

The Kennedy Center Affiliate CETA Schools

APPLICATION FORM

DIRECTIONS: This completed application should be sent to: Amy Duma, Director, Teacher and School Programs at alduma@kennedy-center.org or faxed to (202) 416-8802. **Applications must be received or postmarked no later than March 31** to be considered for the next school year. Schools will be notified by April 20 of their acceptance to the program.

Priority will be given to applications from schools that:

1. demonstrate a commitment to working in partnership with the Kennedy Center and other schools (see required letter of commitment).
 2. describe their interest in and commitment to integrating the arts across the curriculum through professional development.
 3. are willing to commit resources (time, funding, other) to the program.
 4. currently have music and visual art teachers providing arts instruction to all students within the school.
 5. include the arts and arts integration in their School Improvement Plans.
 6. have support from the school district for the school's participation.
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PART I: School Profile

A. General Information:

School Name _____

School Address _____

City/State/Zip _____

Principal's Name _____

School Phone _____

School Fax _____

School District _____

Grade Levels in School _____

Number of Students _____

Number of Teachers _____

Number of Arts Specialists and their Art Forms _____

B. Description of School (please respond on a separate sheet of paper)

1. Describe your school's demographics (*e.g., ethnic breakdown, percent of free and reduced lunch, urban, suburban, or rural setting; etc.*).
2. Describe the current role of the arts within your school (*e.g., taking students on field trips to performances/museums, artist residencies, workshops in the arts for students, instruction in the arts by arts specialists, professional development in the arts for teachers, etc.*)

C. Interest in and Commitment to the Arts and Arts Integration (please respond on a separate sheet of paper)

1. Why is your school interested in becoming an Affiliate CETA School?
2. What is your school's interest in arts integration as a way of teaching across the curriculum? Why do you feel this is appropriate for your school?
3. What resources (time, funding, other) is your school able to commit to the program?
4. Are the principal and a team of teachers willing to be full participants in the program (attending professional development sessions and meetings)? Will they commit to the program for a minimum of three years?
5. Attach a copy of your school's goals from your current School Improvement Plan.
6. (Optional) What additional information might help us better evaluate your application?

PART II: LETTERS OF COMMITMENT

1. A letter of commitment from the school's principal should include:
 - the school's mission statement and the place of arts education and arts integration within that mission;
 - the school's goals for arts education and arts integration and how participation as an Affiliate CETA School will help the school meet its goals;
 - a commitment to his/her full participation in the program; and
 - community and school resources available to help support arts integration in your school.

2. A letter of commitment from the district arts supervisor, assistant superintendent, or superintendent should describe:
 - the school district's endorsement of the school's participation as an Affiliate CETA School;
 - how the school district will support the school's efforts (e.g., funding for membership fee, provide substitutes (if necessary), pay teachers for after hours staff development, additional arts resources); and
 - plans for sharing information within the school district about participation in the program.

The Kennedy Center's
Changing Education
Through the Arts (CETA) Program

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| AFFILIATE CETA SCHOOLS (by application) |
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| Program Orientation For Principals |
| Attended by Principals new to the Affiliate CETA Schools program |
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| Strategic Planning Course for School Leaders |
| Principal and 5-6-member team (consists of PTA president/representatives, teachers, arts specialists, school district representative) attend a three-session course to create a strategic plan (vision statement, mission statement, long-term goals) for their CETA program. Kennedy Center provides course at no cost to participants. School is responsible for paying for substitutes. |
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| Orientation and Workshop: Introduction to Arts Integration |
| New teachers to the CETA program attend an after-school workshop about arts integration at the Kennedy Center. (If the entire school is new to the CETA program, the school may host the session at their school at their own expense.) |
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| Workshops and Courses |
| CETA Affiliate Schools have the opportunity to select from the following options: <ul style="list-style-type: none"> • Teams of teachers attend after-school workshops and courses at the Kennedy Center. Discounted registration fees apply. • School hosts a workshop (at school's expense) [optional]. • Teams of teachers attend Model CETA School courses based on availability (schools provide substitutes as needed) [optional] |
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Demonstration Teaching (optional)

School may arrange for course leader to provide demonstration teaching with students (at school's expense).

Study Groups

Teachers who participate in courses hold monthly study group meetings after school or during planning time. The purpose of these meetings is to plan, discuss, and reflect on arts-integrated instruction. Kennedy Center provides guidelines.

Program Support/Technical Assistance (optional)

- School may request consultation from a staff member of a CETA Model school or Kennedy Center staff.
- School may participate in a site visit to a CETA Model school.
- School may host a Kennedy Center staff member or teaching artist to speak at a faculty or PTA meeting or event. (Fee may apply)

Professional Development for Principals

- Principal invited to attend meetings of the Principals' Arts Education Forum.
- Principal are required to attend Strategic Planning Course for School Leaders.

Financial Requirements

- An annual \$300 membership fee is required.
- Payment of fees for workshops and courses.
- Provide substitutes for teachers attending the Strategic Planning Course for School Leaders.
- Schools may also incur fees for optional programs.

Roles and Responsibilities: The Kennedy Center and Participating Schools

The Kennedy Center is responsible for:

- facilitating and administering the Strategic Planning Course for School Leaders;
- planning the professional development workshops and courses;
- locating funds to support the program;
- administering the program budget;
- attending to logistics related to course sessions and meetings;
- setting up and administering a distribution list, newsletter, and website to promote communication between partners;
- making arrangements for teachers to receive recertification points and/or graduate credit for the courses;
- planning an annual CETA Certificate of Study Celebration Event;
- arranging for veteran schools to mentor schools new to the program.

The schools are responsible for:

- identifying a 5-6 member team who will participate in the Strategic Planning Course for School Leaders;
- allocating funds for a membership fee and registration fees for teachers to attend workshops and courses
- allocating funds to pay for optional program components (demonstration teaching, substitutes for teachers to attend courses, teaching artists to speak at PTA meetings, professional development workshops at the school, stipends for teachers to attend after school professional development) if necessary;
- attending to logistics related to workshops and meetings held at the school (if necessary);
- ensuring full participation by all team members in the Strategic Planning Course and for all professional development sessions;
- participating in and documenting monthly study group (team) meetings at the school;
- maintaining ongoing communication with the Kennedy Center.

The school district is responsible for:

- providing the official school district endorsement to the program;
- participating in the Strategic Planning Course for School Leaders;
- allocating funds to pay for a membership fee, registration fees for teachers to attend professional development workshops and courses, and optional program components (in collaboration with the schools);
- sharing information about the program with other schools, parents, and other school district personnel.

Joint responsibilities of all organizations include identifying resources, developing support, making presentations, and publicizing the program.