**CONSENT TO PARTICIPATE IN A SURVEY & FOCUS GROUP AT BALTIMORE SCHOOL FOR THE ARTS**

Dear Parent or Guardian:

Baltimore School for the Arts has begun the process of conducting an intensive equity audit and has selected Sage Wellness Group, a consulting company, to oversee the project. The purpose of an equity audit is to identify school strengths and areas of improvement, specifically related to teacher equity, programmatic equity, and student academic equity. A critical component of this audit is capturing the unique voices and perspectives of each member of the BSA community. As such, every BSA parent/guardian will have the opportunity to participate in an on-line survey & focus group to provide their family’s experience as a member of the BSA community. In the coming months each parent will receive an email containing a link to complete the survey. The parent/guardian equity audit survey & focus group will ask for your feedback around how you believe BSA supports all students and families regardless of race, gender, sexual orientation, and religious background. Your participation will allow us to identify ways to strengthen current practices and identify ways to ensure that BSA provides a safe and culturally inclusive environment for all students and families. Parent focus groups will be held in April, and will be limited to a first-come, first-served basis to protect the validity of group size.

**PARTICIPANTS: Parents of current students enrolled at Baltimore School for the Arts.**

**PROCEDURES:**

Parent Survey:

Beginning in April 2019, each BSA parent/guardian will receive a link to complete an online survey. Survey results will be calculated, and specific themes will be included within the submitted Equity Audit report. You will be asked demographic information such as race, gender, grade, however, no personal identifying information will be collected.

Focus Group:

Beginning in April 2019, parents will meet with a discussion group leader at BSA. The group will discuss your family’s experience at BSA and how the school can be improved. If you agree to participate, you will have the option to choose to participate in a focus group that works best for your schedule.

**BENEFITS:** Participants may or may not benefit directly from their participation. Your participation will help BSA administration and Board of Trustees improve student and family services.

**CONFIDENTIALITY:** All information that is collected will remain strictly confidential.

Focus Group:

Each focus group will be audio recorded to allow for accurate reporting and transcribing of your responses. The tape recorders are property of Sage Wellness Group, and audio recordings will not be shared with BSA administration. Participant last names or other personal information will not be revealed to the discussion group leader. All information that is collected will remain strictly confidential. Participant names will not be used in the Equity Audit submitted to BSA. If Sage Wellness Group, LLC finds out during any workshop that child abuse or neglect is suspected, the facilitator is required by law to report suspected child abuse or neglect to state officials as required by Maryland State law.

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**IF YOU HAVE QUESTIONS:** Please contact Tara Doaty, Ph.D., Founder & Lead Consultant of Sage Wellness Group at [tara@sagewellnessgroup.com](mailto:tara@sagewellnessgroup.com) or via phone at 443-380-0192.

**VOLUNTARY PARTICIPATION:** Participation in this equity audit is voluntary. You may discontinue your involvement at any time without penalty.

Please sign the bottom of this letter indicating consent and return it with your student by Thursday, March 28, 2019. 

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⬁I agree to participate in the Baltimore School for the Arts focus group.

⬀ I agree to participate in the Baltimore School for the Arts survey.

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Print Student's Name Teacher Classroom

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Parent’s/Guardian’s Name Parent’s/Guardian’s Email Address Phone Number

**CONSENT TO PARTICIPATE IN A SURVEY AT BALTIMORE SCHOOL FOR THE ARTS**

Dear Parent or Guardian:

Baltimore School for the Arts has begun the process of conducting an intensive equity audit and has selected Sage Wellness Group, a consulting company, to oversee the project. The purpose of an equity audit is to identify school strengths and areas of improvement, specifically related to teacher equity, programmatic equity, and student academic equity. A critical component of this audit is capturing the unique voices and perspectives of each member of the BSA community. As such, every BSA student will have the opportunity to participate in an on-line survey to provide their experiences as a student within BSA. Each student will receive an email containing a link to complete the survey, which will be comprised of both multiple choice and short answer options. The student equity audit survey will ask for student feedback around how they believe BSA supports all students regardless of race, gender, sexual orientation, and religious background. Your child’s participation will allow us to identify ways to strengthen current educator practices, while also allowing us to identify ways to ensure that BSA provides a safe and culturally inclusive environment for all students. If you give permission for your child to participate, please check the appropriate box below and return this form with your child to his/her teacher.

**PARTICIPANTS: Current students enrolled at Baltimore School for the Arts.**

**PROCEDURES:** Beginning in April 2019, each BSA student will receive a link to complete an anonymous on-line survey. Survey results will be calculated, and specific themes will be included within the submitted Equity Audit report. Students will be asked demographic information such as race, gender, grade, however, no personal identifying information will be collected.

**BENEFITS:** Participants may or may not benefit directly from their participation. Your student’s participation will help BSA administration and Board of Trustees improve student and family services.

**CONFIDENTIALITY:** All information that is collected will remain strictly confidential.

**IF YOU HAVE QUESTIONS:** Please contact Tara Doaty, Ph.D., Founder & Lead Consultant of Sage Wellness Group at [tara@sagewellnessgroup.com](mailto:tara@sagewellnessgroup.com) or via phone at 443-380-0192.

**VOLUNTARY PARTICIPATION:** Participation in this survey is voluntary. Your student may discontinue his/her involvement at any time without penalty.

Please sign the bottom of this letter indicating consent and return it with your student by Thursday, March 28, 2019.



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❑ I consent to my student participating in the Baltimore School for the Arts survey.

❑ I do not consent to my student participating in the Baltimore School for the Arts survey.

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Print Student's Name Teacher Classroom

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Parent’s/Guardian’s Name Parent’s/Guardian’s Signature Date