett.Jensen@afterschoolmatters.org
 - ii. Building maintenance questions:
 1. Alicia Contreras: acontreras@arjanitorial.com
 - iii. Security related questions:
 1. Pamela Harris: Pamela.Harris2@cityofchicago.org

3. FIELD TRIPS

- A. Field Trip Coordination
 - a. They must submit field trip request to the administrator 2 weeks in advance.
 - b. Once approved, the program coordinator submits field trip request through Oracle e-travel
 - c. Field trip slips are created by the program coordinator and distributed to students
 - d. Teaching Artist ensures that there is 1 CPS chaperone per 10 students
- B. Walking Field Trips
 - a. Teachers coordinate own local trips within the duration of class
 - b. Students must arrive to Gallery 37 for regular class time and will travel as a class
 - c. Dismissal only from Gallery 37
- C. Field Trip Purchasing
 - a. All POs must be open before the trip occurs and funds should come from existing AAP lines (pupil transportation and supplies).
 - b. Funds may be requested to be moved to a Services line to pay vendors.

4. REPORTING STRUCTURE

- A. CPS Teachers
 - a. CPS Teachers still report first to their home school administrator before official workload teaching duties are adjusted or in question

- b. Report Directly to AAP Administration for AAP related policies and procedures
- B. Teaching Artists
 - a. Report Directly to AAP Administration on AAP related policies and procedures
 - b. District Status in regards to their position or will be a direct report to the DAE Manager.
- C. AAP Administration and Coordinator
 - a. Coordinator will report to the AAP Administrators regarding policies and procedures
 - b. AAP Administrators will report to DAE Manager/Director of Arts Education

5. SOCIAL MEDIA

- A. Overall Policy
 - a. All Advanced Art staff including administration, teachers, and teaching artists will adhere to the following documents.
 - i. [Department of Arts Education Social Media Guide](#),
 - ii. CPS [Acceptable Use Platform Guidelines](#)
 - iii. 18-0822-PO2 Rescind Board Report 09-0722-PO3
 - iv. Adopt a New Staff Acceptable Use Policy Board Report on Acceptable Use.
- B. AAP Social Media Pages
 - a. To create a classroom Facebook, Instagram, or Twitter account, the teacher(s) need to:
 - 1. Get approval from the Emily Steffen
 - 2. Contact the CPS Communications Department at digital@cps.edu for assistance to set up their site [8-0822-PO2 Rescind Board Report 09-0722-PO3 and Adopt a New Staff Acceptable Use Policy Board Report on Acceptable Use, C. 1.]
 - 3. Initial the DAE Social Media Guide Staff Account Form

6. EMERGENCY PLAN

- A. Emergency Reporting System
 - a. Walkie Talkie Reporting System
 - i. CPS Teacher or Teaching Artist will use the walkie talkie to radio to the administrators on duty and let them know the place and emergency situation
 - ii. The Administrator will then give further instructions and alert the rest of the team on the next steps due to the nature of the emergency
 - iii. The Administrator will be responsible for calling the appropriate emergency channel
- B. Evacuation Plan by Floor
 - a. [Lock Down](#)

- i. When doors are opened, they should be kept in the lock position in case of a lock down
 - ii. Barricade classroom doors
 - iii. Keep students away from windows and other visible areas
 - b. [Emergency Plan](#)
- C. Required Classroom Evacuation Materials
 - a. Clipboard for each classroom
 - b. Roster of students
 - c. Emergency Contact Information short list

7. PURCHASE ORDERS/REIMBURSEMENT

- A. AAP Administration Spending
 - a. Purchase Orders
 - i. The Email to the DAE Manager should include the following before work or services are rendered:
 - 1. Quote from the Approved Vendor
 - 2. Vendor Name and Number
 - 3. Budget Line Information
 - 4. Reason for PO
 - b. Reimbursements
 - i. If a CPS Vendor is not available for the requested item, an email should be sent to the DAE Manager BEFORE the purchase including the following information:
 - 1. Budget Line
 - 2. Reason for seeking reimbursement from an non-CPS vendor
 - 3. Justification for purchase

8. STUDENT APPLICATION

- A. Online Application
 - a. Application opens in late January/early February for the upcoming school year
 - b. Online application closes late September and enrollment is solidified
 - c. Program coordinator creates (google form) student application and runs it through DAE Manager prior to posting
 - d. Website is updated with corresponding information
 - i. Interview dates and times
 - ii. Steps on how to apply
 - iii. List of courses offered

- iv. What is needed for in-person interview/portfolio review/audition
- B. Application Communications
 - a. Program coordinator manages applications and follows up with applicants
 - b. Reminders are sent one week prior to interview/portfolio review/audition date along with the following forms and guide chart
 - i. Early dismissal form
 - ii. Recommendation and Permission form
 - 1. No more than ten unexcused absences in the previous school year
 - 2. 3.0 cumulative GPA or above requirement
 - iii. Reminder to bring in unofficial transcripts
 - iv. Guide on what to bring in preparation for the interview by course
 - c. 2nd reminder is sent 3 days prior
 - i. Reiterates the importance of attending interview/portfolio review/audition
 - ii. Reminder on what to bring for appointment
 - iii. What to expect upon arrival
 - iv. More information on foregoing communications
- C. Summer Application
 - a. Online application is open during summer break for September for last call interviews/auditions
 - b. Interview dates are selected
 - c. Courses close once enrollment reaches max capacity and this information is posted on the website
- D. Student Interviews
 - a. Teachers report back to the Program Coordinator and return the student interview file at the end of the day

TEACHER DUTIES AND POLICIES

1. HIRING AND EMPLOYMENT

- A. Application Process
 - a. Materials
 - i. Complete the online application
 - ii. Submit a resume
 - iii. Three references
 - ii. A video (or an external link to a video) of the applicant engaging in arts-related teaching
 - c. Interview Process
 - i. Interview with AAP team
 - ii. AAP will make a recommendation to interview with Department of Arts Education staff
 - iii. AAP and DAE debrief and make determinations on final hiring decisions
 - d. CPS Teachers
 - i. Upon approval from the AAP/DAE Team, they will seek approval from their home school administrator in order to be released for the program
 - e. Teaching Artists
 - i. If hired then the next steps will be taken
 - 1. Apply for "Part Time Seasonal Position" by going to www.cps.edu; click on the purple icon titled "CPS Careers". Search for Job # 1400015M.
 - 2. Email Mrutkelis@cps.edu when you complete that step, and then CPS Arts will fill out a Staffing Recommendation Form for you and send it to HR
 - 3. Then you will wait for HR to contact you about next steps (fingerprinting, TB test, and drug test)

2. DAILY PROCEDURES

- A. Teachers/Teaching Artists should sign into the iPad in order to begin their day
- B. Teaching Artist (or Teacher if they arrive first) should pick up class roster in their class mailbox
- C. Teaching Artists (or Teacher if they arrive first) should then pick up the classroom Key and unlock their room with the AAP Admin Key, and then return immediately

- D. Program coordinator goes to the mezzanine at 2pm to scan students upon arrival
- E. Teaching Artists (or Teacher if they arrive first) should then report to the mezzanine at 2:40pm
- F. Teachers are expected to supervise students at all times
- G. Class promptly starts at 2:45pm
- H. CPS Teachers ensure that all students sign in on the roster
- I. CPS Teachers then go up to the 4th floor with their roster for Ventra card pick up- NO later than 4:30!
- J. CPS teachers submit attendance via Aspen and make calls if student(s) are absent (without prior notice) or chronically tardy
- K. Program coordinator submits daily attendance data to attendance clerks

3. GENERAL EXPECTATIONS

- A. Course Syllabus
 - a. Course Syllabus should be sent to AAP Administrator and DAE Manager
- B. Attendance
 - a. CPS Teachers and Teaching Artists are required to be in good standing with their attendance
 - b. Absences should be reported with at least 24 hours notice to the AAP Administrators. They should receive confirmation from the administrator.
 - c. If a teacher or teaching artist fails to follow this policy or does not give notice, the individual could be removed from their position after the semester in question.
 - d. Upon the situational late arrival or early dismissal, the teacher or teaching artist should notify the AAP administrators immediately.
 - e. If a CPS teacher is absent, the Teaching Artist should report the attendance by email or text to the CPS Teacher in order for off site submission
- C. Grades
 - a. CPS teachers enter grades according to the CPS semester, quarterly and mid-quarter grade deadlines.
- D. Dress Code
 - a. No official dress code exists for this program, but teachers are to use professional judgement as to appropriate attire.

4. GRADING PROCEDURES

- A. CPS teachers enter grades according to the CPS semester, quarterly and mid-quarter grade deadlines.

- B. Administration and/or program coordinator send all CPS teachers a reminder to enter grades one week before they are due and follows up on those who may not have submitted grades one-day prior to the submission deadline

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 which they 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 interviews 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)