

2011 – 2012
STUDENT HANDBOOK

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History, Philosophy and Mission of the Baltimore School for the Arts

Welcome to the Baltimore School for the Arts!

Since opening its doors in 1980, the Baltimore School for the Arts has created opportunities for talented students who aspire to a career in the arts. The Baltimore School for the Arts offers pre-professional training in music, theatre, theatre production, dance and the visual arts, in conjunction with a rigorous college preparatory academic program. The Baltimore School for the Arts was designed to meet the need for intensive, in-depth training at an early age. The school is one of a small number of public arts high schools throughout the country and the only institution of its kind in Maryland.

This school is committed to the education of young artists. We stress honesty, a serious and disciplined attitude, a willingness to work hard and take risks, and individual responsibility. Students are motivated to achieve independence, high self-esteem, and a joy in accomplishment. Students are held to recognizable standards for admission, continued enrollment, and graduation. The atmosphere within the School is extremely supportive, and our faculty and staff promote a respect for the tradition of education and the arts.

Our faculty is comprised of professional artists, musicians, dancers and actors, and certified, highly qualified academic teachers.

Although the school's focus is uniquely on the arts, our students have demonstrated significant academic success. The School has also received national recognition.

- The school's academic test scores are among the highest in Baltimore City and rank well above the national average.
- Each year 96 - 98% of the school's graduates are accepted into the nation's leading colleges, conservatories, universities, and professional programs.
- In 1990 the Baltimore School for the Arts was recognized as one of the top five art schools in the country by the National Endowment for the Arts, and was designated as a Blue Ribbon School by the U. S. Department of Education.
- In 2001, the Doris Duke and Surdna Foundations named Baltimore School for the Arts as one of five leading public arts schools in the country.

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.

Mission

The Baltimore School for the Arts strives to be the leading pre-professional arts high school in the country. BSA provides talented students from all sectors of the community with a personally supportive and intellectually challenging environment where rigorous training in a specific arts discipline combines with a college preparatory academic education. The School provides qualified students with intensive training in one of four arts disciplines: the visual arts, music, theatre or dance. A further mission of the school is to serve as an arts resource for the Baltimore community by offering performances, educational workshops and extensive after-school training in the arts to children from city elementary and middle schools.

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 Overseers to govern the school. The 35-member Board of Overseers is made up of business and philanthropic leaders, professional artists, and parents whose children are either current high school and/or TWIGS students or alumni. The Baltimore City Public School System CEO and a member of the Baltimore City School Board serve as ex-officio members. The Board of Overseers is responsible for setting important policies regarding all aspects of BSA operations including school programs and priorities, hiring of key administrators and faculty, student admission, and budget and funding of the school's programs.

The school's administrative leadership team includes the Director, Academic Dean, Assistant Principal for Student Support, and five department heads: Academic, Dance, Music, Theatre, and Visual Arts. There are also a Coordinator of Outreach and Community Partnership who administers the TWIGS program, and the BSA Foundation staff, which includes development officers and a comptroller.

Student Life at BSA

The Baltimore School for the Arts is a special school with the unique mission of preparing students for careers in the arts. The BSA faculty and staff concentrate their energies and talent on making sure that our students thrive not only in their chosen arts discipline but in their academic studies as well. This means that our students are in school for an extended day from 8:30 am – 4:10 pm (afternoon dancers 4:30 pm). When they are not in their classes, they are in the studios and rehearsal halls, practicing, rehearsing, preparing, and creating. At home, they are expected to keep up with their homework and assignments. Needless to say, they are busy, very busy.

Because of this demanding schedule and the school's mission, BSA does not offer extracurricular programs and activities that are common at other schools, such as sports, clubs, or even traditional dances and mixers (though BSA does have a junior/senior prom). The faculty has learned throughout the years that at BSA camaraderie and student morale is created in a different way. Our students bond backstage, during rehearsals, in their ensembles, in the studios and at exhibition openings. BSA also plans and funds cultural outings for the students (e.g., trips to the Kennedy Center, New York museums, Center Stage). All of these experiences bring our students together in a way that is unique to our program.

I. Professional Arts Issues

Performances and Exhibitions / Rehearsals

In addition to the serious and disciplined study of academic subjects, students selected to attend the School for the Arts 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 Baltimore School for the Arts and in the community. The School offers both "in-house" presentations that provide experience for students, and "public" performances and gallery exhibitions that are regarded as more professionally polished. Students may also be required to participate in privately sponsored community events that are important to the institution.

All presentations require preparation and rehearsal time, which may take place after school and/or on weekends. Rehearsals after school, on weekends and during holidays are an integral part of the Baltimore School for the Arts program; they are not extra-curricular activities and, therefore, are not optional.

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 recordings of any kind at BSA's performances and exhibitions – whether from cell phones, video cameras, cameras or audio recording devices.

There are several reasons for this policy:

- First and foremost, it is a serious safety issue for the performers.
- It is an annoyance and distraction for fellow audience members who are trying to enjoy the performance.
- There are legal issues with regard to intellectual property rights for composers, playwrights and choreographers.
- There are privacy rights for members of the cast.
- Web posting video of BSA activities is prohibited except by specific permission of the Director.

As a pre-professional arts training institution preparing students for the standards of the professional arts world, we consider this an important policy. Every aspect of our work with our students reflects the practices and policies in professional theaters and concert halls – and must also respect current legal standards regarding intellectual property rights.

We know and certainly understand that families of our students cherish the opportunity to see videos of their children in performance. For that reason, 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 BSA's librarian, Mrs. Rogers. The \$5 fee goes directly into the library fund so that BSA can purchase books, reference materials, CDs, DVDs and other instructional materials our students need. (If for any reason a family can't afford the \$5, we would certainly consider a request for a waiver.)

Performances and Exhibitions /Tickets

We ask parents, students and members of the community to purchase tickets to certain dance, theatre and music events at BSA to help us to offset the costs of these productions. It costs a great deal to produce performances and exhibitions and unfortunately these costs cannot be covered by the City Schools budget. Performances and exhibitions are an integral part of the BSA curriculum and ticket sales enables us to continue to offer these important educational opportunities to our pre-professional students. We make every effort to keep the prices of tickets as low as possible.

Juries

Students are admitted to the School for the Arts on the basis of an audition in one of four arts programs. At the end of each year students appear before a jury of faculty and guest artists to demonstrate progress since the audition and 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. Seniors who fail the jury or fail to appear at the jury may not be permitted to participate in the graduation ceremony.

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, by visiting artists, by audition or jury.

Use of Student Images and Works

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 Baltimore School for the Arts (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-sublicensable license to use, reproduce, publish, display, and distribute Works for Schools 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 sue 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.

Professional Opportunities Outside of BSA

Special professional opportunities provided by BSA are an important extension of BSA's curriculum. Students are held to the same standards of professional behavior for these activities as they are in school. Students who do not meet professional standards will be subject to review by the school's Standards Committee. The Standards Committee also reserves the right to disallow students from participating in outside activities if academic or behavioral standards are not met.

Activities include:

- Summer training programs
- Rehearsal/participation with cultural institutions
- Community performances and programs
- Cultural outings to professional exhibitions or performances
- School sponsored trips

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 professional standards at the School for the Arts, the school's programs take precedence over all outside 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 opportunity requiring time away from school or leave 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. Students who take a leave from BSA may forfeit eligibility for special student assistance provided by the school's Foundation for programs such as summer study.

II. Recognizing Achievement at the Baltimore School for the Arts

The Honor Roll

The Honor Roll is published at the end of each quarter of the school year. To attain Honor Roll status, a student may have no academic grade lower than 80 and no arts grade lower than B-. The Honor Roll for the second quarter is determined by the first semester grades; the Honor Roll for the fourth quarter is determined by the final, year-end grades.

The Dean's List

To be on the Dean's List, a student must have academic grades of 90 or better and arts grades of A- or better at the end of each quarter. The Dean's List for the second quarter is determined by the first semester grades; the Dean's List for the fourth quarter is determined by the final, year-end grades.

Honor Society

For those students who meet the standards of the National Honor Society and the Baltimore School for the Arts, it is a great honor to be inducted into the Daniel Ramos Chapter of the Society. To be considered for induction, students are reviewed by faculty for qualities of character, leadership and service. Nominees must have a minimum average of 85 with no grade below 80 in academic subjects and a B average in art classes by the end of the sophomore year, and maintain that record through the first semester of the junior year.

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 status is arrived at 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 grade of 70 or above in all academic classes taken in the senior year
- receive a year grade of C or higher in all arts classes taken in the senior year
- achieve a grade of C or above for the senior Jury Presentation as determined by the senior's art department
- achieve a satisfactory level of conduct, professionalism and school citizenship during the senior year

III. Student Life and School Environment

Standards Committee and Probationary Status

The Standards Committee is comprised of members of the administration and the arts and academic faculties. Regularly scheduled meetings are convened to monitor student progress throughout the school year, and decisions are made regarding probation of students whose work or conduct falls below the school's standards. Probation letters are mailed to parents advising them that major and substantive improvement in the quality of work is essential to avoid continuing problems that may lead to dismissal. Students on probation may be dismissed from the school.

Some of the most common reasons students experience difficulty at the Baltimore School for the Arts are poor attendance and punctuality, insufficient preparation for classroom and studio work, and a failure to adjust to the discipline of the school's environment.

Given the School's professional philosophy and environment, the student, not the parent, is held responsible for regular and punctual attendance, preparation, practice, homework, and the ability to get along with classmates and faculty.

Attendance, Punctuality, Early Dismissal and Regular Dismissal

Attendance

Students are expected to come to school every day and be on time. Attendance and punctuality are important components of professional behavior. 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.

Because some absences may be unavoidable, the School maintains a guideline for student attendance of no more than nine days absence during the year (a minimum 95% attendance). Teachers may record a failing grade for eight or more absences (or 20% of class time) within any quarter of the year. Please check with individual Department Heads for attendance policies specific to each discipline.

There is a clear relationship between good attendance and grades. Students who receive grades that are mostly As and Bs in their academic and arts classes have an average attendance rate of 97% or higher. This means they miss no more than five days of school a year. Students who received grades that are mostly Bs and Cs have an average attendance rate of 95%, or nine or fewer days of yearly absence. It is very significant that students who have mostly low to failing grades miss more than fourteen days of a school year. This is a rate of 93% or less. The number of times a student is late to school or has an early dismissal shows that same general relationship to level of grades achieved.

Upon returning after an illness or other emergency, a student must bring a note of explanation from a parent and show the note to the homeroom teacher, then to each teacher whose class was missed. If the absence required a doctor's care, a doctor's note should be submitted for documentation to the school secretary. When more than a one-day absence is anticipated, notify the School by phone.

Make-Up Work and Student Absences

If you are out of school with an excused absence, you must contact BSA by 10:00 a.m. to receive academic work the same day. A work folder will be placed at the front desk and it can be picked up after 4:00 p.m. You must formally request academic work by calling the school. If you make your request after 10:00 am, work will be available the following day.

Policy Statement regarding Attendance and Performance

At BSA students are expected to take the same professional approach and exhibit the same level of commitment to both arts and academics. This school and our graduates are successful because we value arts and academics equally.

Students who do not attend all arts and academic classes will not be permitted to participate in BSA sponsored public performances that afternoon or evening. The School will make exceptions in cases of administratively approved absences. These include college interviews and professional performance obligations. Students and parents must be aware that if a student is too ill to attend classes, the school considers that student too ill to perform.

Punctuality
(Being on Time for School)

You are required to be seated in homeroom by 8:30 a.m. In the event you are late - in order for you to be legally counted as present - the school requires that you do the following:

- ⤴ If you arrive after 8:30 a.m., but before 8:40 a.m., go to homeroom, where your teacher will record the lateness.
- ⤴ If you arrive after 8:40 a.m., you must obtain a late pass from the school secretary and submit it to the teacher of your class or studio. If you arrive anytime after 9:15 a.m. 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. Students regularly and/or excessively late, will be reported to a school administrator to determine if disciplinary action is warranted.

Failure to follow these procedures may result in disciplinary action.

Punctuality
(Being on Time for Class)

Repeated lateness to class can result in a lower grade or failure for the quarter. In addition, lateness to a class of more than fifteen minutes can be considered a class "cut," resulting in referral for disciplinary action. Excessive class lateness, in general, can also result in referral for disciplinary action.

Early Dismissal

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

School/Class Cuts/Suspension

The School for the Arts reserves the right to suspend any student who leaves the building without official permission or who is cutting class or studio. A student has cut a class if the student did not attend the class or is excessively late to the class without prior administrative approval.

A student who is ill or has another serious problem must report to the nurse's office or the 3rd floor office. A student must inform the nurse or a school administrator to be excused from class. Unexcused absences may be considered a cut.

Before Homeroom and After Dismissal

The School is open from 8:00 am to 4:30 pm. Students should use morning times before homeroom to get ready for school. By 8:15 a.m. students who are in the building should go to their homeroom area. No student should be in the first floor lobby after 8:15 a.m. unless he or she has business in the office. Only students whose homeroom is in the ballroom, scene shop, dance studios or recital hall may be in those areas before homeroom begins. Students must leave the building by 4:30 p.m. each day unless they have special permission or an authorized rehearsal or performance to stay past this time. 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. Madison and Cathedral Streets are public areas. Students should display the same professional conduct on the streets of Mt. Vernon as in the school building.

Policy on the Use of Illegal Drugs and Alcohol

The possession, use, or sale of alcohol, marijuana, or any illegal narcotic substance, or any paraphernalia or equipment associated with the use of these substances 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 the state of mind needed for scholastic and artistic activity and the state of mind when influenced by alcohol and drugs.

Violation of this policy will result in search and 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 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.

Responsibility for the School Environment

Each member of the Baltimore School for the Arts community shares responsibility for the school building and the environment. We are fortunate to have beautiful historic buildings with unique architectural features as well as brand new state-of-the-art spaces. Collectively, we share the challenge of caring for these buildings and the responsibility of guarding against acts of littering, graffiti and other vandalism of the building. You are expected to set the tone of the building by comporting yourself responsibly, by cleaning up after yourself, throwing away trash in receptacles and not littering, by being aware of your noise level, and by treating everyone with courtesy and respect.

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

Students should not leave their belongings unattended in the hallways, classrooms, or entryways of the school. Please store personal belongings in lockers, or keep them close at hand and take them with you when you leave school, even if it is for a short time, as unattended items could be stolen. Passageways and entrances must be kept clear at all times to comply with the fire code and for the safety of others.

Respect for the Work of Others

As artists, each of us understands the seriousness with which artistic expression is taken. The willful vandalizing or theft of artwork is among the most serious possible breaches of the rights of the artistic community of which you are a member. Any violations of the work of others may result in disciplinary review and action through the Standards Committee.

Dress Code

Student dress should reflect the professional environment in which we work. Students should adhere to the following policy:

- Come to school dressed comfortably for work and do not bring special attention to yourself by wearing what may be regarded as a costume.
- Do not wear apparel or bring notebooks or other objects printed with vulgar, obscene or offensive statements.
- Do not wear sunglasses, hats, caps, curlers, hairnets, sweatbands, bandannas or other head coverings in the School building.

In general, the following are not considered appropriate professional attire and cannot be worn to school: slippers, pajama-type attire, undershirts, short-shorts, short skirts, halter tops, see-through tops, sweatshirts and sweatpants.

Cell Phones / Electronic Devices

Do not use a Walkman, Discman, radio, IPOD, MP3, pager, cell phone or any type of similar electronic device in the building. Should you have an educational or art project requiring electronic equipment, obtain permission from your Arts Department Head in writing. Cell phones may not be seen, heard, or used anywhere in the school building. Students may not make or receive (including calls from parents) cell phone calls while in school.

When cell phones and electronic devices are taken, students should request a form from the 3rd floor office for the parent to sign. The item will be returned at the end of the next school day providing a parent gives written authorization for the return of the phone. If this policy is abused, it will be deemed a disciplinary matter.

Visitors

Except where permission has been obtained in advance from the school's Academic Dean, you are not permitted to bring friends or family members with 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.

Obligations

The Baltimore School for the Arts permits students to borrow arts and academic textbooks and, at times, certain materials, supplies, equipment or instruments. **Students are obligated to return these items in good condition or to make restitution for them if they are lost or damaged.** Until all obligations are cleared, you will be denied your report card at year's end, and you will not be issued textbooks or materials for the following year. For seniors who have not cleared all obligations, the school will not release diplomas and will not forward transcripts or other information to colleges or employers.

Relations with the Mount Vernon Community

The school does not allow students to play games, skateboard, or congregate for purposes of singing or playing instruments or other “performance type” behavior in the Mount Vernon Community before or after school. We expect all students to be polite and well-behaved by displaying at all times 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 Mount Vernon community must conform to the same behavioral standards required of students inside the school’s building.

The community around the school is an historic preservation district, housing many of the City’s leading cultural institutions, and attracting a sizeable number of visitors. 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 Standards Committee review.

IV. Grades and Graduation Requirements

On your report card, you will find that arts subjects have letter grades and academic subjects have numeric grades.

<i>ARTS</i>		<i>ACADEMICS</i>	
<i>Letter Grade</i>	<i>Letter Grade Description</i>	<i>GPA</i>	<i>Numerical Rating</i>
A / A-	Consistently exceeds expectations	4.0	95 – 100
B+ / B / B-	Often exceeds expectations	3.8	90 – 94
C+ / C / C-	Consistently meets expectations	3.5	87 – 89
D*	Inconsistent/Unsatisfactory work/Warning of potential failure*	3.2	84 – 86
F	Consistently fails to meet expectations	3.0	80 – 83
		2.8	77 – 79
		2.5	74 – 76
		2.0	70 – 73
		1.8	67 – 69
		1.5	64 – 66
		1	60 – 63
		0	Below 60 is not passing

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

Promotional Policy, Scheduling and Graduation Requirements

A student is promoted to the next grade when he or she has reduced the number of years of study necessary to complete the graduation requirements 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.

In order to be eligible for a diploma from this school, you must meet the requirements of your arts department and complete the following academic courses:

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

The two-year Foreign Language requirement can be met only if the same language is studied for two years.

At the Baltimore School for the Arts, students are required to take four periods of academics and four periods of arts each year. Students in 9th, 10th and 11th grades must be enrolled in at least four academic courses except under specific direction of the Department Head. It is likely that students will eat in class at some point during their years at BSA due to scheduling constraints.

Students must also pass the following Maryland State Assessment tests for **Algebra I, English II, Biology and American Government.**

In exceptional circumstances students may take summer school or online courses for BSA credit. This course work must be approved by the Standards Committee for credit to be granted.

Add/Drop Period

At the beginning of the school year there is an add/drop period for students to change academic classes. The period ends on the second Friday of the first quarter. To add or drop a class, a student needs to request a form from either the Guidance Counselor or the Academic Department Head. This form must be returned to the Academic Department Head by 4:00 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

Because of the demanding art and academic schedules at the Baltimore School for the Arts, a small number of students need to take online classes because their schedules do not allow for any additional

courses in the classroom. Students need to consult the Guidance Counselor to determine whether they may need to take an online class during their academic career at BSA. Please note that all online classes will be marked and recorded as such on students' official transcripts.

Grading Policy in the Arts

By understanding what satisfactory (or grade C) means in the arts, all other grades are easier to understand:

At the Baltimore School for the Arts satisfactory work (grade C) means that a student comes to class every day, on time, prepared and ready to work, and that the student is making steady and sufficient progress. A grade of B means a student is doing better than satisfactory work, while A designates consistently superior work. A grade of D is given for unsatisfactory work and is used as a warning that a student is in danger of failing the next grading period unless the work becomes satisfactory (grade of C). F means a student has failed to meet most of the expectations of the class.

Study Hall

In most academic classes, homework counts up to twenty percent or more of the quarter grade, and yet some students receive Ds and Fs in classes because they do not complete homework assignments. Students who receive a D or an F in any academic class because they are not regularly doing their homework may be assigned to attend a mandatory after-school study hall. Students can miss a study hall to attend coach classes, as long as they sign in to study hall first. Any student who has a rehearsal or any other excused absence will attend a study hall before school, but normally all students assigned to study hall will attend, Monday through Thursday, from 4:15 to 5:00 p.m.

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 mid-point of each quarter to allow sufficient time for improvement before the quarter ends.

Semester Examinations

Four 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 or Academic Department Head prior to the scheduled exam. Absence due to illness must be verified by a parent before the missed exam can be rescheduled. Without permission or verification, a missed exam is entered on the record as a zero. Absence due to illness must be verified by a parent before the scheduled exam in order to be considered for rescheduling. Without this advance verification, along with the Academic Department Head's permission, a missed exam is entered on the student's record as zero.

Requirements for Exempting Seniors from Second Semester Examinations

As a graduating senior you may be exempt from a final exam in a particular class if you have:

- A second semester average of 85 or better with no quarter grade lower than 80 in the 3rd and 4th quarters in the subject area for which the exemption is being sought.
- no more than five days absent during the second semester (not including administratively approved absences for college visits or college auditions).
- no class cuts during the senior year.
- no incidents considered by the Standards Committee to be serious behavioral or citizenship

problems.

Information regarding administratively approved absence may be obtained from the Academic Dean.

Summer School

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

Intellectual Honesty

All work presented by students as their own must adhere to the principles of scholarly honesty and accuracy. Plagiarism, cheating on tests, and copying homework from others, etc. are serious breaches of the honor code and will result in Standards Committee review and disciplinary actions.

Academic Review Committee

The Baltimore School for the Arts has an Academic Review Committee to examine suspected cases and administer decisions in instances of academic dishonesty. Academic dishonesty includes plagiarizing another person's work, using another person's words or ideas without proper citation, 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, and so the Academic Review Committee serves as an important learning experience for students at BSA.

The Academic Review Committee will normally meet within two school days of a violation of the academic honesty code being brought to the attention of the Academic Department Head. The Academic Review Committee consists of two co-chairs, the Academic Department Head and the Assistant Principal for Student Services, and the Academic Review Committee also includes three full-time academic faculty members. This five-person group conducts a confidential hearing with the student involved to determine if a violation of the code has occurred and, if so, it recommends an appropriate disciplinary action to the Academic Dean, who serves as the chair of the Standards Committee. The Guidance Counselor may also be present at this meeting as a student advocates at the student's request. The Academic Department Head or the Assistant Principal for Student Services will notify the parent or legal guardian of this meeting before it occurs, and they will also notify them of the outcome once the Academic Review Committee has made a decision.

The penalty for violations of the academic honesty code is as follows:

- ▶ The **First Case** of violating the code of academic honesty could result in the student receiving a zero on the assignment, essay, exam, project, and test assigned. For educational value, the Committee can also require that the student complete a separate, non-credited assignment, which will be examined by the Academic Department Head.
- ▶ The **Second Case** of violating the code of academic honesty can result in an in-school suspension, a suspension that can last up to two days, in addition to receiving a zero on the assignment. Students serving an in-school suspension are ineligible to participate in performances or evening activities, exhibitions, field trips, and any other school-

sponsored activities during the suspension period. Students serving an in-school suspension are dismissed from the building at the end of the school day at 4:10, and they must vacate the premises immediately.

- ▶ The **Third Case** of violating the code of academic honesty will result in the case appearing before the Standards Committee, as will any subsequent violations of the code of academic honesty. The Standards Committee will make a determination about further violations.

Expectations for Successful Classwork

1. Attend all classes regularly and punctually.
2. Be prepared for your work by having an 8 1/2-by-11 inch, 3-ring loose-leaf notebook, daily planners, and the necessary equipment and materials requested by your teachers.
3. Contribute to all your classes by participating in discussions and by being attentive to what is being said by your teachers and classmates.
4. Talk with your teachers when you have questions or when there is a problem. If necessary, schedule an appointment with your teacher. Plan to attend coach class.
5. Avoid falling behind in any course work by completing your assignments on time.
6. Work hard and be courteous to classmates and members of the faculty and staff. Your progress, or the lack of it, in any class will be determined by your work, your behavior and your attitude.
7. Following an absence, remember that it is your responsibility to identify and make-up any missed work.

V. Getting to the School, Getting Acquainted, and Learning Your Way Around

Schedule of Classes

<u>Period</u>	<u>Time</u>
Homeroom*	8:30 - 8:40
First	8:45 - 9:30
Second	9:35 - 10:20
Third	10:25 - 11:10
Fourth	11:15 - 12:00
Fifth	12:05 - 12:50
Sixth	12:55 - 1:40
Seventh	1:45 - 2:30
Eighth	2:35 - 3:20
Ninth	3:25 - 4:10
Dismissal	4:10
(Dance Classes C & D dismiss at 4:30)	

*Music Students begin Chorus rehearsal at 8:30 a.m.

*Morning dance classes begin at 8:30 a.m.

Transportation

Students who live more than a mile-and-a-half from the School and who are residents of Baltimore City are eligible for free bus tickets. These tickets are distributed in homeroom at the end of each month for us the following month.

City residents who live less than a mile-and-a-half from school and residents who live outside Baltimore City are eligible to receive reduced fare cards, given out once each semester. The reduced fare cards issued to students by the Mass Transit Administration, however, are not always honored by the surrounding counties or by drivers of long-distance commuter buses.

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 on Ploy Street or its sidewalks or private lots.

Locker Assignment and Use

You will be assigned a locker and given a lock upon enrolling; your locker assignment remains the same throughout your stay at the School for the Arts. Lockers are for storing books, supplies, hats, and outdoor clothing. Except for the day’s lunch, no other food or beverages are to be kept in your locker. You are responsible for keeping your locker clean, and you must empty your locker at the end of the school year.

To allow for a thorough cleaning during the summer, you are to empty your locker at the close of the school year. Questions concerning lockers or locks should be directed to the staff member who assigned you your locker and lock. A fee is charged for replacing a lost lock. Consult your Department Head concerning additional lockers for musical instruments and visual arts materials.

Elevator Use

The school has two elevators, one of which is for student use (on the right as you enter the main lobby) and a second elevator for use by faculty and staff only (on the left in the main lobby). It is your responsibility for your own safety and the safety of others to use good judgment on the elevator and to make sure that the elevator is not overcrowded.

Announcements

Our public address system is used only for emergencies. Bulletin boards are located throughout the building for posting information of interest to students and staff. If you wish to post information on one of the bulletin boards, get permission from your Arts or Academic Department Head.

Snow Days

The Baltimore School for the Arts is closed when all other Baltimore City Public Schools are closed. 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 Delayed Schedule	1 1/2 Hour Delayed Schedule	Two Hour Delayed Schedule
<i>Homeroom: 9:30-9:40</i>	<i>Homeroom: 10:00-10:15</i>	<i>Homeroom: 10:30-10:40</i>
1st Period - 9:45 - 10:20	1st Period - 10:20 - 10:55	1st Period - 10:45 - 11:15
2nd Period - 10:25 - 11:00	2nd Period - 11:00 - 11:35	2nd Period - 11:20 - 11:50
3rd Period - 11:05 - 11:45	3rd Period - 11:40 - 12:15	3rd Period - 11:55 - 12:25
4th Period - 11:50 - 12:30	4th Period - 12:20 - 12:55	4th Period - 12:30 - 1:00
5th Period - 12:35 - 1:15	5th Period - 1:00 - 1:40	5th Period - 1:05 - 1:40
6th Period - 1:20 - 2:00	6th Period - 1:45 - 2:20	6th Period - 1:45 - 2:20
7th Period - 2:05 - 2:45	7th Period - 2:25 - 3:00	7th Period - 2:25 - 3:00
8th Period - 2:50 - 3:30	8th Period - 3:05 - 3:35	8th Period - 3:05 - 3:35
9th Period - 3:35 - 4:10	9th Period - 3:40 - 4:10	9th Period - 3:40 - 4:10

VI. Using the School's Services

Guidance Program

Our Guidance Office is in room 300. The guidance program helps students adjust to the unique environment of the Baltimore School for the Arts, helps students cope with the stresses and complexities of being adolescents in contemporary society, and, in conjunction with Department Heads and faculty, assists students in college and career planning and in the college application process.

College Visits

Seniors are permitted five excused absences for the purpose of visiting a college. A signed letter from a parent must include the time of the visit and the college(s) to be visited. It is strongly recommended that students visit schools when BSA is closed. Suggested times and dates would be: summer vacation, weekends following Professional Development Days, Early Release Days, Audition Week and Spring Break.

Parent Requests for Additional Student Support

Baltimore School for the Arts recognizes that our school has diverse learners with varying needs. If you suspect that your child is experiencing significant academic, behavioral, or learning difficulties, please contact our Instructional Support Provider, Ms. Anne Laro or our Assistant Principal for Student Support, Ms. Charelle James.

Library

The school library is open for your used from 8:45 a.m. to 4:10 p.m. After-school hours will be announced in the fall. The library is also available to students when a class is assigned to it, during lunch periods, or when permission is given by a teacher for its use by a student or group of students.

You may borrow books for a two-week period and renew the loan for an additional two weeks if necessary. Reference books do not circulate and, unless special permission has been obtained from the librarian, may not be removed from the library.

The library houses twelve computers for student use. These computers are for academic and arts-related work only. They are public computers configured for the BSA student network. The library's copy machine is for student use for academic and arts work only.

The rules below, in the following section "Computer Lab," also apply to the computer use in the library.

Computer Lab

During the regular school day, the faculty makes arrangements for classes to use the computer lab in room 309. This is a nine-station networked computer lab that has been specifically configured to support student's academic and artistic work at the school. These computers are for professional use only. Students unable to work professionally will have their computer lab privileges suspended.

The following, among other things, may result in a loss of computer access privileges for up to the entire school year:

- Changing the desktop appearance
- Changing system settings
- Downloading or installing unauthorized programs
- Circumventing the BSA firewall by installing proxies to gain access to inappropriate or unauthorized websites.
- Using school computers to communicate in any form, offensive, threatening or obscene messages or information
- Playing computer games

Computer Messaging and Information Systems

Computers are available for student use in the library, computer lab and certain classrooms. Computers use must be restricted to professional work such as academic and arts coursework/research, preparation for testing, and college searches.

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 e-mail, voice mail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment. 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" which contains sexually-offensive terms, or terms which 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 of the internet will face review by the Standards committee and possible disciplinary action.

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, novels, and poetry, as well as 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, like copyright, trademark, and 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.

Technology Policy

The Baltimore School for the Arts provides many technology and telecommunication 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 and telecommunication devices located in classrooms and computer labs 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. “Personal Electronic Devices” include mobile phones, smart phones, mp3 players, e-book readers, personal desk assistants, laptop computers, hand held games, cameras, handheld scanners, and other similar electronic equipment.

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 possessed or consumed in computer labs or near technology resources. Do not use Personal Electronic Devices inside the school except at the direction of faculty for an academic or professional purpose, or with the prior written permission of your Art of Academic Department Head. Personal Electronic Devices shall not be seen, heard or used anywhere inside the School. Students shall not make or receive telephone calls on Personal Electronic Devices inside the School (including calls to and from parents). 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.

DO use Technology Resources and Personal Electronic Devices:

- According to the Technology Policy and Intellectual Property Policy.
- For educational and professional purposes only.
 - In a respectful and courteous manner.
 - According to copyright, privacy, and other laws regarding the rights of others.
 - Cautiously, by keeping confidential your passwords and other personally identifiable private information.

DO NOT use Technology Resources and Personal Electronic Devices to:

- Post or transmit photographs or personal information about you and/or others without first obtaining written permission from your Art Department Head, and from all adults and the parent/guardian of each student or minor depicted in the photograph.

- ⤵ Engage in behavior intended to physically or psychologically intimidate others.
- ⤵ Access or distribute (without a legitimate educational purpose and Art Department Head approval) abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit, or illegal material.
- ⤵ Download, install, or play computer games, music, video, or software applications.
- ⤵ Deliberately waste or overload technology resources, including, e.g., usurping bandwidth by streaming audio-visual files or playing computer games, wasting paper by printing large documents, and wasting server space by downloading large files.
- ⤵ Bypass, vandalize, hack, or breach security measures, or gain unauthorized access.
- ⤵ Attempt to monitor or tamper with another's electronic communications, or alter or delete another's files or software without the explicit agreement of its owner.
- ⤵ Further personal, commercial, or illegal purposes.
- ⤵ Download materials that contravene school policies regarding intellectual property, intellectual honesty, respect for the work of others, and harassment.
- ⤵ Participate in illegal or unauthorized file sharing.

Penalties for Failure to Comply with the Technology Policy include but are not limited to the following:

- Personal Electronic Devices seen or heard in school may be confiscated by faculty or administrators and will only be returned after the end of the next school day upon receipt of a signed note from your parent or guardian.
- Temporary or permanent loss of access to technology resources.
- Standards Committee review of incident

The Cafeteria

The cafeteria should offer a peaceful environment for eating lunch, engaging in quiet discussion, or studying. Eating in the cafeteria should be treated the same as eating in a restaurant and rules of conduct apply here as they do elsewhere in the school including comporting yourself responsibly, cleaning up after yourself, throwing away trash in receptacles and not littering, being aware of your noise level, and treating everyone with courtesy. Ninth-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 during their lunch period, and no students are permitted to consume any food, snacks or beverages outside the cafeteria.

Purchasing Lunch in the Cafeteria

The Baltimore City School System uses a computerized payment system in the cafeteria. The system requires that each student use a 5 Digit Pin Number to purchase food or drink items. Each student will have a "debit account." Students and parents may deposit money into the account on a weekly or monthly basis. Students who pay for their lunch will still be able to pay on a daily basis without having any money in the debit account. However, they must still use their PIN number to activate the cash register. Students must remember the number to get a lunch or make any other purchase. The PIN number must be kept secret, private, and confidential. Student receiving free or reduced lunch will continue to receive these lunches through the month of September. However, every student must reapply annually for a free or reduced lunch. Free and reduced lunch will be discontinued in October for any student who has not returned a completed application for the current year. Early in the school year, lunch applications will be made available to students in homeroom and outside Room 406, the Academic Department Head's office.

VII. Specific Items Pertaining to Each Department

Dance

The Dance Program

The Dance Program at the Baltimore School for the Arts stresses traditional ballet and modern techniques. A dance student is required to be committed to the entire program.

The Dancer's body is the dancer's instrument. The physical demands of the dance program require students to prepare properly for their technique classes. This is done through a rigorous at-home aerobic and strengthening program. It is the student's responsibility to stretch, tone and strengthen their instrument, to build the stamina and strength needed to be prepared for their classwork.

Placement in dance levels (A, B, C, D) is determined by skill, not academic grade level. A student is required to complete the technical standards of the level B class by the end of the 10th grade. Students not achieving these standards will be reviewed by the faculty to determine their eligibility to remain in the program.

It is important that students attend either the summer session at the Baltimore School for the Arts or seek enrollment at one of the many qualified summer courses offered elsewhere. Because many of these courses require an audition, and are expensive, it is necessary for the student and their family to plan ahead. Summer study should be planned in consultation with class teachers and/or the Department Head. As a service to our students and as requested by many colleges, conservatories and summer programs, BSA hosts their auditions. When a masterclass or audition is posted for any class level, attendance is required by all students in that level.

Illness/Injury

A dancer's experience may involve an injury or injuries 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 at the expense of another. 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. If illness or injury prevents a student from attending classes, rehearsals or performances, a physician's note is needed. It is the responsibility of the injured student to speak to each of their dance teachers about their injury. They are required to attend each class and observe during their injury. The note should be provided in a timely manner and contain the following information:

- an explanation of the illness/injury
- a course of treatment
- a prognosis for recovery
- a date for expected return to work
- the extent of class participation
- 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 kept current on the progress of the recovery. We will also require a signed release from the physician before the student may return to class or rehearsal.

A quarterly grade of ME (medical excuse) will be given to students who have missed a significant amount of classwork due to illness or injury. Students receiving a ME will be placed on medical probation and reviewed by the Standards Committee. Students receiving an ME for two consecutive marking periods will be reviewed as to their viability to continue in the program. If a grade of ME is received for the 4th quarter, promotion to the next level will be withheld pending staff evaluation during summer session and/or the first quarter of the next school year. When a ME for 4th quarter is also the second consecutive ME, the student will be reviewed immediately as to their viability to continue in the program.

A student's grade is based solely on the work exhibited in the studio. While continuing study outside of school is not prohibited, the possible negative impact, i.e., fatigue or injury, will not be accepted as a reason for below-standard work at BSA.

Dress Code

Morning and afternoon dancers have color coded uniforms that are required for all classes. Hair should be pulled back off the face and neck, stage ready, in a bun or French twist. Hair adornments should be worn close to the bun and not excessively large. They must be prepared with the proper footwear for each class. Students are expected to provide their own ballet slippers, pointe shoes, character shoes, and jazz shoes as part of their uniform. Students not in proper uniform will only be able to participate in class at the discretion of the teacher. Any student out of uniform will have their grade lowered for that day's work. Because it does not project a professional appearance and may cause injury to themselves or their classmates, jewelry and false nails may not be worn.

During break from class, dancers are expected to wear outer covering such as sweat pants and oversized shirts. Outside of studio periods, dance attire should not be worn anywhere else inside or outside the building.

Classroom and Rehearsal Etiquette

Students should stand up and take their places to begin class or rehearsal as soon as the teacher enters into the room. NO unnecessary talking during classes – Questions YES, conversation NO. NO eating or drinking (water bottles allowed) in dance studios. If late to class or rehearsal, a student will be admitted to class at the discretion of the teacher and may be told to sit quietly and observe class. Faculty members have the right to discharge any dancer from class for improper attire, disrespect or improper attitude. Students should thank the teacher and accompanist after each class and rehearsal. Students should review all previously presented classwork or choreographic material for the next day's work. If a student is absent, it is their responsibility to learn the work from classmates. Students are expected to appear neat and tidy at all times, with no holes in leotards or tights. Shoes should be kept clean and replaced as needed. Elastic and ribbons are to be sewn. All ladies should wear bras, all men, dance belts. No underwear is to be worn under their tights. Body liners are recommended.

Evaluations

Along with report cards, dancers receive an evaluation from each of their teachers. The evaluations are formatted to aid the students in understanding how they are progressing in their classwork and will also indicate if a conference is needed.

Exams

Class exams are given to all levels. They consist of a class given by one of the regularly scheduled teachers for that level and are viewed and graded by faculty. All students are required to take exams.

Because of the class format there are no make-ups for missed exams. A grade of 0 will be given for all exams missed except those with a doctor's note which will receive the grade of ME.

All A and B level students take an in-class exam every quarter. C and D level students take an exam at the end of the 2nd and 4th quarters. The grades for these exams are listed separately on the report card and are not averaged into the quarter grade. Failure to take or failure of exams may result in non-promotion, probation or dismissal. Seniors who fail to take exams have not met the department requirements for graduation. Failure to take exams due to injury or illness requires medical verification. Such students will receive ME as the grade. Without verification the grade will revert to an F. **(Also see Solo Juries and Performing below.)**

Solo Juries

All level classes must complete a jury in both ballet and modern. For first-year students, sophomores, and juniors, failure of the jury or failure to appear at the jury without permission may result in non-promotion, probation or dismissal. A and B level students will be assigned repertoire for ballet solo juries. C and D level students must choose a solo from the repertoire and have it approved by the Department Head. Variations taught in previous levels may not be used for solo juries by C and D level students. Class uniforms are required to be worn for all exams and juries. A grade of F will be given for all juries missed except those with a doctor's note which will receive the grade of ME. Modern solo juries may either be taken either the repertoire or may be choreographed by the student. Instrumental music must be used for both juries. No costumes or props may be used. The solo must be no shorter than 1.5 minutes or longer than two minutes. Solo juries may not include any solos that have been coached or performed for BSFA 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 cannot do pointe work but can do ballet classwork, must 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 F. A grade of ME may require the student to perform the jury at the beginning of the new school year. Receiving an ME for exams or juries may also delay or restrict promotion to the next level. Receiving an F on a **jury** may delay or restrict promotion to the next level or be grounds for dismissal from the program.

Senior Juries

Guidelines for senior juries will be the same as above. Seniors who fail the jury or fail to appear at the jury have not met the department requirements for graduation and will not receive a BSA Certificate of Achievement. If during the senior year student's have an injury or illness which precludes full participation in the dance program (ex. all classes, performance, exams, juries and masterclasses), they may be jeopardizing their ability to receive a BSA Certificate of Achievement. Because the juries represent the culmination of four years training, seniors are expected to show the care and artistic maturity that exemplifies the professional standards of the department. Failure to do so will be reflected in the grade.

Performing

The department provides several types of performing opportunities ranging from public performances to in-house Open Studio performances. The entire process, from audition through rehearsals and performance, is part of the department's professional training program.

Students are selected for roles as a result of an audition given by the choreographer or ballet master. All students who are members of the class levels invited to audition must prepare for and participate in the audition and accept the roles assigned to them. Performing privileges can be denied to students who are on probation. Students experiencing difficulty in academic or dance classes will perform only at the department's discretion. If a student receives an ME on either an interim or report card for one class in a quarter, the ME will carry to all classes for that quarter. In addition, students with ME's may only perform at the discretion of the faculty.

Students are required to participate in all rehearsals and performances in which they are scheduled. Rehearsals and performances include after-school hours and weekends. Students may not choose

which rehearsals or performances they attend. To do so may result in an F for all dance grades that quarter and probation. If they are missed due to illness or injury, medical verification is needed in order to prevent probation and the grade of F in all dance classes.

Students may not perform outside of school sponsored or sanctioned events without written permission of the Department Head. Requests for permission to perform should be submitted as soon as the student is aware of the opportunity. Once permission is granted, students must submit a complete rehearsal and performance schedule to the Department Head for approval before they commit to any project. Failure to obtain permission may result in dismissal from the program.

Alternate Schedules

When students are asked to attend rehearsals or performances during their regularly scheduled academic classes they will be given an alternate schedule so that academic classes are not missed. This schedule is provided to each student, and it is the responsibility of the student to arrange with teachers to make up work in classes that cannot be rescheduled.

Music/Dance History

The freshman and sophomore classes take Music for Dancers or Dance History course. Research papers are given, graded and are a required part of the class. These grades are posted separately on the report card and count for 10% of the quarterly grade for all the dance grades.

Attendance

Five or more absences in a quarter allow the class teacher the option of lowering the grade to an F without notification. In each quarter, for every two latenesses after an initial three the student's grade will be lowered one step (e.g., B- to C+). All absences or lack of ability to participate result in a zero for that day's grade. Upon receipt of a doctor's note within a reasonable amount of time, the grade of zero will be changed to an ME (medical excuse). For persistent injury, please check the illness/injury section.

Students with permission for early dismissal are required to list the pertinent information on the form posted in the dance office. They must also sign out at the front office desk. Please remember that an early dismissal is still an absence for those classes missed.

Music

Mission of the Music Department

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. To this end, many classes are offered to support the work done in the principal performance classes.

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 each lesson. It is the student's responsibility to purchase the sheet music as directed by the studio teacher promptly. Failure to acquire study materials on time will prevent progress and adversely affect the grade.

A professional pianist is provided for weekly rehearsals with each student. Students must attend this individual rehearsal to prepare music for recitals and juries.

Students perform twice a year (once per semester) in student recitals. Ninth and tenth grade 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 – 60 to 90 minutes a day (7 to 10½ hours per week)

Vocal musicians – 45 minutes a day (5 hours per week)

Chorus

All music students participate in the chorus. This ensemble addresses sight-singing, vocal development, intonation and familiarity with foreign languages and musical terms. Grades are based on individual hearings, participation and attendance. Consistent, punctual attendance is necessary for success. **Chorus begins promptly at 8:30 a.m.**

Attendance & lateness policy

1-3 absences per quarter—no penalty

4-5 absences per quarter—minus 1/3 grade

6-7 absences per quarter—minus 2/3 grade

8-9 absences per quarter—minus 1 grade

10-11 absences per quarter—minus 1 1/3 grade

12-13 absences per quarter—minus 1 2/3 grade

more than 13 absences or late arrivals—failure for the quarter

1-3 late arrivals per quarter—no penalty

4-5 late arrivals per quarter—minus 1/3 grade

6-7 late arrivals per quarter—minus 2/3 grade

8-9 latenesses per quarter—minus 1 grade

10-11 latenesses per quarter—minus 1 1/3

12-13 latenesses per quarter—minus 1 2/3

Music Theory

This series of classes teaches students the following:

Aural skills

The ability to sing written melodies on sight without accompaniment or 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, harmony— and the analysis of musical examples.

Theory 1, Theory 2 and Theory 4 meet three times a week. Theory 3 meets five times a week. Homework is assigned most evenings. Aural skills practice should include 10-20 minutes per night and written skills work should include 15-30 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. Students learn to pronounce several languages in a series of diction classes: English, Italian, French and German. These classes meet three times per week. Vocalists also take two levels of keyboard class to begin the development of piano skills that are very helpful to every musician. The school has instruments to loan to students who do not have a piano or keyboard at home.

Performance Ensembles

There are many performance ensembles at BSA. They vary from the one hundred- 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.

Since the music students begin each class day with a chorus rehearsal at 8:30, punctuality is extremely important. More than three late arrivals in a quarter will adversely affect the chorus grade.

Absence from Music Classes

Class attendance is crucial to any progress in education. As in academic classes, missing more than twenty percent of classes for an eight-week quarter may result in a failing grade. Since several music classes meet only one time per week (ex. lessons), missing two classes in this situation can result in a failing grade.

Performances

Music performances at the 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 3:25 p.m. on Fridays in the Recital Hall. 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 student recital performance. We ask that all guests sit at the back of the hall as students have assigned seating in the main body of the audience.

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. While these performances are not as large-scale as some others, individual students are even more important because the size of the group is smaller. The general public is invited to these performances, which are generally free of charge.

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 main ensembles at the school. The expected standard of performance and behavior is extremely high. Plan for these in advance so you can do your best. 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 School for the Arts.

Off-Campus Performances

The 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 Baltimore School for the Arts music program is a pre-professional training program designed to prepare young persons for the field of musical performance. The performance calendar includes your 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 ensemble, 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 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.

Schedule Conflicts

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)

Young Ladies:

black knee-length skirt or black dress slacks
flesh tone hose
black flat or low heel shoes
simple, colored dress blouse (must be worn with shirt tail tucked into slacks or skirt)

Young Men:

black dress trousers (no jeans)
black belt
black leather dress shoes
colored dress shirt (with a collar suitable for a long or bow tie)

The school supplies black tuxedo shirts for all students to be used for some performances. This performance dress code is intended to create a united, uniform look for a hundred-member chorus. The concert attire will be suitable for choral, chamber orchestra and wind ensemble performances. If there is a question as to whether a particular piece of clothing is suitable, please consult the music department head **before** the performance. Clothes that are individualistic, too revealing or filthy damage the look of the entire group. This outfit is also acceptable for student recital performances. If a student so desires, slightly more formal clothes may be worn for student recitals—men: a suit and tie, ladies: 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

Attendance At Performances

Attendance at performances for which the Theatre Department has purchased or arranged for tickets is mandatory for all theatre students. Unexcused absences from these performances will result in a lowering of all theatre grades one step (e.g., B- to C+) per unexcused absence. This policy also applies to all Theatre Department productions.

Performance Participation

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 all, or any, of the performances and projects of that ensemble. If a student is on academic probation, or if the faculty for any reason determines that a student is not eligible to take part in a particular production experience, a suitable alternative project will be substituted.

Lateness

Students are required to be in homeroom by 8:30 a.m. We regard promptness as an essential habit to be developed by all who hope to compete for any career. Unexcused latenesses will result in a penalty as follows: for every three latenesses over three in each quarter, all Theatre grades will be lowered one step (e.g., B- to C+). In other words, students are allowed five unexcused latenesses each quarter before they are penalized. To excuse a lateness, students must bring a note from home.

Play-Of-The-Month

All students are required to read a play each month that is not part of their required reading for a Theatre or academic course. They are also required to write a one page "reaction statement" on each play they read and to turn it in by the end of the month. Failure to turn in a reaction statement will result in a penalty as follows: all Theatre grades will be lowered one step (C+ becomes a C) for each monthly report missing during a grading period.

Proper Attire for Studio and Shop

For all studio work students should wear sweat pants 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 personal work outside the ensemble.

Crew Assignments

It is important for Stage Production students to remember that crew assignments are part *of the curriculum, they are not merely "extra-curricular activities."*

Food and Drink

No food or beverage (other than water) is to be consumed in the Ballroom, Scene Shop or studios unless it is required by the work and prior permission has been obtained from the appropriate staff person.

Evaluations

Written evaluations will accompany the first and third quarter report cards for students in the Freshman and Sophomore Ensembles. All Theatre students will participate in January sessions where individual students meet with the faculty for an evaluation.

Juries

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

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.

Performance Commitments

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 and 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

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.

Classes are kept to a size that facilitates individual attention. Instructors spend a majority of their studio time moving from student to student, offering advice, posing questions and demonstrating techniques, or offering moral support. Demonstrations, critiques, discussions, gallery and studio visits, slide lectures and 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. Lateness or absence from class will result in the following penalty. If a student misses 20% of any class due to lateness or absence, the grade will be lowered one full grade (e.g. B- to C-).

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

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. To secure these materials from loss or theft, each student is assigned an art storage locker and lock.

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. 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 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 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:

1. Overall presentation, craftsmanship and care of the work.
2. Quality of individual pieces: work should demonstrate knowledge of materials, techniques, be creative and fulfill the assignment.
3. 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 is grounds for dismissal.

VIII. Baltimore School for the Arts Foundation

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.

The Baltimore City Public School System covers 75% of the BSA's operating budget, which funds faculty salaries and building and maintenance costs. The remaining 25% or approximately one 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 dance, music and theatre performances. These funds support the BSA's arts and academic programs.

The Baltimore School for the Arts 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, SAT prep, tutoring, AP exams, textbooks, computers and visiting lecturers
- ⤵ Purchase of instructional materials and supplies including musical instruments, theater scripts, pointe shoes and costumes, visual arts materials, and special library acquisitions including CD's, art books, scores and dance videos
- ⤵ Special assistance for students: summer study grants for juniors, and last-dollar college scholarships for seniors
- ⤵ 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 nearly 800 Baltimore City students enrolled and each year, about 35% of BSA's incoming ninth grade class has participated in the TWIGS program

How Parents Can Help

We would like to suggest the following ways parents can support in the fundraising efforts of the board and development staff.

- ⤵ 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.
- ⤵ 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 unfortunately these costs cannot be covered by the City Schools budget. Performances and exhibitions are an integral part of the BSA curriculum and ticket sales enables us to continue to offer these important educational opportunities. We make every effort to keep the prices of tickets as low as possible.

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 Carter Polakoff, Director of Development, at (410) 347-3043 to learn more about the BSA Foundation, or visit the BSA web site at www.bsfa.org.

Volunteer Opportunities

The BSA has one formal supporting volunteer organization called Stage One|FANS as well as numerous opportunities for parents to become involved on a volunteer basis including serving as panelists for new student orientation, helping with BSA Information Day and assisting at graduation, performances and other events throughout the year. For more information about how you can help, please contact Nanny Warren at (410) 625-0403 or nwarren@bsfa.org.