

BALTIMORE SCHOOL  
*for the* **ARTS**

2020-21  
Student & Parent  
Handbook

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## Contact Information

### **Baltimore School for the Arts**

712 Cathedral Street  
Baltimore, Maryland 21201  
443.642.5165  
www.bsfa.org

#### **Director**

Dr. Christopher Ford  
cford@bsfa.org  
443.642.5165

#### **Assistant Principal for Academics**

Mr. Tom Askey  
taskey@bsfa.org  
443.642.5165

#### **Assistant Principal for Student Support**

Ms. Mary R. Evans  
mevans@bsfa.org  
443.642.5165

#### **Dance Department**

Laura Halm, Head  
lhalm@bsfa.org  
443.642.5173

#### **Film Department**

Ms. Beatriz Bufrahi, Head  
bbufrahi@bsfa.org  
443.642.5165

#### **Music Department**

Dr. Mellasenah Edwards, Head  
medwards@bsfa.org  
443.642.5171

#### **Theatre Department/Theatre Production**

Ms. Roz Cauthen, Head  
rcauthen@bsfa.org  
443.642.5170

Julianne Franz, Production Manager  
jfranz@bsfa.org  
443.642.5175

#### **Visual Arts Department**

Mr. Archie Veale, Head  
aveale@bsfa.org  
443.642.5172

#### **School Counselor**

Ms. Abby McKelvey  
amckelvey@bsfa.org  
443.642.5164

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#### **BSA Foundation**

Ms. Brigid Zuknick  
Director of Development  
bzuknick@bsfa.org  
410.347.3043

Ms. Caroline Senatore  
Director of Special Campaigns  
csenatore@bsfa.org  
410.625.0403

Ms. Grace Ogburn  
Director of Communications & Events  
gogburn@bsfa.org  
410.347.3043

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**All BSA faculty and staff emails follow  
the same format:  
First initial last name@bsfa.org**

## COVID-19 and the 2020-21 School Year

*This handbook contains information that is intended to help you navigate your education at BSA.*

*I'm sure we can all agree that this is an unprecedented school year. The pandemic will cause us to begin the year in a virtual setting, with possible shifts to a hybrid setting and perhaps a return to daily attendance.*

*Please understand that this handbook will not cover all the possible variations as the school's operation is adjusted for the safety of the community.*

*If BSA's operation shifts during the school year, an amended, digital handbook will be distributed.*

*This handbook is focused on explaining procedures for **in-person (traditional) learning**, although good student practices are good practices in virtual and hybrid settings as well.*

## **History, Philosophy and Mission**

### **Introduction to the Baltimore School for the Arts**

Principal: Chris Ford ([cford@bsfa.org](mailto:cford@bsfa.org))

Welcome to the Baltimore School for the Arts! We're glad you are joining us!

We hope that you will do your best to absorb both the spirit and the letter of this handbook as you imagine your place in this creative educational community. There is a lot of language here, but we believe that is evidence of a lot of thinking about what our school can and should be. We wish you the very best in this journey to becoming the person you seek to be.

We have some long-standing beliefs about education and the arts that we'd like to share with you.

### **Vision Statement**

*We respect the young creative mind and exist to nurture its passion and potential. We believe that the pursuit of mastery in an artistic field, paired with a strong individual sense of purpose, leads to a wide range of positive outcomes for both the student and the community.*

Since our doors opened in 1980, the Baltimore School for the Arts (BSA) has created opportunities for talented students who aspire to a creative career. BSA offers pre-professional training in music, acting, stage design and production, film, dance, and the visual arts, in conjunction with a rigorous college-preparatory academic program.

Located in the historic Mt. Vernon district, the school is within walking distance of many of Baltimore's leading arts and cultural institutions, allowing our students exposure to professional activities in the field to which they aspire. BSA also has ongoing partnerships with the Baltimore Symphony, Center Stage, the Maryland Film Festival, the Walters Art Gallery, the Maryland Historical Society, the Peabody Institute, and many other sister arts institutions.

Our faculty is comprised of active, professional artists and certified, highly qualified academic teachers. Although the school's focus is on the arts, our students also demonstrate significant academic success. This mission statement explains what BSA is trying to do:

### **BSA's Mission**

*Baltimore School for the Arts seeks to prepare the next generation of the creative workforce by providing inspiring arts and academic training to high school students as well as opportunities in the arts to younger children and the greater community.*

We also believe the following six **Core Values** are critical to the development of young people:

### **BSA's Core Values**

❖ **Curiosity**

*Curiosity is the engine of learning and the mother of creativity. Our goal is to systematically create, facilitate, and engage the creative mind.*

❖ **Confidence**

*A confident individual will travel at the boundary of the known and unknown, develop an appetite for intellectual and creative risk, and be able to arrive at innovative solutions.*

❖ **Expertise**

*We believe students with a high level of expertise and mastery in their artistic field experience an important sense of accomplishment. To achieve this goal, students are immersed in focused study of an artistic field, taught by experts, and held to high standards of competency and skill.*

❖ **Collaboration**

*Working with others in collaborative projects is increasingly important in artistic disciplines and beyond. Collaboration reinforces the idea that, while each of us is unique, we are all stronger when we combine the abilities of others.*

❖ **Purpose**

*Developing an individual voice is critical to building a sense of purpose and to creating meaningful artistic work.*

❖ **Global Perspective**

*To access the world's information and disseminate one's work widely, one needs to be aware of the world at large and how to engage with it. To promote students' understanding of the larger world we must provide opportunities to authentically connect with a wide range of people, culture, art, and life experiences*

### **Governance & Administration**

When the Baltimore School for the Arts was established in 1980, it was recognized that a pre-professional arts school would have special needs and operate differently than other public high schools. The Baltimore City School Board of Commissioners approved a charter for BSA to create a Board of Trustees to govern the school. The 35-member

BSA Board is made up of business and philanthropic leaders, professional artists, alumni and parents whose children are either current high school and/or TWIGS students or alumni. The Board is responsible for setting important policies regarding many aspects of BSA operations including school programs and priorities, hiring of key administrators and faculty, student admission practices, as well as the budget and funding of the school's programs.

The school's administrative leadership team includes the director, assistant principals, and five department heads—dance, film, music, theatre, and visual arts—as well as the director of the BSA Foundation.

### **Parent Engagement**

Beyond the district-scheduled parent meetings and activities, BSA has monthly parent meetings with members of the school administration, led by the Co-Chairs of the School Family Council, Trish Pilla ([tpilla@bsfa.org](mailto:tpilla@bsfa.org)) and Angelique Kane ([akane@bsfa.org](mailto:akane@bsfa.org)). These conversations are open to the entire school community and are intended to consider issues that parents would like to bring forward in the operation of the school.

## **Student Life and School Environment**

### **Expectations for Successful Students in the Arts and in Academics**

- Attend all classes consistently and punctually. The in-person school day is from 8:30 am to 4:30 pm.
- Be prepared for your work by having this BSA planner/handbook, and the necessary equipment and materials requested by your teachers.
- Contribute to all your classes by participating in discussions and by being attentive to your teachers and classmates.
- Communicate with your teachers frequently. Talk when you have questions or when there is a problem. If necessary, schedule an appointment. Plan to attend coach class and make sure that you check your email on a regular basis.
- Avoid falling behind in any course work by completing your assignments on time.
- Work hard and be courteous to classmates and members of the faculty and staff.

Your progress in any class will be determined by your work, your behavior, and your attitude. Following an absence, remember that it is your responsibility to identify and make-up any missed work.

### **Responsibility for the School Environment**

Each member of the BSA community shares responsibility for a thriving school environment. This cherished school environment is a combination of people, their actions, and the spaces in which we work.

As a community, the actions and attitudes of each person have profound effects. We always endeavor to be respectful of each person, hold high standards of personal behavior, and foster the development of the complete individual.

No one should use:

- use profane language,
- engage in inappropriate or unwanted contact, or
- treat any member of the BSA community with disrespect.

We are also fortunate to have beautiful historic buildings as well as modern, state-of-the-art spaces. Collectively, we share the challenge of caring for these buildings.

We are expected to set the tone of the building by

- comporting yourself responsibly,
- cleaning up after yourself and throwing away trash in receptacles,
- being aware of your noise level, and
- treating everyone with courtesy and respect.

Graffiti, vandalism, and theft are antithetical to all that the BSA community represents. Anyone who commits any of these acts willfully will be subject to review and disciplinary action. Additionally, the student and their family will be held responsible for monetary reparation for damage.

### **Relations with the Mount Vernon Community — Before and After School**

We expect all students to demonstrate mature, respectful behavior outside the school, on the streets and parks of Mount Vernon, at local stores, at bus stops, as well as on buses and trains when traveling to and from school. It is important for students to understand that student behavior in the community must conform to the same behavioral standards required of students inside the school's building.

For example when skateboarding or bicycling in the neighborhood, students must be respectful of others moving through the neighborhood.

The school is in a historic preservation district along with many of the city's leading cultural institutions. Most of the people who live or work here appreciate energetic young people, and they also respect students who have exceptional ability in the arts. Therefore, please speak in conversational tones on the street, be courteous in public, never use profanity, and always discard trash in receptacles. Any reported incidents will be subject to administrative and Standards Committee review.

### **Before & After School — Hours for In-Person Operation**

The school is open from 7:50 am to 4:30 pm. Additionally, the library is open until 6 pm Monday-Thursday. Students should use morning time to attend coach class or get ready for school. By 8:25 am, students who are in the building should go to the area of their homeroom, where important daily information will be discussed.

Students who remain at school after 4:30 pm must be engaged in rehearsal or study and must be with a staff member, in the CCAT, or in their designated rehearsal space. Because the Baltimore School for the Arts has a long school day and there is daily homework to be completed, students are expected to take the earliest form of transportation home.

## **Student Affinity Groups**

BSA supports several student affinity groups for the purpose of providing safe places for discussion and camaraderie among students with similar interests or experiences. These student groups have a faculty advisor and, with administrative consultation, organize events at the school campus.

Currently BSA is proud to have these active groups. They may be contacted at the listed addresses.

Black Student Union  
Gay Straight Alliance  
Green Team (environmental sustainability)

[BSU@bsfa.org](mailto:BSU@bsfa.org)  
[GSA@bsfa.org](mailto:GSA@bsfa.org)  
[Green@bsfa.org](mailto:Green@bsfa.org)

## **Standards Committee and Probationary Status**

The Standards Committee meets regularly to consider students who are struggling in artistic or academic work. The Committee consists of arts and academic leadership.

Committee members will meet with struggling students to discuss adjustments in behavior that will lead to success.

Students who continue to exhibit poor results may be placed on probation. If this occurs a letter will be sent home to inform the guardian. Students who are on probation at the conclusion of the year may be recommended for dismissal from the school.

Given the school's standards of high artistic and academic achievement, philosophy and environment, the student is held responsible for regular and punctual attendance, preparation, practice, homework, and the ability to get along with classmates and faculty.

## **Attendance**

Attendance and punctuality are key attributes of successful students and professionals. Absence and lateness contribute to poor performance; they are also important factors considered by the Standards Committee when evaluating a student's continued status with the school.

If you miss school with an excused absence, it is strongly advised that you email Mary Evans, the assistant principal for student support, at [mevans@bsfa.org](mailto:mevans@bsfa.org) and the academic program manager, Angela Mayer at [amayer@bsfa.org](mailto:amayer@bsfa.org), so that your teachers can be notified and your work can be collected. You must contact BSA by 10 am to receive academic work the same day. A work folder will be placed at the front desk and it can be picked up after 4 pm. If you make your request after 10 am, work will be available the following day.

City Schools mandates that, if a student must be absent, a note must be brought upon return to the school from the parent, guardian, physician, or official. The note, hand-delivered to Ms. Evans in 305, is to indicate the student's name, date(s), and reason for absence. It is the student's responsibility to arrange to make up missed work. In cases of extended absence (more than 3 days), the school should be contacted to arrange to have work sent home. Work will be provided for lawful/legal absences.

Students have one day to complete make up work for every day of absence.

### **Absence from virtual classes**

If a student is absent from a synchronous (live) virtual class, the student must complete and turn in the day's assignment on the same day by 5:30 p.m. on that day.

If a student is absent from school for more than one day, an absence note from a parent must be sent to the attendance monitor, Danee Jackson at [Djackson@bsfa.org](mailto:Djackson@bsfa.org)

### **Punctuality**

#### **Being on Time for School (for in-person operation)**

You are required to be present in your assigned homeroom by 8:30 am. In the event you are late — *for your presence to be recorded and for you to be admitted into homeroom or your 1<sup>st</sup> period class* — the school requires that you do the following:

- You must obtain a late slip from the school secretary, located in the Madison St. lobby, and submit it to the teacher of your class or studio. This does not excuse the lateness, but rather provides a record of your tardiness.
- If you arrive any time after 9:30 am, you will be required to present written verification from a parent. If you fail to bring in this written note, you will be required to remain in the office until a parent can be contacted by phone.

Homeroom is considered the first class of the day and counts toward a student's overall attendance record.

Students who are regularly and/or excessively late will be reported to the Standards Committee if disciplinary action is warranted.

A teacher may submit attendance at the beginning of a class period, in which a late arriving student may be marked absent until it is amended.

#### **Being on Time for Class (for in-person operation)**

A student is considered to be on time if they are physically seated and ready to learn at the start time for that particular class.

#### **Attendance on Rehearsal and Performance Days (for in-person operation)**

BSA and its students are successful because we value arts and academics equally. Students with unexcused absence from homeroom will not perform on that day. If a

student is too ill to attend classes, the school considers that student too ill to perform. When a student is absent or a late arrival on a rehearsal (tech/dress) or performance day, that student is ineligible for make-up work. This includes arrival to school solely for a rehearsal.

For school-sponsored absences, students are responsible for asking for make-up work before the trip occurs. Normal make-up work timelines (one day for make-up for each day of absence) will be in place. Repeated unexcused absences or tardies may result in loss of ability to participate in school-sponsored events.

### **Early Dismissal (for in-person operation)**

When special circumstances require that you leave school at any time before the end of the day, you must submit a note to the lobby office receptionist. It must be submitted before the start of the school day, must include an explanation from a parent, and a phone number where the parent may be reached. You will be provided with a form for verification of the early dismissal.

When there is an unforeseen need for an early dismissal initiated by the parent, we will need written verification of the request by fax or email. The parent must come into the school to sign the student out. It may require up to an hour to summon a student to the reception area for early dismissal.

### **School or Class Cuts**

The Baltimore School for the Arts exists in a busy downtown neighborhood. The school is profoundly concerned about students' safety. Students may not leave the school building during the school day without supervision or official permission. The student's behavior may be subject to review by the Standards Committee.

If it is determined that a student cut a class or was absent from a class for more than 15 minutes, the following consequences will occur:

1st occurrence:

- A teacher will record the cut in behavior log.
- A teacher will call the parent to discuss behavior.
- No make-up work will be provided.
- The administration will send a letter to a parent documenting the cut.

2nd occurrence:

- A teacher will record the cut.
- The art dept head will conference with a parent.
- No make-up work will be provided.

Further occurrences:

- A teacher will record the cut.
- The administration will convene a school-based meeting with parents.
- The student will be referred to Student Support Team (SST).
- The student will be referred to BSA Standards Committee.

## **Junior/Senior Prom Guidance (for in-person operation)**

BSA holds a prom in May for its junior and senior classes. Participation in this event is a privilege that can be revoked for violating any school rules laid out in this handbook or at the discretion of a school administrator. **Students with more than 10 unexcused absences or 10 class cuts by May 1, 2021, are ineligible to attend the prom.**

## **Policy on the Use of Illegal Drugs and Alcohol**

The possession, use, or sale of alcohol, marijuana, or any illegal narcotic substance is strictly forbidden at BSA and at any time the student is under BSA supervision, including at school sponsored off-campus events/performances and on trips.

In addition to the legal and psychological dangers resulting from substance use, the school believes there is an absolute incompatibility between learning and the state of mind when influenced by alcohol or drugs.

Violation of this policy will result in search and possible arrest and may be considered sufficient reason for suspension or dismissal. When a student is found to have possessed, used, or sold alcohol, marijuana, or other narcotic substances or any paraphernalia or equipment associated with the use of these substances at BSA or during a school-sponsored event off-campus, the BSA Standards Committee will determine the plan of action to be taken. Decisions will be made based on facts about the specific situation. The decision is made at the sole discretion and judgment of the Standards Committee and is final.

In addition, smoking or the use of vaping pens/e-cigarettes is prohibited anywhere on campus and at any time the student is under BSA supervision, including at off-campus events and performances and on trips.

## **Dress Code**

BSA students should come to school to learn and student dress should reflect the professional environment in which we work. Students should adhere to the following Baltimore City Public Schools dress code policy:

- *Bedtime apparel:* No pajama-type attire, undershirts, or other bedtime attire is allowed during the school day or during school-sponsored activities.
- *Headwear:* No hats are allowed during the school day or during school-sponsored activities.
- *Pants:* Pants should be worn appropriately at the waist, without undergarments showing.
- *Printed matter on clothes:* Apparel with vulgar statements or statements promoting illegal drugs, alcohol, sex, violence, or gangs is not allowed.

- *Exposure:* No clothing designed to expose undergarments or parts of the body except arms and legs is allowed.
- *Underwear:* No undergarments worn as outerwear are allowed.
- *Sunglasses:* Sunglasses cannot be worn during the school day.

Students arriving at school wearing items that do not meet the requirements of the dress code will be asked to change before attending class. Further instances will result in a meeting with the student's guardian.

Rehearsal spaces may have different dress code guidelines. Please consult the appropriate department head.

### **Visitors to BSA--COVID-19 restrictions**

All persons entering the school must answer two, BCPS-mandated health questions and have their temperature taken via a non-contact, infrared device. All persons entering the school must wear a face mask covering their nose and mouth to deter the transmission of disease.

### **Visitors to BSA**

Except where permission has been obtained in advance from the school's administration, friends or family members are not allowed to accompany you to school. Parents who wish to visit the school for the purpose of meeting with teachers or administrators are asked to call ahead for an appointment. In addition, all visitors must sign in at the front desk and wait to be escorted.

## **General School Information**

### **Schedule of Classes (for in-person operation)**

<b>Period</b>	<b>Time</b>
Homeroom	8:30-8:40 am
First	8:45-9:27 am
Second	9:32-10:14 am
Third	10:19-11:01 am
Fourth	11:06-11:48 am
Fifth	11:53 am-12:35 pm
Sixth	12:40-1:22 pm
Seventh	1:27-2:09 pm
Eighth	2:14-2:56 pm
Ninth	3:01-3:43 pm
Tenth	3:48-4:30 pm

### **Student Pick-up and Drop-off**

In an attempt to improve the safety for students as well as traffic flow in the neighborhood, the BSA has expanded space to pick up or drop-off your student. The two areas are on the north side of Madison and on the west side of Cathedral. Please use these spaces when picking up your children as there is a \$250 fine for double parking near schools in Baltimore.

### **Transportation**

Students who live more than 1.5 miles from the school and who are residents of Baltimore City are eligible for free public transportation. "One-Cards" showing entitlement to this free transportation will be distributed at the beginning of the year. If lost, destroyed, or stolen, the card can be replaced but a fee is charged. If you need a replacement, please contact the lobby office receptionist.

### **Parking**

Students are strongly urged to use public transportation or to make arrangements to be dropped off and picked up. If you must drive a car to school, please make use of the commercial parking lots in the neighborhood. Under no circumstances will any student be permitted to leave the school building to "feed a meter" during the school day. Street parking for the entire school day in the vicinity of the school is not an option for any student. Students may not park on Ploy Street (alley) next to the school. Cars are subject to ticketing or towing if parked there or in its private lots.

## **Use of Entry and Exit Doors**

All persons must use the Madison Street door for entering and exiting the building except in the case of emergency and/or when directed by staff to do otherwise. Students who exit other doors or leave doors ajar put our population and property at risk. Students who are found to have exited or entered unauthorized doors will be subject to disciplinary action and be liable for losses.

## **Locker Assignment and Use**

Students are assigned lockers when they enter the BSA. Lockers are for storing books, outdoor clothing, instruments, and other specialized art supplies. Except for the day's lunch, no other food is to be kept in your locker. Students are responsible for keeping their lockers clean, and must empty their lockers at the end of the school year. A fee is charged for replacing a lost lock. Questions concerning lockers/locks should be directed to the staff member who assigned you your locker/lock.

Lockers are the property of the school and, as such, are only temporarily used by the students. The school may legally inspect any locker at any time. The Fourth Amendment of the Constitution protects citizens from unreasonable search and seizure but, in the instance of school-owned lockers, the contents of these lockers are subject to inspection by authorized school personnel.

## **Student Intellectual Property Policy**

Intellectual Property is a term for “products” of the human mind, such as

- works of creative expression like songs, plays, performances, artwork, designs, films, novels, and poetry;
- life stories;
- aspects of your persona; and
- inventions.

When artists create intellectual property, the legal rights in their work comprise their intellectual property rights. Various laws, such as copyright, trademark, patent laws, and laws regarding privacy and rights of publicity, work together to protect intellectual property. The Baltimore School for the Arts respects and complies with intellectual property laws and expects students to do the same.

The school often documents BSA classes, rehearsals, performances, exhibitions, and students' artwork and writings for academic, documentary, and student and school marketing purposes. The school produces, displays, and disseminates materials, publications, and audio-visual materials about the school's programs, activities, and performances. Students are not authorized to record in any manner or post on the internet any classes, rehearsals, performances, or exhibitions without the explicit permission of the school.

## **Return of Loaned of Materials**

The Baltimore School for the Arts permits students to borrow textbooks and, at times, certain materials, supplies, equipment, or musical instruments. Students are obligated to return these items in good condition or to make restitution for them if they are lost or damaged. Students with outstanding obligations will not receive report cards, transcripts, diplomas, or new school materials.

## **Smart Phones/Electronic Devices**

BSA exists to foster learning and development in young people. Attention to the learning task at hand is an important and fundamental value for students and artists.

Smart phones/electronic devices (such as, but not limited to tablets and laptops) can be valuable tools when their use is not in conflict with learning and attention to the learning task. They may not be used in a manner that is disruptive to the environment of the school.

***Smart phones/electronic devices may not be used or charged in classrooms or studios unless the teacher has expressly given permission.***

Faculty reserve the right to determine when phone use is disruptive and intervene to stop that disruption. If smart phone/electronic device use in class, common areas, or hallways is determined to be disruptive to the learning environment/community, faculty and administrators will request the activity be discontinued. If that doesn't happen, staff may confiscate the phone.

If the student is argumentative or does not follow directions, a member of the administrative team will intervene. When smartphones are taken by school staff, students should request a form from the office in 305 for the parent to sign. Confiscated devices will be returned in one of the following ways:

- **at the conclusion of the next school day after the device is taken;**
- **returned at the end of the day of the violation with the stipulation that it will be returned to administration on the following two mornings;**
- **returned directly to a family adult in the case of a repeat offense; or**
- **returned with a copy of the office referral that has been documented on the student's permanent record in the case of extreme abuse or multiple offenses.**

If your device is taken by a staff member while another student was using it, the same procedure will be followed.

BSA assumes no responsibility for lost devices. It is the responsibility of the student to monitor their own technology. Cameras and other detection services will not be used to locate lost devices.

<b>You CAN use your phone/tablet/headphones/etc:</b>	<b>You CAN'T use your phone/tablet/headphones/etc:</b>
<ul style="list-style-type: none"> <li>● when explicitly given permission by the teacher in a classroom or studio</li> <li>● when working productively and quietly in the library, atrium, or cafeteria</li> <li>● to email teachers</li> <li>● to check your grades</li> <li>● to look up a work</li> <li>● to do research</li> <li>● to write a paper or other assignment</li> <li>● to work on college applications</li> <li>● to update your calendar or other time management system</li> <li>● to charge the device in the library or in the cafeteria during YOUR lunch period</li> <li>● to use headphones/earbuds to listen to music or other types of appropriate electronic material during your personal time such as work periods and lunch</li> </ul>	<ul style="list-style-type: none"> <li>● in violation of copyright laws</li> <li>● as a violation of the privacy or dignity of another</li> <li>● to intimidate others</li> <li>● to distribute abusive, harassing, obscene, profane, libelous, pornographic, or illegal content</li> <li>● to participate in illegal or unauthorized file sharing</li> <li>● to take a selfie or other photography unless specifically approved by school personnel</li> <li>● to listen to music in common areas, hallways, stairwells, or the elevator</li> <li>● to make phone calls/video calls</li> <li>● to text message</li> <li>● when you're walking down the hall</li> <li>● with your earbuds or other headphones</li> <li>● during an assembly or at a performance</li> <li>● to charge the device in any classroom or studio (without permission)</li> </ul>

### **Technology Policy**

The Baltimore School for the Arts provides many technology resources for use by students, including but not limited to computer networks, server systems, internet access, email, voicemail, printers, video projectors, scanners, computers, digital camera and video equipment, and other electronic devices located throughout the school. Students must comply with this Technology Policy when using any technology resources and when using personal electronic devices on school property or during school-sponsored events away from school.

While in classrooms or studios students shall use the technology resources solely for educational and professional purposes, such as academic and arts coursework, homework, research, preparation for testing, college searches, resumes, preparation of audition and portfolio materials, and college applications, and communications related to such activities. Students shall use the technology resources as directed by teachers or administrators. Food and drink shall not be in computer labs or near technology resources.

In classrooms and studios, do not use personal electronic devices except at the direction of faculty for an academic or professional purpose, or with the prior written permission of your art department head or the assistant principal for academics. Your

use of technology resources and personal electronic devices must be made according to all local, state and federal laws, including but not limited to copyright, privacy, rights of publicity, and other intellectual property laws.

In using BSA computers, do not:

- change the desktop appearance;
- change system settings;
- download or install unauthorized programs;
- circumvent the BSA firewall by installing proxies to gain access to inappropriate or unauthorized websites;
- use school computers to communicate in any form, offensive, threatening, or obscene messages or information; or
- play computer games.

Penalties for failure to comply with the technology policy include, but are not limited to, the following:

- confiscation of personal electronic devices by faculty;
- temporary or permanent loss of access to BSA technology resources; and
- Standards Committee review of incident.

Students are strongly advised not to post any unauthorized content including content involving another student or faculty/staff member, as well as performances, recitals, artwork, master classes, or lectures.

Students are particularly cautioned that the use of email, voice mail, or other electronic messaging systems, or the internet, may cause liability for harassment (bullying). Students may not generate, should not retrieve, and must not forward any message or graphic that might be taken as offensive based on sex, gender, race, or other protected characteristic. This includes, for example, the generation or forwarding of offensive “humor” that contains sexually-offensive terms, or terms that are offensive to any race, religion, national origin group, or other protected group.

Students receiving offensive messages over computer equipment, or receiving other unlawfully offensive messages or graphics over computer equipment, should report those messages to their department head or the director.

Students are reminded that the Foundation and the school retain the right to monitor their computers, computer systems, and networks to ensure compliance with this requirement. Any student found to be misusing BSA computers or the internet will face review by the Standards Committee and possible disciplinary action.

## **Google Apps for Education (GAFE) at BSA**

The following services are available to each student and hosted by Google as part of the Baltimore School for the Arts presence in the online Google Apps for Education Environment (GAFE):

### What is GAFE?

GAFE is an online suite of applications designed for schools which includes calendars, email, web pages, word processing, spreadsheets, and presentations -- all of which synchronize and flow together and integrate into existing course curricula. GAFE is provided free of charge to schools, colleges and universities across the United States and around the world. GAFE is a cloud-based resource and may be accessed from any device with internet access. This education version provides a self-contained environment for students and staff to collaborate and share information.

The following services are available to each student and hosted by Google as part of the Baltimore School for the Arts presence in the online Google Apps for Education environment:

### Mail

An individual email account for school use managed by Baltimore School for the Arts (*students will only be able to email other BSA students, staff, and teachers with this email account*).

### Calendar

An individual calendar providing the ability to organize schedules, daily activities and assignments.

### Docs

A word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.

### Sites

An individual and collaborative website creation tool.

### Classroom

A class-based, online learning site used to organize instructional materials for students to access, use, and turn in assignments.

### Hangouts Meet

A space for teacher-led online meetings and discussion groups. Here teachers will deliver direct instruction to students and record lessons for students to review at a later date. The recorded lessons will include, as a default, the interaction between the teacher and students in the class. BSA strongly encourages students to activate their

cameras during arts instruction as the visual element is very important in most art activities. In many cases, BSA faculty are unable to provide personal feedback to support progress if students are not able to be seen.

### **Expectations of Students**

Student use of the GAFE system follows the expectations outlined in the Technology Policy of the Student Handbook (pgs 9 & 10). Although the GAFE resources may be accessed outside of school, any use of the account on the Baltimore School for the Arts domain is bound by the same rules and guidelines as those resources accessed on school property. It must always be used for educational purposes just as if the student were in school.

Students are responsible for their behavior and communications in online environments such as GAFE. It is presumed that users will comply with school standards and will honor the agreements they have signed. The online learning environment storage areas may be treated like school lockers. By default, students may not see each other's files, system administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored in the online learning environment will be private. Users should not use online learning environment resources to store any files that are not educational. Students are not permitted to make copies of the recordings in Hangouts Meet. The recordings are intended only for the use of the teacher and students in the teacher's class.

### **Expectations of School**

GAFE student accounts will be managed based on requirements for use in classes. Internet safety and digital citizenship education will be included in student curriculum. In school, teacher supervision and school content filters are used to prevent access to inappropriate content and to ensure that student use of digital technology follows the school Technology Policy. Student accounts can be accessed by domain administrators at any time.

### **Recordings**

At the beginning of each class during which the Hangouts Meet service is to be utilized, the teacher will remind the students that the class is being recorded. Any student who does not wish to be recorded, but who still wants to participate in the class, may use the chat feature to communicate.

If a student wishes to speak but has not consented to being recorded, the teacher will first try to cease recording when the student talks. If the teacher is unable to cease the recording, the portion of the class during which the student spoke will be muted or deleted before the video is posted.

The Hangouts Meet recordings will only be available/posted for a short window of time (36 hours) before they will be removed from the platform and deleted.

### **Expectations of Parents/Guardians**

Parents/Guardians assume responsibility for the supervision of internet use outside of school. They are encouraged to discuss family rules and expectations for using internet-based tools, including GAFE. As some of our instructors implement the Google Classroom app, parents/guardians will have the opportunity to receive summaries of their student's classwork for specific classes. You will be contacted by individual teachers as this functionality develops. Parents can visit [myaccount.google.com](https://myaccount.google.com) while signing in to their child's G Suite for Education account to view and manage the personal information and settings of the account.

### **Privacy & Security**

*"Google Apps is governed by a detailed Privacy Policy, which ensures we will not inappropriately share or use personal information placed in our systems. Google complies with applicable US privacy law, and the Google Apps Terms of Service can specifically detail our obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions."*

[https://edu.google.com/why-google/privacy-security/?modal\\_active=none](https://edu.google.com/why-google/privacy-security/?modal_active=none)  
[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

### **Platform for Live & Recorded Virtual Classroom Activities--ZOOM**

BCPS has determined that the ZOOM platform will be used for virtual classroom activities. Information about accessing this platform will be shared soon. Please be advised that students may not record or take screenshots of ZOOM meetings. Respectful behavior in these meetings is required of every person.

### **CCAT Policy**

The CCAT is a professional digital media facility focused at the intersection of art, technology, and collaboration. In the CCAT, students and faculty can interact with each other and technology in a meaningful way and develop the necessary skills to succeed in the 21<sup>st</sup> century. The space includes:

- professional-level iMac computers outfitted with industry standard software,
- an inventory of audio/video equipment for the community to checkout and use,
- inkjet printers,
- 3D printers, and
- virtual reality technology.

## General Rules and Policies for CCAT

- FOOD AND DRINK ARE NOT PERMITTED IN THE CCAT AT ANY TIME. NO EXCEPTIONS.
- If you are breaking BSA rules and policies, you are breaking CCAT rules and policies.
- Do not remove any equipment or items from the CCAT without permission.
- Keep the computer stations and equipment clean and organized.
- Do not change the batteries to the keyboards or mice without permission.
- Book bags and personal belongings are not to be stored under the tables, in front of any doors, or in any place obstructing a walkway. Please leave them in the front of the room or outside the door to the lab.
- Do not store items such as personal belongings or artwork in the CCAT.
- A faculty/staff member must always be present when the CCAT is open and unlocked. If there is no faculty/staff member present, the CCAT students are not permitted to be in the lab and the doors must be locked.
- If you do not know how to use something, please ask, as the equipment can be easily damaged from improper use.
- Inkjet and 3D-printing require training and permission.
- When classes are using the CCAT, students not in the class are not permitted to use the lab without prior authorization from the class teacher, arts technologist, or assistant arts technologist.
- Students being sent to the CCAT to work must have prior authorization from the CCAT staff and a note with the time and date from the teacher of the class they are leaving. Failure to follow this procedure will result in the student being sent back to class.
- Using the CCAT is a privilege and failure to follow the rules and policies will result in the suspension of the privilege.

## CCAT Inkjet/3D Printing

The CCAT offers inkjet printing and 3D printing for the students to utilize for both classwork and independent projects Please see the online CCAT Calendar for open printing times.

### **The Cafeteria (for in-person operation)**

The cafeteria should offer a peaceful environment for eating lunch. Rules of conduct apply here as they do elsewhere in the school, including

- comport yourself responsibly,
- clean up after yourself and throw away trash in receptacles,
- be aware of your noise level, and
- treat everyone with courtesy.

Ninth and tenth grade students may not leave the cafeteria before the end of the lunch period. No students, regardless of grade level, should be on the academic floors (3, 4, or 5) during their lunch period. No students are permitted to consume any food, snacks, or beverages outside the cafeteria.

### **Free Meals for All Students (for in-person operation)**

All City Schools' students receive a free breakfast and lunch. Breakfast runs from 8 to 8:25 am. All food must be consumed in the cafeteria.

### **Elevator Use**

The school has two elevators in the Mark K. Joseph Building, one of which is for student use (near the Tupac Shakur Black Box) and a second elevator for use by faculty and staff only (near the gallery). Students are only permitted to use the staff elevator when given a written pass by the office due to illness, injury, or other special circumstances. Instances of violation of this policy will be reported to administration. It is your responsibility to use good judgment on the elevator and avoid overcrowding.

### **Library**

The school library is open for your use Monday-Thursday from 8 am to 6 pm and 8 am to 4:40 pm on Fridays. Students who engage in inappropriate conduct can lose the privilege of library use.

Books are lent for a two-week period. Reference books do not circulate and may not be removed from the library.

The foyer area (the atrium) outside the library is a space for brief gatherings and in between classes. No food may be eaten here. Keep the volume of conversation low to avoid disturbing nearby classes. Use of this space is a privilege that can be revoked at any time.

The library's copy machine is for student use for academic and arts work only.

## **Snow Days**

The Baltimore School for the Arts observes Baltimore City Public Schools' decisions with regard to adjustments to openings and closures. Please listen to radio and television for this information. Please do not call the school.

### **Delayed Opening Schedules** (normally caused by weather conditions)

ONE HOUR Delay Schedule	TWO HOUR Delay Schedule
Homeroom 9:30-9:40	Homeroom 10:30-10:40
1 <sup>st</sup> Period 9:45-10:25	1 <sup>st</sup> Period 10:45-11:15
2 <sup>nd</sup> Period 10:30-11:10	2 <sup>nd</sup> Period 11:20-11:50
3 <sup>rd</sup> Period 11:15-11:50	3 <sup>rd</sup> Period 11:55-12:25
4 <sup>th</sup> Period 11:55-12:30	4 <sup>th</sup> Period 12:30-1
5 <sup>th</sup> Period 12:35-1:10	5 <sup>th</sup> Period 1:05-1:35
6 <sup>th</sup> Period 1:15 -1:50	6 <sup>th</sup> Period 1:40-2:10
7 <sup>th</sup> Period 1:55-2:30	7 <sup>th</sup> Period 2:15 -2:45
8 <sup>th</sup> Period 2:35-3:10	8 <sup>th</sup> Period 2:50-3:20
9 <sup>th</sup> Period 3:15- 3:50	9 <sup>th</sup> Period 3:25-3:55
10 <sup>th</sup> Period 3:55 -4:30	10 <sup>th</sup> Period 4-4:30

## Graduation Requirements and Grades

Assistant Principal for Academics: Thomas Askey ([TAskey@bsfa.org](mailto:TAskey@bsfa.org))

### **Promotion Policy, Scheduling, and Graduation Requirements**

A student is promoted to the next grade according to the guidelines of the State of Maryland and Baltimore City Public Schools. In Maryland, a student is required to attend high school for four years after completing the eighth grade, a condition that does not allow for early graduation.

Baltimore City Schools' promotion policy is listed below.

Grade 9 to 10	At least 5 credits, including English I, ESOL English I, or Algebra I
Grade 10 to 11	At least 10 credits total, including 3 credits in English I, ESOL English I, Algebra I, English II, ESOL English II, and Geometry, and at least 1 credit in either social studies or science
Grade 11 to 12	At least 15 credits in total, including 5 credits in English I, English II, English III, Algebra I, Geometry, and Algebra II, and 3 credits in science and social studies (at least one in each)

In order to be eligible for a diploma from this school, you must meet the requirements of your arts department and the Maryland State Department of Education (MSDE).

Assessments that must be passed to graduate (or class/project work completed) are:

- High School Assessment Test (HSA) in American Government
- MCAP Tests in Algebra I and English II
- Maryland Integrated Science Assessment (MISA)

*\*\*-Students must also take and pass the English III and Algebra II PARCC per local district requirements.*

Students must also complete 75 service learning hours during their four years at BSA.

<b>Courses</b>	<b>Credit Required for Graduation</b>
English	4
Mathematics	4
Science	3
Social Studies	3
Foreign Language*	2
Foundation of Technology in the Arts	1
Health	.5
Physical Education	.5

*\*The two-year foreign language requirement demands that the same language is studied for two years.*

At BSA, students are required to take four periods of academics and four periods of arts each year. Students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades must be enrolled in at least four academic courses except under specific direction of the assistant principal for academics. On your report card, you will find that arts and academic subjects have letter grades.

**ARTS**

For many studio and performance classes, grading rubrics are used. These rubrics express student achievement (from excellent to failing) across five categories. Students and parents will have access to their rubric assessments. Report card grades (A+ to F) will be developed based on the rubric using a school-wide algorithm.

**ACADEMICS**

<i>Letter Grade</i>	<i>Numerical Ranking</i>	<i>Letter Grade Description</i>
A+	97 - 100	Excellent
A	93 - 96	Excellent
A-	90 - 92	Excellent
B+	87 - 89	Good
B	83 - 86	Good
B-	80 - 82	Good
C+	77 - 79	Satisfactory
C	73 - 76	Satisfactory
C-	70 - 72	Satisfactory
D+	67 - 69	*Poor/Warning of Potential Failure
D	63 - 66	*Poor/Warning of Potential Failure
D-	60 - 62	*Poor/Warning of Potential Failure
F	59 and below	Failing

\*To avoid failure, students’ work must consistently meet expectations.

**Interim Progress Report**

An interim progress report is issued to every student during each quarter of the academic year. For most students, the report simply confirms satisfactory progress, but for some the report is a deficiency warning notice indicating that problems exist. Notices are distributed at the midpoint of each quarter to allow sufficient time for improvement before the quarter ends. Please refer to the school calendar for distribution dates.

**Add/Drop Period (for in-person operation)**

At the beginning of the school year, there is an add/drop period for students to request changes in their academic classes. The period ends on the second Friday of the first quarter. To add or drop a class, a student must request a form from the guidance counselor or the assistant principal for academics. This form must be returned to the assistant principal for academics by 4 pm on the second Friday of the first quarter.

Students are not permitted to add or drop a class following the add/drop period without approval from the Standards Committee.

### **Online Class Policy for In-Person School Operation**

Because of the demanding art and academic schedules at BSA, a small number of students need to take online classes because their schedules do not allow for any additional courses in the classroom. Students and families will be contacted by the school counselor if an online course is needed at any point during a student's academic career. All online classes will be marked and recorded as such on a student's official transcripts.

Grades for all online classes will appear on their final transcript. If classes are not completed in the allotted time, a grade of "F" will appear on the student's final transcript.

### **Summer School (credit recovery)**

Summer School must take precedence over any other summer plans, camps, and programs. If a student fails an academic class and does not attend Summer School to make up the credit, the student may not be eligible for promotion to the next grade level. Credit recovery must be done through a Maryland State approved program.

### **Advanced Placement Classes**

BSA offers Advanced Placement classes for the following academic courses:

- AP Calculus A-B
- AP English Language & Composition
- AP English Literature & Composition
- AP United States Government & Politics
- AP Seminar
- AP Spanish Language & Composition

Students may request placement in AP classes. These requests are balanced with their current year's performance in a similar content class. In special circumstances, the assistant principal for academics reserves the right to place or remove students in AP courses.

### **Semester Examinations**

Five days at the end of each semester are reserved for semester exams during which time no other classes are held. Students need only report for their scheduled exams according to the special schedule distributed about three weeks before the exam period. All students are required to take exams as scheduled.

For any exceptions, permission must be obtained from your art department head or the assistant principal for academics prior to the scheduled exam. Absence due to illness must be verified by a parent before the time of the scheduled exam in order to be

considered for rescheduling. Without advance notification or permission, a missed exam is entered as zero. A semester exam will constitute 20% of the semester grade.

### Senior Exemption from Second Semester Examinations

Senior final-exam exemption is earned in each individual class based on the following criteria:

- A second-semester average of 85 or better with no quarter grade lower than 80 in the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- No more than five days absent during the second semester (not including up to five approved college visits or college auditions).
- Every two (2) unexcused late arrivals to class will be counted as one (1) absence for that class.

A student will lose the right to exemption in all classes if:

- They have committed any administratively documented instance of disrespect, plagiarism/cheating, or other unprofessional act in the second semester.
- They have cut any class during the second semester.
- They have six or more late arrivals to school in the second semester, inclusive of homeroom.

### Medical Excuse Status in Arts Classes

Students who are physically injured such that they are advised by a physician to suspend artistic work will receive a grade of **incomplete or NTQ (not this quarter)** on the official BSA report card. Grades of incomplete must be made-up.

The medical excuse (ME) only applies to artistic work. Parents are asked to supply the school with the physician's diagnosis and the prognosis for recovery. Art department heads are often familiar with accomplished local medical specialists that can provide specialized care.

Students receiving a **ME** for two consecutive marking periods will be reviewed by the Standards Committee as to their viability to continue in the program. When a **ME** for 4th quarter is also the second consecutive ME, the student will be reviewed by the Standards Committee as to their viability to continue in the program for the following year. Please review the restrictions on awards and honors related to the medical excuse status.

### Academic Integrity

The Baltimore School for the Arts considers honesty to be central to our students' development. Academic dishonesty is not tolerated. Academic dishonesty includes plagiarism and cheating.

Plagiarism is defined as using another person's work/words as your own without proper citation.

Cheating is defined as copying homework from another person and representing it as one's own work, having unsanctioned collaboration with another student on an assignment, and cheating on any in-class assignments, quizzes, and exams.

Many institutions of higher education have a zero-tolerance policy of immediate expulsion for these violations, so the BSA believes this is an important learning experience for our students. With the oversight of the assistant principal for academics and the assistant principal for student support, this process will address issues of academic dishonesty with the ultimate goal of helping students develop the skills, discipline, and work ethic to avoid further violations of the academic integrity code.

### **Plagiarism**

The first case of plagiarism will be addressed directly by the classroom teacher and at minimum will result in the student receiving

- a zero on the assigned essay, exam, project, assignment, or test.

For the second offense of plagiarism, the student will receive

- a zero on the assignment, and
- the violation will be reported to the administration and parent.

Additionally, the student will be required to work with an administrator to understand the ramifications and solutions going forward.

For the third offense of plagiarism, the student will receive a

- zero on the assignment,
- it will be reported to the administration and parent, and
- the student will be referred to SST or a meeting with admin, teacher, and parent will occur.

The teacher will communicate the incident as well as the penalty to the student's parents and BSA administration.

Violations will be recorded and counted cumulatively to include grades 9-12, per occurrence (not per teacher or class). If a student or parent disagrees with the teacher's decisions, the case will be referred to an administrator who will make the final decisions.

### **Cheating**

For the first offense of cheating,

- the student will receive a zero on the assignment.

The second offense of cheating will result in

- referral to the school's Student Support Team or a meeting with an administrator, teacher, and parent will occur.

Multiple infractions may result in

- mandatory study hall,
- denial to participate in school-related activities that occur outside the classroom, and
- referral to the BSA's Standards Committee.

Referral to this committee could result in the student being placed on academic probation, thus affecting the student's standing at the BSA. Parents will receive written communication once the Standards Committee has met and decided upon consequences.

Additionally, in keeping with BSA policy, if any incident of academic dishonesty involves a student's use of his/her phone, or other technology, that item will be taken by the teacher and given to a BSA administrator. In such cases, the BSA administrator will be involved in all communications with the parents even if it is the student's first case of violating the academic honesty code.

## **Recognizing Achievement at the Baltimore School for the Arts**

Many BSA students not only meet the demanding expectations of the arts and academic programs, but reach even higher levels of achievement and recognition. We encourage every student to strive for the recognitions noted below.

### **The Dean's List**

The Dean's List recognizes the students with the highest marks in both arts and academics. Students on the Dean's List must have academic grades of 90 or better and arts grades of A- or better at the end of each semester. Students under medical excuse are not eligible for Dean's List due to their limited educational schedule.

### **The Honor Roll**

The Honor Roll recognizes students that exceed expectations most of the time. To attain Honor Roll status, a student will earn academic grades of 80 or better and arts grades of B- or better at the end of each quarter. Students under medical excuse are not eligible for Honor Roll due to their limited educational schedule.

### **National Honor Society**

The National Honor Society is an organization that recognizes the very brightest and most successful students in the entire country. Members of the NHS are expected not only to have the very best grades, but must also demonstrate outstanding character (with no infractions of school rules), leadership, and service to the school and community.

All students' grades are monitored through their junior year, and those who maintain an 85 percent average with no grade below 80 percent in all arts and academic classes are invited to be considered as candidates. Members vow to maintain all of the standards of the NHS in order to remain members. All members are expected to participate actively in BSA's tutoring program.

### **Eligibility for Class Valedictorian and Salutatorian**

Each year, the senior who earns the highest grade-point average is designated the valedictorian and the student ranking second, the salutatorian. This is determined by averaging all grades within the full program of arts and academic course work over a program of not less than three years. A student candidate for class valedictorian or salutatorian may be considered as medically excused (ME) for a documented illness or injury for no more than one quarter.

## **The Baltimore School for the Arts Certificate of Achievement**

In addition to the Maryland High School Diploma, the school may award a senior the *Baltimore School for the Arts Certificate of Achievement*. In order to be considered for this award, the senior must:

- receive a year-end grade of 70 or above in all academic classes taken in the senior year;
- receive a year-end grade of C or higher in all arts classes taken in the senior year;
- achieve a satisfactory level of conduct, professionalism, and school citizenship during the senior year; and
- be under medical excuse for no more than two quarters of the senior year.

## **The BSA's Support and Counseling Services**

Assistant Principal for Student Support: Mary Evans ([MEvans@bsfa.org](mailto:MEvans@bsfa.org))

### **Support and Counseling Services at BSA**

The BSA works to support students' excellent physical and mental health during their time at the BSA. Recognizing there will be times when assistance is needed, we have a dedicated support staff at your service.

- School Social Worker: Terry Harris ([THarris@bsfa.org](mailto:THarris@bsfa.org)) BSA's social workers helps students and families solve challenges through active listening and referring students and families to useful support agencies (room 300).
- School Psychologist: Nicole Eventoff ([NEventoff@bsfa.org](mailto:NEventoff@bsfa.org)) Our school psychologist provides crisis support and assessment, some ongoing therapy services (when approved by parents), and refers students and parents to useful support agencies (mezzanine).
- Mental Health Therapist: Mary King ([MKing@bsfa.org](mailto:MKing@bsfa.org)) (mezzanine)
- Educational Associate: Damien Ford ([DFord@bsfa.org](mailto:DFord@bsfa.org)) BSA's educational associate provides academic and personal emotional support, academic mentoring, and student advocacy support (room 206).
- School Nurse Assistant: Shemeka Jackson ([SJackson@bsfa.org](mailto:SJackson@bsfa.org)) Our nurse assistant provides crisis support, medication monitoring, and medical triage services (room 300).
- Assistant Principal for Student Support (room 305)—Assistant Principal Mary Evans ([MEvans@bsfa.org](mailto:MEvans@bsfa.org)) coordinates the activities of the Student Support Team and is a good initial contact for this team.

### **Parental Requests for Additional Student Support**

The BSA recognizes our students are diverse learners with varying needs. If parents suspect that their child is experiencing significant academic, behavioral, or learning difficulties, please contact Mary Evans, the assistant principal for student support.

### **Guidance Program**

Our Guidance Office is in room 406. BSA's counselor, Abigail McKelvey ([AMckelvey@bsfa.org](mailto:AMckelvey@bsfa.org)), helps students adjust to the unique environment of the BSA and, in conjunction with department heads and faculty, assists students in college and career planning and in the college-application process.

### **College Research, Application, and Visits**

The BSA is committed to making college study a viable option for every student. School Counselor Abigail McKelvey is very active in introducing college experiences, assisting in researching colleges, and helping students make effective applications to colleges. Part of the research and application process involves visiting colleges.

Seniors are permitted five excused absences for the purpose of visiting colleges. A signed letter from a parent must include the time of the visit and the college(s) to be visited. Please consider visiting colleges during summer vacation and weekends following professional development days, early release days, and spring break.

**Transcript and Recommendation Requests**

It is BSA policy that official transcripts and recommendations are sent directly to an institution/college from the Guidance Counseling Office or the teacher. We do not give official transcripts or recommendations to students or parents.

## **General Art Issues**

### **Performances and Exhibitions: Preparation/Rehearsal**

In addition to the serious study of academic subjects, students attending BSA are expected to participate fully in their chosen art fields. During the course of the year, we present a series of performances, recitals, and exhibitions at the BSA and in the community. These public presentations are essential parts of each students' educational program at the BSA.

All presentations require preparation and rehearsal time. Rehearsals after school, on weekends, and during holidays are an integral part of the BSA program; they are not extracurricular activities and, therefore, are not optional.

Timely arrival at all rehearsals and performances is a basic expectation of all members of our community. Late arrival or absence from rehearsals or performances is a very serious issue.

To be late to or absent from a rehearsal or performance is a very serious issue involving disciplinary action that could take the form of failing grades or dismissal from the school.

### **Performances and Exhibitions: Audience Expectations**

We ask that our audiences (students, parents, and members of the community) do not take video, photos, or recordings of any kind at the BSA's performances and exhibitions – whether from smart phones, video cameras, cameras, or audio recording devices.

There are several reasons for this policy:

- It is a serious safety issue for the performers.
- It is a distraction for fellow audience members.
- There are legal issues with regard to intellectual property rights for composers, playwrights, and choreographers.
- There are privacy rights for our artist-students.
- Posting video of BSA activities to the internet is prohibited except by specific permission of the director.

We know and certainly understand that families of our students cherish the opportunity to see videos of their children in performance. For that reason, the BSA takes on the responsibility of videotaping or recording major performances. We are then able to make copies available to families who wish to purchase a DVD of a performance. The DVDs are available for \$5 through the art department sponsoring the performance. (If for any reason a family can't afford this fee, we would certainly consider a request for a waiver.)

## **Juries**

Students are admitted to the BSA on the basis of an audition in one of five arts programs. At the end of each year, students appear before a panel (jury) of faculty to demonstrate progress from one year to the next. Jury requirements vary from department to department, and during the course of the school year, expectations, procedures, and preparation information are widely disseminated. For first-year students, sophomores, and juniors, failure of the jury or failure to appear at the jury without permission may result in dismissal from the school.

## **Casting and Exhibition Selection**

Decisions for casting dance, music, or theatre students for public performances and selection of student work for exhibitions are made by the school's professional faculty and/or by visiting artists, through audition or jury.

## **The Integrity of the Creative Process**

All artistic work presented by students as their own must strictly adhere to principles of honesty and integrity. Representing the creative work of another artist or student-artist as your own is a serious breach of the honor code and will result in Standards Committee review and disciplinary action.

Vandalizing or stealing artwork is a serious offence that may result in disciplinary review and action by the Standards Committee.

## **Use of Student Images and Works**

The Baltimore School for the Arts and the Baltimore School for the Arts Foundation, Inc. and its teachers, employees, officers, directors, volunteers, students, guests, vendors, and all those acting on the School's behalf (collectively, "BSA" or "School") regularly photographs, records, interviews, and films students and student artworks, designs, and performances during classes, studios, programs, rehearsals, performances, events and activities, whether on or off campus.

By accepting admission to BSA, and/or continuing to attend the School, and in consideration of attending the School and other good and valuable consideration, the receipt of which is hereby acknowledged, each student and his or her parents and/or guardians hereby grant permission to BSA to photograph, record, interview, and/or film the student during and/or in connection with classes, studios, rehearsals, performances, exhibitions, concerts, programs, events, and other School activities, wherever such activities take place, and to use the student's name, image, voice performance, interview, photography, and other likenesses in all media including, without limitation, print, broadcast, online media, including social media websites, and other electronic media, known or in the future for any purpose related to the mission and programs of BSA, including without limitation, educational and professional purposes, outreach, publicity and promotion of the School, its students, faculty, programs, fund raising,

events and activities; and BSA may use the student's name, voice performance, interview, photograph and other likenesses with other materials without restriction as to manner, frequency or duration of usage; and such materials may be edited by BSA in its sole discretion, are and will remain the sole and exclusive property of BSA; and neither the student nor his or her parents and/or guardians have the right to review such materials prior to their use.

Students own and retain their rights in works they create while attending BSA (collectively, "Works"). The School and its vendors photograph, record, reproduce, display, and distribute Works for School-related purposes, including but not limited to: classroom and studio work, student and school publications, the BSA website, rehearsals, critiques, performances, exhibitions, concerts, programs, events, School activities, college applications, auditions, preparation for professional opportunities, and to promote BSA and the students (collectively, "School Purposes"). In consideration of the School's education, assistance, and promotion of students, each student irrevocably grants to BSA a non-exclusive, perpetual, royalty-free, compensation-free, fully-sub-licensable license to use, reproduce, publish, display, and distribute Works for the School's Purposes.

Students and their parents and/or guardians, agree to release and hold harmless BSA from any and all claims, actions, and demands that arise from the use of the student's works name, performance, interview, photography, and other likenesses, including without limitation, from any distortion, alteration, or compound use, intentional or otherwise including but not limited to invasion of privacy, libel, copyright infringement, or infringement of his or her rights of publicity.

### **Outside Engagements**

Occasionally students maintain or develop relationships with outside music, theatre, or dance groups whose activities may conflict with the school's schedules of classes, studios, rehearsals, or performances. To maintain high standards at BSA, the school's programs take precedence over all outside arts activities. Consideration to be excused from any commitment to the school's schedule must be petitioned in writing to the arts department head far in advance of the date in question. Permission may or may not be granted.

### **Professional and Early Leave**

Should a student be offered a professional artistic opportunity requiring time away from school or leave the BSA early for a professional program, a request for professional leave must be submitted in writing to the arts department head for review by the Standards Committee well ahead of the time of departure. Permission may or may not be granted.

## **Specific Art Department Policies**

### **DANCE**

Leader: Laura Halm ([LHalm@bsfa.org](mailto:LHalm@bsfa.org))

The Dance Department at the BSA emphasizes traditional ballet and modern dance techniques. BSA dancers must commit to the entire program in terms of focus, time, and energy. This includes building and maintaining the stamina and strength required for daily class. It is the student's responsibility to stretch and tone themselves through additional aerobic and strengthening exercises as part of their daily physical regimen beyond the BSA curriculum to maintain the physicality necessary to excel in the program.

Dancers are athletes; it is important that students continue to dance and train during the summer break. Summer study should be planned in consultation with the dance department faculty. As a service to our students, and as requested by many colleges, conservatories, and summer programs, the BSA hosts their auditions. When a masterclass or audition is posted for any class level, attendance is required by all students in that level.

Placement in dance levels (A, B, C, D) is determined by skill, not academic grade level. Since all dance students must enter the afternoon program during their junior year, 10th grade students are required to achieve the technical standards of the B level by the end of the sophomore year.

### **Performance**

Performance is a critical part of the dance training at the BSA. The process, from audition to rehearsal to performance, is integral to our pre-professional training program. Many performances present the work of professional choreographers and students are selected through an audition process. Performance privileges may be denied to students who are on probation, and students with a medical excuse (ME) may perform only at the discretion of the department head.

Students are required to participate in all dance classes, rehearsals, and performances for which they are scheduled. Rehearsals and performances are often scheduled after school and on weekends, and are not optional experiences. Absences from class and/or rehearsal will adversely affect grades, and may result in a student being removed from performance opportunities. Medical verification is required for absence due to illness or injury.

### **Outside Extracurricular Dance Activities**

Our primary concern is our students' well-being, and it is our obligation to protect them as they make progress in BSA's program a priority, hence this discussion of extracurricular dance activities.

Although not prohibited, it is highly recommended that families are very careful when considering extracurricular dance activities beyond BSA's curriculum. The potential negative impacts, i.e., fatigue or injury, of engaging in extracurricular dance activities will not be accepted as a reason for below-standard work at BSA.

Any non-medical absence must be approved by the Department Head. Requests for approval, including the complete schedule of rehearsals and performances, should be submitted as early as possible. There is no certainty that students will be granted permission.

The potential negative impacts, i.e., fatigue or injury, of engaging in extracurricular dance activities will not be accepted as a reason for below-standard work at the BSA.

### **Classroom and Rehearsal Standards of Behavior**

As a sign of respect, students should stand and take their places to begin class as soon as the teacher enters the room. If a student is late to class, they will be admitted at the discretion of the teacher, and may be told to sit quietly and observe class. Unless directed to do so by a teacher, talking is prohibited during dance classes and rehearsals.

If a student is disruptive, they will be required to sit at the front of the studio to take notes, or asked to leave. As a result, the daily grade will suffer, and if during a rehearsal, the student may be removed from performance opportunities.

With the exception of water bottles, no food or drink may be brought into the studio at any time, including during homeroom. Faculty members have the right to discharge any dancer from class for improper attire, disrespect, or negative attitude. If inappropriate classroom behavior becomes an ongoing problem, it will have a negative impact on the student's grade and consideration for promotion. Students should thank the teacher and accompanist after each class and rehearsal. Students should review prior classwork or choreographic material for the next day's work.

If a student must observe class due to injury or illness, or is told to sit down at the front of the room due to lateness, the student must remain attentive, observing the dance class, and taking notes to be handed in to the teacher.

### **Dress Code**

Color-coded uniforms are worn distinguishing morning and afternoon dancers. Both male and female students with medium to long hair must wear their hair pulled back and secured close to their head. A dancer's hair should not exceed a length that prohibits a safe and secure hairstyle no larger than the crown of the dancer's head. Hair adornments, if worn, should be modest and strategically placed to accent the hairstyle. Students with short hair must keep hair neat, secure, and away from the face. Hair color must remain within the range of natural human hair color.

For class, students are expected to provide their own ballet slippers, pointe shoes, character shoes, or jazz shoes as part of the uniform. Students not in proper attire may be excluded from participation in class.

Students are expected to appear neat and tidy at all times.

- Shoes should be kept clean and replaced as needed.
- There should be no holes in leotards, shirts, or tights.
- Shoe elastic and ribbons are to be sewn.
- All men are to wear a dance belt.
- No underwear should be worn under tights; body liners are recommended.
- Large and dangling jewelry may not be worn.
- Nails must be kept short, and may only be painted a neutral color; NOTE: For performance, only clear nail polish may be worn.

Dancers are encouraged to use contact lenses rather than glasses. Because glasses are not worn for performances, it is best to take class and rehearse in the same fashion. During breaks from class, dancers should add outer clothing (e.g., Sweatpants and oversized shirts). Dancers are not allowed to wear dance attire outside of dance class periods.

### **Exams and Solo Juries**

Class exams are given to all levels as a culminating evaluation at the end of each semester. Attendance is required. Failure to take exams due to injury or illness requires medical verification.

Students at each level must complete a jury in both ballet and modern at the end of the school year. For freshmen, sophomores, and juniors, failure of the jury or failure to appear at the jury without permission may result in non-promotion or probation. Class uniforms are required to be worn for all exams and juries.

All students will be assigned repertoire for ballet solo juries that will be taught during Variations and Men's classes. Modern solo juries will be choreographed by the student. Throughout the year, deadlines will keep the creative process on track. No costumes or props may be used. Only instrumental music may be used, and must be downloaded onto an MP3 player or burned to a CD. The solo must be between 1.5 and 2 minutes in length.

Solo juries may not include any solos that have been coached or performed for the BSA's events. Any exceptions must be reviewed by the department head a minimum of three weeks prior to the jury. The jury is graded by faculty and should demonstrate significant progress from previous jury or audition solos.

All students unable to take exams or juries due to illness or injury, including ladies who are unable to do pointe work, must still attend the exam or jury. A doctor's note dated within five days of the exam or jury should be provided, even if there is a previous note

on file. This note must be presented before the last day of juries or the grade of ME will be changed to an F. Receiving an F or ME on a jury may delay or restrict promotion to the next level; students will be evaluated in the fall for proper placement. A grade of F or ME on the jury will require the student to perform the jury at a specified time in the new school year.

### **Senior Juries**

Seniors are expected to show the care and artistic maturity that exemplifies the professional standards of the department. Seniors who fail exams and/or the jury, or fail to appear at the jury, have not met the departmental requirements for graduation and will not receive a BSA Certificate of Achievement.

### **Alternative Schedules**

When students are required to attend rehearsals or performances that conflict with their regularly scheduled academic classes, they will be given an alternative schedule so that academic classes are not missed. If there is no way to reschedule the classes, it is the students' responsibility to make arrangements with the teacher to make up required classwork.

### **Illness/Injury**

A dancer's experience may involve injury that can be debilitating or temporarily disabling, a condition that usually requires one to miss a class or several classes over an extended period of time. Unless specifically directed by a doctor, a student who is unable to participate in all classes will not be allowed to choose one type of dance class to attend.

If illness or injury prevents a student from attending classes, rehearsals, or performances, a physician's note is needed.

The note should be provided in a timely manner, and contain the following information:

- an explanation of the illness/injury, a course of treatment, and a prognosis for recovery;
- a date for expected return to modified work;
- the extent of class participation; and
- an approximate date for the return to full participation.

If the illness/injury continues for more than a week, the department will need to be updated as to the progress of recovery. A signed release from the physician is required before the student may return to class or rehearsal.

It is the responsibility of the injured student to speak to each of their dance teachers about their injury.

If an injury or illness extends beyond a week or more, the rules related to medical excuse apply. Please see that portion of the Student Handbook (Medical Excuse in Arts Class, p. 23)

After sufficient warning (written notification/due process), the school reserves the right to dismiss a dance student whose injury precludes full participation in the program and whose injury has hindered achievement of the class standard. They are required to attend and observe all of their normally scheduled classes during this time.

### **Attendance/Lateness Policy (specific to the Dance Department)**

Several dance classes meet only once or twice a week; hence, missing even one or two classes will result in lowered grades. If a student arrives late, it is at the discretion of the teacher whether they will be allowed to participate, or must sit and observe the class from the front of the studio. This decision is based upon several factors: respect for the teacher and other students, and the concern of injury resulting from improper warm up. If a student is told to sit down at the front of the room due to lateness, the student must remain attentive, observing the dance class, and taking notes to be handed in to the teacher. It is not acceptable to read or do homework that is not relevant to the class at hand.

Students with permission for early dismissal are required to sign out in the book located in the dance office. They must also sign out at the front office desk. Please note that an early dismissal is still an absence for those classes missed.

Since morning students must be in uniform and ready for their first dance class at 8:45 am, it is strongly suggested that they are fully dressed in uniform prior to Homeroom at 8:30 am. Attendance will be taken while students warm up. Students must bring a note from a teacher if they have been in coach class. Afternoon students: 7th period dance class begins at 1:35 pm. If a student has been detained by a teacher, they must bring a signed note.

### **Cutting Classes**

Prompt attendance of all classes is necessary for progress as an artist. Cutting dance classes is a serious violation of departmental policy.

Cutting classes will ultimately be reflected in diminished progress and lower grades. A student who has cut class, either academic or dance, may be removed from performance opportunities.

Requests for excuse from class, from parents or BSA staff, must be written and submitted in advance of class to both the Dance Department (email the dance department head at [lhalm@bsfa.org](mailto:lhalm@bsfa.org)) and the front office.

## **MUSIC**

Leader: Mellasenah Edwards ([MEdwards@bsfa.org](mailto:MEdwards@bsfa.org))

### **Mission**

The Baltimore School for the Arts offers a pre-professional music training program with the highest educational and artistic standards for talented and committed high school students. Our programs are built on the techniques and repertoire of classical music. We are a diverse and nurturing community, and we embrace the values of discipline and personal growth fostered by training in the arts.

### **Overview of the Curriculum**

Music students at the Baltimore School for the Arts pursue a course of study that seeks to foster the comprehensive development of the young musician.

### **Studio Lesson**

The studio lesson is the center of the music curriculum. It is a weekly individual meeting between the student and an artist-teacher who specializes in the student's major area of performance. We feel the relationship of students to the artist-teacher is crucial to the development of young musicians. There is an agreement stating the nature of the relationship of the musical mentor to the student that must be read and signed before lessons begin.

The studio lesson is a class that requires significant home preparation and is graded weekly, principally on the quality of the home preparation. Teachers provide students with written instructions for the preparation of each lesson. It is the student's responsibility to purchase the sheet music as directed by the studio teacher promptly.

A professional pianist is provided for rehearsals with each student. Students must arrive punctually for this individual rehearsal.

Students perform twice a year (once per semester) in student recitals. **All first and second year** students perform mid-year hearings during the January exam week. This hearing and the final music jury in June (all students) are professional evaluations of the semester's and year's work and are entered as exam grades. A failing grade on either hearing can be sufficient cause for dismissal from the school.

An average schedule of practice for the private lesson:

- Instrumental musicians – 90 to 120 minutes a day (10½ to 14 hours per week)
- Vocal musicians – 45 minutes a day (5 hours per week)

### **Ensembles**

*Chorus, Wind Symphony, BSA Orchestra, Chamber Chorus, Chamber Orchestra, Instrumental Chamber Music, Jazz Ensembles*

There are many performance ensembles at the BSA. They vary from the 120-member chorus (all BSA music students sing in the chorus) to chamber ensembles of three or four persons. The amount of preparation required varies by ensemble and by individual.

All students are graded through individual hearings of prepared material. Proper rehearsal behavior (quiet, aware, and receptive), serious preparation and prompt arrivals at all ensemble meetings are the principal elements of success in all ensemble work. Please see the information below about policies regarding performances and rehearsals.

Repertoire is prepared and presented for public performance. Consistent, punctual attendance is necessary for success.

- Chorus – All music students participate in the Chorus. This experience is designed to develop musical literacy for all participants.
- Wind Symphony – All wind, brass, and percussion students participate in the Wind Symphony.
- Baltimore School for the Arts Orchestra – All violin, viola, cello, and bass students (and selected winds, brass, and percussion by audition) participate in the BSA Orchestra.
- Instrumental Chamber Music – All violin, viola, cello, bass, guitar, brass, wind, and percussion participate in Chamber Music. Piano and harp students may have opportunities to participate in Chamber Music - selection is made in consultation with the private lesson teacher, chamber coach, and the music department head.
- Jazz Ensembles – All saxophone, trumpet, and trombone students are required to participate in the Jazz Ensembles for four years. All piano, guitar, bass, and percussion students are required to participate in the Jazz Ensembles for two years of study. Selection of these students is made with consultation with the jazz instructor, private lesson teacher, and the music department head.

### **Attendance and Lateness Policy for all Music Classes (lessons, courses, and ensembles)**

Rehearsals cannot be made-up if missed. Students should be in rehearsals on time every class day. Students are required to be in rehearsals with their materials (music, pencil, instrument, and all equipment needed for the rehearsal) and ready to work on time. Lateness or absence from a rehearsal will result in lowered grades.

### **Classroom and Rehearsal Etiquette**

Students should arrive on time for all classes and rehearsals with all materials needed for those courses. No unnecessary talking during classes or rehearsals.

Questions—Yes. Side Conversations—No.

No eating or drinking (with the exception of water) in the recital hall or the ballroom. Faculty members have the right to discharge any student from class for improper attire, disrespect, or improper attitude. Unnecessary conversations and disruptive behavior will

not be tolerated. It is expected that all classes and rehearsals will be held in an orderly and professional manner.

### **Music Theory**

This series of classes teaches students the following:

- Aural skills: The ability to sing written melodies on sight without the aid of instruments (sight-singing) and the ability to write music by ear (dictation).
- Written skills: Understanding and fluency with the written elements of music—scales, intervals, melody writing, and harmony.

Homework is assigned most evenings. Aural skills practice should include 10-20 minutes per night and written skills work should include 15-30 minutes per night.

### **Music Literature**

This class studies classical music through listening and analysis. Pieces are studied in terms of their genre, period, and form. Elements of score reading and orchestration are included. Students are expected to identify recorded musical examples, learn musical terms, and attend and review one professional concert per quarter. Preparation for this class should be about 60 minutes per week.

### **Classes for Vocalists**

BSA vocalists have several specialized classes to prepare them for the professional world.

- Diction: Students learn to pronounce several languages in a series of diction classes: English, Italian, French, and German. Three classes per week.
- Keyboard: Two levels of keyboard class to begin the development of piano skills. The school has instruments to loan to students who do not have a piano or keyboard at home.

### **Repertoire Classes**

All students will participate in weekly repertoire classes in their field of study. These classes are in place to help prepare students for solo performances and performance juries. Students will be expected to perform solo literature and these could include etudes and scales for instrumentalists.

### **Performances**

Music performances at the Baltimore School for the Arts are varied. A performance schedule is distributed at the beginning of each semester. Please read the schedule carefully and note all dates that involve you.

A description of the various types of performances is below:

- **Student Recitals:** Student recitals occur most weeks of the school year at 3:30 pm on Fridays in the Straus Recital Hall and in room 206. Student recitals will

also take place on several Wednesdays throughout the year as well. Early in the semester, the music department program manager schedules students for their individual performance date. Students prepare the recital material in the studio lesson and in the piano accompaniment rehearsal period. Parents and relatives are invited to attend their child's recital.

- **Recital Hall Evening Concerts:** These performances tend to feature smaller ensembles in a more intimate setting. Jazz ensembles, chamber music groups, and the chamber chorus sometimes perform in this venue.
- **Ballroom Performances:** These are large-scale public performances for the school. These are scheduled early in the school year and represent culminating experiences for the large ensembles at the school. The expected standard of performance and behavior is extremely high. We encourage students to bring friends and family to these performances. There is often a charge for these performances. (These funds are used to support the arts programs at the Baltimore School for the Arts.)
- **Off-Campus Performances:** The Baltimore School for the Arts is occasionally invited to perform off-campus at various community arts venues. These are generally the most intensely reviewed performances and require a high level of planning, preparation, and commitment. These performances are the most public musical events for the school.

### **Policies Regarding Performances, Illness, Punctuality, and Dress Rehearsals**

The performance calendar include the public musical activities at the Baltimore School for the Arts for the coming year. We encourage students to record these dates on a calendar at home for your family's information.

- **Dress Rehearsals:** Dress rehearsals take place in the concert space. They are similar to performances in that they require punctual attendance. Missing a dress rehearsal without an appropriate medical excuse may be grounds for exclusion from the live musical performance.
- **Performances:** Since live musical performances are culminating activities for performance classes, it is understood that failure to attend a performance may result in a failing grade for that class for the quarter. Studio lessons, chorus, orchestra, wind symphony, jazz ensembles, and chamber music groups are examples of performance classes. Performances are not optional.

### **Illness**

Please call the Music Department to notify the music department head if sickness will prevent your attendance at a performance or dress rehearsal. Advance notice will help us make emergency plans. When you return to school, please bring a doctor's note.

### **Punctuality**

The professional music world is punctual. Lateness is not acceptable in professional activities or at the Baltimore School for the Arts. Roll will be taken at the appointed performance call time in the appointed place. Students who arrive late for the performance call will have their quarter grade for that ensemble lowered.

## **Conflicts with BSA Performances**

If you have a conflict with a BSA performance obligation, please speak with the music department head at the earliest possible opportunity. The student handbook makes it clear that the student's first musical obligation is with BSA performances. Nevertheless, from time to time it is possible to arrive at a compromise between two conflicting obligations. It is much easier to arrive at such a compromise at a very early date.

## **Concert Attire (needed by 10/15) (for in-person school operation)**

Young ladies:

### **Formal Concerts**

Stage Accents dress; required of all ladies– please contact the music office for ordering information:

- Black low-heel shoes
- Flesh tone or black hose

### **Informal Concerts**

- Nice casual to dressy dresses and skirts that fall below the knee (3/4 length is great)
- Blouses and dress pants are also acceptable
- NO low cut blouses, off the shoulder dresses or tops and NO spaghetti straps
- Shoes should not be too high and not very bulky

Young Men:

### **Formal Concerts**

- Stage Accents 4-piece ensemble; required of all men–please contact the music office for ordering information
- Black leather dress shoes and black socks
- Black belt

### **Informal Concerts**

- Khaki or dark colored pants (grey or black) with button shirt, tie, or even a shirt you can wear without a tie
- Blue or black blazer
- Nice street shoes (NO TENNIS SHOES PLEASE)
- Nice belt

Formal concert wear will be used for large ensemble concerts and possibly as needed for other events. Informal concert wear is suitable for student recitals and smaller ensemble concerts. Conductors and coaches of the ensembles will confirm the concert attire for their productions. If there is a question as to whether a particular piece of clothing is suitable, please consult the music department head before the performance. If a student so desires, slightly more formal clothes may be worn for student recitals–men: a suit and tie; ladies: a colored knee-length dress.

If a student arrives at a performance with inappropriate clothing (skirt of incorrect length, jeans, sneakers/athletic shoes, etc.), he or she will not perform, and the grade for the class will be lowered due to failure to perform.

## **THEATRE: ACTING and STAGE DESIGN & PRODUCTION**

Leader: Rosalind Cauthen ([RCauthen@bsfa.org](mailto:RCauthen@bsfa.org))

For Stage Design & Production: Julianne Franz ([JFranz@bsfa.org](mailto:JFranz@bsfa.org))

### **Proper Attire for Studio and Shop**

For all studio work, students should wear sweatpants or shorts and a sweat or tee shirt. Shoes should be soft and light (gymnastic shoes or simple sneakers). Shoes must be worn at all times in the shop, and clothing for scenic arts classes should not be “best.” Overalls are available for students who cannot change into old clothes. No jewelry is to be worn in the studio and hairstyles should be simple and “neutral.”

### **Confidentiality of Ensemble Work**

Because of the importance of trust within the ensemble and because the studio must be a place where individuals feel free to take risks, students must respect the right of privacy of each member of their ensemble. It is neither polite nor professional to discuss a classmate’s individual work outside the ensemble.

### **Lateness**

Students are required to be prompt to homeroom and to classes. We regard promptness as an essential habit to be developed by all who hope for success. To excuse a lateness, students must bring a note from home.

### **Performance Participation (inside school)**

Performances and special projects of the Theatre Department are a privilege. Being a member of an ensemble does not guarantee that a student will take part in the performances and projects of that ensemble. If a student is on academic probation, or if the faculty determines that a student is not eligible to take part in a particular production experience, a suitable alternative project will be substituted.

### **Crew Assignments**

It is important for Stage Production students to remember that crew assignments are part of the curriculum; they are not optional. Enter them in your individual calendars!

### **Alternate Schedules**

On those days when attendance at performances and rehearsals requires that students miss academic classes, an alternate schedule is to be followed so that classes are not missed. This schedule is provided to each student, and it is the responsibility of each student to arrange with teachers to make up work in classes that cannot be rescheduled.

## **Juries**

Every June, all students present their best work for a faculty jury. This is a final exam in the Acting Program and the Stage Design and Production Program. Specific requirements for jury presentations will be posted at the beginning of the third quarter.

## **Attendance at Performances (professional)**

Attendance at performances for which the Theatre Department has purchased or arranged for tickets is mandatory for all theatre students. This policy also applies to all Theatre Department productions and workshop presentations.

## **Performance Commitments (outside school)**

The Theatre Department does not keep its students from performance opportunities outside school. However, students are required to obtain prior permission from the Theatre Department before accepting work (acting or production) that may require them to miss school (classes, rehearsals, and performances). Students must submit a complete rehearsal and performance schedule to the department for approval before they commit to any project.

## **VISUAL ARTS**

Leader: Archie Veale ([AVeale@bsfa.org](mailto:AVeale@bsfa.org))

### **General Philosophy**

The Visual Arts curriculum is designed to provide students with a strong foundation in basic skills and techniques as well as the means with which to think and talk about art.

In the first two years, students are introduced to a wide variety of media and techniques as well as the dynamics of composition. Upper-level students build upon skills and techniques learned previously and are encouraged to experiment and discover a vehicle for personal expression.

Instructors spend considerable studio time providing individual attention to students, offering advice, posing questions and demonstrating techniques, or offering moral support. Demonstrations, critiques, discussions, gallery and studio visits, slide and powerpoint presentations, as well as a guest critic and masterclass program all contribute to a student's understanding and appreciation of himself or herself as an artist. Most of our graduates go on to attend the best art colleges and universities in the country, often with considerable scholarships.

### **Attendance**

Most studio experiences cannot be made up if missed, so it is essential to be in class on time every day. Students are required to be in class with their tools, materials, home assignments, properly dressed and ready to work on time. We regard attendance as essential to anyone who hopes to compete for any career.

## **Critiques**

Group and individual critiques are an important part of an art student's education. While it may be difficult for new students to hear about weaknesses in their work, it is the best way for a teacher to show how to improve the work. Learning to hear and use criticism constructively is essential to an artist's growth. Critiques not only help students improve their own work, they also help them develop a critical eye which is necessary for every artist to be successful.

## **Supply Policy/Lockers**

The Visual Arts Department provides many art supplies for its students, especially those that are consumable, specialized, or expensive. Students must provide items such as permanent equipment and some inexpensive consumable items that will be used throughout their studies at the Baltimore School for the Arts. Students will gradually build up a complete set of basic tools necessary to any art-related field. Each Visual Arts student is assigned an art locker that is specially designed to store large flat items like the required portfolio and an art supply box. Visual Arts students provide their own locks. Visual Arts students are required to empty their locker when they graduate or transfer out of the BSA.

## **Exhibitions**

Student exhibitions in the school's professionally equipped gallery provide visibility for the Visual Arts Department and highlight the high-quality work done by our students. Preparing work for exhibitions and having it juried by the Visual Arts faculty is an important aspect of a young artists' education.

Since only the strongest works are exhibited, exhibitions serve as important learning tools that demonstrate in a very concrete way what the Visual Arts Department considers to be the most successful work. Students on probation are not permitted to exhibit their work in the gallery.

Exhibitions are open to the public, free of charge, and we encourage family and friends to attend our opening receptions as a way of supporting the students, the Visual Arts Department, and the school.

## **Juries**

At the end of each school year, every student in the school participates in a jury. In the Visual Arts Department, students are required to present a body of work reflecting their best accomplishments in each class. In addition to class work, all students are required to submit at least one independent work done outside of school.

The jury is a private presentation of art work made before a panel of faculty members and professional artists. Students are responsible for the selection, preparation, and presentation of their work. Faculty members are readily available for advice and help prior to the jury.

Each student receives a grade for the jury on the last report card of the year that reflects the following:

- overall presentation, craftsmanship, and care of the work;
- quality of individual pieces: work should demonstrate knowledge of materials and techniques, be creative, and fulfill the assignment; and
- oral presentation: the ability to speak on behalf of the work, including materials, techniques, and goals of each piece.

The jury grade is one of the most important factors in determining a student's continuation in the school. A failing grade on the jury can lead to dismissal.

### **Charles C. Baum Film and Visual Storytelling Department**

Leader: Bea Bufrahi ([bbufrahi@bsfa.org](mailto:bbufrahi@bsfa.org))

#### **Mission**

The Film and Visual Storytelling Department provides students with a comprehensive understanding of the art of the moving image, emphasizing the principles of storytelling and the collaborative production of narrative, documentary, experimental, and animated film. Throughout the four years, students will engage in a rigorous curriculum anchored by cultural studies, master classes, and professional excursions to prepare students for a life in the media and content creation industry.

#### **Collaboration**

Film is a collaborative art form. It is expected that film students will work together as a team in all film productions and to work with students from other art disciplines. Refusal to collaborate, both actively and passively, may negatively impact grades within the film department and preclude students from invitations to future collaborative opportunities.

#### **Attendance of Screenings and Film-related Events**

To grow as a filmmaker and to gain a comprehensive understanding of the industry, film students are expected to attend all film screenings and other BSA film-related events for which the film department has purchased or arranged for tickets. Attendance is a professional expectation and therefore will constitute 10% of your grade in all film classes.

#### **Personal Laptop Use**

Personal laptop use is restricted to writing and film history classes. Students must use the school iMacs for all other film classes. The use of external hard drives is required for students who have the capacity to work on projects at home. Students' personal hard drives need to be available upon request to check on project files and file management.

#### **Social Media Postings of Footage and Class Material/Exercises**

Film students are prohibited from posting any footage taken in classes on social media or websites without specific permission from the film department head. Moreover, all work conceived or produced by the Charles C. Baum Film and Visual Storytelling Department, if distributed to a public audience, will be done with the approval, coordination, and consultation of the film department head.

### **Conduct**

We expect all film students who graduate from the film department at the BSA to know how to behave on a professional film set. Respectful and courteous behavior is expected from all film students in their daily interaction with others. Film students represent the film department and all its film students and faculty at all times in and outside of school.

## **Baltimore School for the Arts Foundation**

### **About**

The BSA has an independent 501(c)(3) Foundation and a professional development staff who works under the leadership of the Board of Overseers to raise contributions and support from the Baltimore community.

BCPS covers roughly two-thirds of our operating budget. BCPS funds faculty salaries and building and maintenance costs. The remaining one-third (approximately 1.6 million dollars) is met through private donations from individuals, foundations, and corporations; interest from the school's endowment funds; Expressions ticket sales; and ticket sales from performances. These funds support the BSA's arts and academic programs.

The BSA Foundation funds costs related to operating an arts school that include:

- important support of arts programs, including performances, visual arts exhibitions, master classes with visiting artists, and cultural outings;
- important support of academic programs, including summer assistance program, Saturday School, study hall, student mentoring, SAT prep, tutoring, AP exams, textbooks, computers, and visiting lecturers;
- purchase of instructional materials and supplies, including musical instruments, theatre scripts, pointe shoes and costumes, visual arts materials, and special library acquisitions including CDs, art books, scores, and dance videos;
- special assistance for students: summer study grants for juniors and last-dollar college scholarships; and
- outreach programs including TWIGS, BSA's after-school and Saturday arts training program for Baltimore City elementary and middle school students. This free-of-charge program is critical to the success of the high school. Today, TWIGS has 700+ Baltimore City students enrolled, and each year about 50% of the BSA's incoming 9th grade class has participated in the TWIGS program.

### **How Parents Can Help**

We would like to suggest the following ways parents may support the fundraising efforts of the board and development staff:

- Purchasing tickets to Expressions and other school performances throughout the year. Ticket proceeds to performances at BSA help us to offset the costs of these productions. It costs a great deal to produce performances and exhibitions, and they are an integral part of the BSA curriculum. Unfortunately, these costs are not covered by the City Schools' budget. Ticket sales enable us to continue to offer these important educational opportunities. We make every effort to keep the prices of tickets as low as possible.
- Making contributions to support the school's annual fund.

- Contacting the development office if your corporation or business has a matching gift program and/or philanthropic program. The BSA development staff can take the lead in establishing new relationships for the school with your help.

The BSA values the support it receives from our parents and alumni, who understand first-hand how important these special resources are to our students. Please contact Brigid Zuknick, Director of Development, at 410.625.0403 to learn more about the BSA Foundation, or visit the BSA web site at [www.bsfa.org](http://www.bsfa.org).