

# BISFA HANDBOOK 2023-2024



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*For official guidelines, policies, and procedures that apply to all public schools in Washington County, visit [www.wcpsmd.com/handbook](http://www.wcpsmd.com/handbook). Administrative teams at each school may include additional expectations for their students at the school level with the approval of appropriate WCPS administrators. If any statement contained within the school handbook conflicts with the Washington County Public School Handbook referenced above, the Washington County Public Schools Handbook supersedes.*

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Barbara Ingram School  
for the Arts

**CREATE. ACHIEVE. BE.**  
**YOUR BEST**



**CREATE**  
Be Mindful

**ACHIEVE**  
Be Punctual  
Be Prepared

**BE**  
In Pursuit of Excellence

# BARBARA INGRAM SCHOOL FOR THE ARTS

## CULTURE OF EQUITY AND EXCELLENCE



### Create. Achieve. Be YOUR BEST

Expectations	All settings	Classroom	Transition	Digital Environment
<b>Create your best</b>	<b>Be Mindful</b>	<ul style="list-style-type: none"> <li>- Collaborate</li> <li>- Actively participate</li> <li>- Be engaged</li> <li>- Ask for feedback</li> <li>- Be open minded</li> <li>- Be empathetic</li> </ul>	<ul style="list-style-type: none"> <li>- Positive citizenship</li> <li>- Make a positive impression</li> <li>- Be aware</li> <li>- Be respectful of others' decisions</li> </ul>	<ul style="list-style-type: none"> <li>- Think before you post</li> <li>- Positive digital footprint</li> </ul>
<b>Achieve your best</b>	<b>Be Punctual Be Prepared</b>	<ul style="list-style-type: none"> <li>- Complete assignments on time</li> <li>- Manage your time</li> <li>- Stay on task</li> <li>- No cell phones or personal devices</li> <li>- Bring all required materials to class every day</li> <li>- Know the safety plan</li> </ul>	<ul style="list-style-type: none"> <li>- Be alert</li> <li>- Prompt to class</li> <li>- Know the safety plan</li> </ul>	<ul style="list-style-type: none"> <li>- Bring your charged Chromebook to class every day</li> <li>- Troubleshoot common tech issues</li> </ul>
<b>Be your best</b>	<b>In Pursuit of Equity And Excellence</b>	<ul style="list-style-type: none"> <li>- Follow the rules</li> <li>- Listen to instructions</li> <li>- Be kind to staff and students</li> <li>- Be honest</li> <li>- Be responsible</li> <li>- Be fair and just</li> <li>- Be inclusive</li> <li>- Use appropriate language</li> <li>- Ask permission to leave the classroom</li> <li>- Work until you are dismissed</li> <li>- Have integrity</li> <li>- Be respectful of others' beliefs</li> </ul>	<ul style="list-style-type: none"> <li>- Quiet in the hallways</li> <li>- Be kind to community members</li> <li>- Use appropriate language</li> <li>- Personal devices are off and away before entering a classroom</li> <li>- Keep adequate space between you and others</li> </ul>	<ul style="list-style-type: none"> <li>- Follow social media etiquette by being a positive digital citizen and role model</li> <li>- Do not access personally-owned electronic devices (cell phones, tablets, etc.) in the classroom</li> </ul>



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# WELCOME!

**2023-2024**

## **Barbara Ingram School for the Arts**



7 South Potomac Street  
Hagerstown, MD 21740  
Telephone: (301) 766-8840

Dear Students, and Families,

Welcome to the Barbara Ingram School for the Arts! We are very excited to begin our 15th year at BISFA! As one of the top schools in Maryland, our mission remains to give all students a rigorous, comprehensive, academic program rooted in a pre-professional arts philosophy.

The school has celebrated many accolades in both the art and academic arenas, including being named consistently by U.S. News and World Report as one of the top high schools in the state and country.

I want to emphasize that our mission is to provide the highest quality education in an atmosphere that nurtures the individual artistic talents of each student. This will not be an easy path, but it will be a rewarding one setting the stage for a successful future.

This handbook will provide information concerning policies, procedures, programs, counseling, academic programs, frequently asked questions and general information.

If you have any questions or concerns, listings have been provided for you to contact faculty, support staff, and administration. Best wishes for a successful high school experience.

Warmest regards,

Dr. Rob Hovermale

Principal

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# STAY CONNECTED



## Visit our Website:

If you have questions our website has answers. The website is great for new and returning students, parents and community members.

## [Barbara Ingram School for the Arts Website.](http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts>

## Subscribe to our Newsletter:

Stay in touch to what is happening in the school. Subscribe to our weekly newsletter at:

<https://forms.gle/C32RXsLxVKgpLPPP6>

Barbara Ingram School for the Arts

Barbara Ingram School for the Arts



## Attend Parent Guild Meetings:

Parent Guild is our PTA. Parent Guild meetings are held twice yearly. It is a great way to stay informed on what is going on in the school and how you can be of help as well as upcoming events.

## Use ParentVue:

ParentVue gives parents access to students' progress and report card. Parentvue is password protected. Codes for returning students do remain the same. If you need to activate your account please contact the school. Parentvue enables parents to monitor and track their students, assignments test scores and grades in their arts and academic courses.



## Follow us on Twitter!



## Follow us on Facebook!



## Follow us on Instagram!

@WCPS\_BISFA



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# BISFA BASICS



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# MISSION AND VISION



## MISSION STATEMENT

The Mission of the Barbara Ingram School for the Arts is to provide every student with a **rigorous, comprehensive, college preparatory curriculum** rooted in intense, **pre-professional training** in the **arts** that encourages excellence and success in their personal development as students, artists, and **cultural leaders**.

## VISION STATEMENT

The Vision of the Barbara Ingram School for the Arts is to provide a world class academic and arts education as the first arts magnet high school in Washington County and Western Maryland. The superior teaching and learning environment will enable students to study the arts for their intrinsic, aesthetic, cognitive, and cultural value. Through a program of individualized attention and personalization, students will be motivated to achieve in a challenging and supportive atmosphere that emphasizes a disciplined attitude and personal responsibility. Supportive parents, distinguished faculty, cultural institutions and university partnerships will collaborate to ensure that, upon graduation, students will possess the necessary skills to choose a career in any field.

## Culture of Excellence

- Rigorous, comprehensive, college preparatory curriculum
- Intense, pre-professional training in the arts
- Personal development
- Disciplined attitude
- Personal responsibility

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# Barbara Ingram Creed



I am a Barbara Ingram Student Artist.

I will dedicate myself to advancing my community to be the best it can be.

I will fully engage mentally, physically and artistically  
in every class, rehearsal and performance.

I choose to demonstrate positive moral character, thinking of others  
more than myself.

To me every day matters in building a better community.

I will do all I can to make each class, rehearsal and performance better than  
the last.

I am a member of a world-class community.

I am a Barbara Ingram Student Artist.



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# BACKGROUND



## HISTORY

The Barbara Ingram School for the Arts opened its doors for its first students in August 2009. The development of the school began in 2001 when Washington County Public Schools Superintendent Dr. Elizabeth Morgan commissioned a study group which proposed a school for the arts as a priority. The elected School Board formally accepted the recommendation in 2002. In 2003 Mr. Vincent Groh donated the former Henry's Theatre on South Potomac Street in Hagerstown to the Washington County Public Schools in memory of his late wife, Barbara.



The Washington County Chamber of Commerce contributed funds for a feasibility study in 2004. In the following two years, community partnerships were formed and program and capital planning ensued. In 2007, the School Board secured funding for restoration and renovation of the building, which serves as the center for the arts programs. In 2019 the school was expanded with an academic building between the existing school and the Maryland Theater. BISFA offers rigorous arts instruction and training in eight different areas of concentration and collaborates with other neighboring institutions in downtown Hagerstown. The school is a comprehensive high school experience with the ability to study one of the eight major areas: Theater, Dance, Creative Writing, Instrumental Music, Vocal Music, Visual Arts, Computer Game Design and Animation, and Photography and Cinematography. The school serves as the center of arts programs for County schools and has been recognized as one of the top arts schools in the state.



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# Barbara Ingram School for the Arts Faculty and Staff



## ADMINISTRATION

Rob Hovermale - Principal  
Denise Hunt - Assistant Principal  
Viki Gipe- Principal Administrative Asst.  
Jon Beattie - Lead Teacher  
Robert Merrill - Counselor  
Cheryl Rizer - Receptionist  
Jesse Skrobisz -Interpreter  
Jen Ritter - Special Education  
Natasha Ramos-Izquierdo - Resident Substitute  
Lauren Sherwin - Kitchen  
Larkell Lewis - Kitchen  
Terry Mason - Lead Custodian  
Mark Wall- Custodian  
Chris Barthalomew - Custodian  
Mike Alderton/Eric Knode - School Resource Officer  
Mercedes Johnson - Pupil Personnel Worker  
Rachel Lum - EL Teacher

Main Office	(301) 766-8840
Administrative Asst.	(301) 766-8843
Main Office Fax	(301) 766-8849
Counseling Office	(301) 766-8836
Principal	(301) 766-8845
Assistant Principal	(301) 766-8844
Lead Teacher	(301) 766-8851
Barbara Ingram Foundation	(240) 347-4934
Engineering Office	(301) 766-8834
BISFA Kitchen	(301) 766-8846

## **HEALTH OFFICE STAFF**

Paula Brown - Registered Nurse  
Diane Reid- CMT  
Health Office (301) 766-8839

## ACADEMICS

Paula Stokes - Lead English Teacher  
Julia Trinchera - English Teacher  
Erin Speak - Math Teacher  
Stephani Hoffman - Math Teacher  
Michelle Susinko - Math Teacher  
Mark Keefer - Lead Science Teacher  
Annitsa Spanos -Science Teacher  
Matthew Drabczyk - Lead Social Studies Teacher  
Dennis Clinger - Social Studies Teacher  
Lisa Wurtz - Lead World Language Teacher  
Julie Pisacano - World Language Teacher

## ARTS

David Ryan - Lead Theatre Teacher  
Scott Benford - Lead Instrumental Teacher  
Melissa Mackley - Lead Vocal Teacher  
Jessica Reynolds - Vocal Teacher  
Petr Skopek - Instrumental Music Teacher  
Andrea Masciocchi - Lead Dance Teacher  
Keleah Barr - Dance Teacher  
Todd Geiman - Lead Visual Arts Teacher  
Brandy Merchant - Visual Arts Teacher  
Deborah Irwin- Creative Writing Teacher  
Cait Lee Henricks - Creative Writing Teacher  
Keon Billings - Computer Game Design and Animation  
Lead Teacher  
Kristen Green - Photo/Cinematography Lead Teacher

Theatre Office	(301) 766-8835
Art Office	(301) 766-8841
Dance Office	(301) 766-8842
Instrumental Office	(301) 766-8837
Vocal Office	(301) 766-8838

## **ADJUNCT STAFF**

### VISUAL ARTS

Priscilla Howard - Art History  
Stephen Sheredy - Video  
Mark Youngblood - Photography

### THEATRE

Nicole Ruark - Dance  
Brenda Reynolds - Tech  
Marissa Kulp - Tech  
Elisabeth Turchi - Voice  
Anthony Nuccio - Voice  
Michael Tyson - Music

### MUSIC

Mark Pfannschmidt - Upper Strings Lessons  
Keith Filppu - Guitar  
Fred Gleason - Brass  
Kate Groh - Voice Lessons  
Joel Guyton - Brass  
Mike Hoover - Reed Lessons  
David Loy - Staff Accompanist  
Camillo Perez - Lower String Lessons  
Evan Tritipoe Guitar-Assistant Teacher  
Mark Valko - Percussion Lessons  
Bailey Hovermale - Piano  
William Hollin - Horn

# 2023-2024 Calendar and Important Events

For an up-to-date Performance Calendar, please visit our link at  
<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-art>



## September 2023

First Day of School for Students  
ERI Testing Window  
2 Hour Early Dismissal

Monday, August 28, 2023  
September 5-22  
Friday, September 22, 2023

## October 2023

SAT (Paper)  
Interims ELA, Alg. I, Geometry (Semester Classes)  
PSAT-  
2 Hour Early Dismissal  
Association Day (No School)  
WCPS Interims ELA/Math (Yearlong)

Saturday, October 7, 2023  
WCPS October 2-6  
Wednesday, Oct. 17, 2023  
Friday, October 13, 2023  
Friday, October 20, 2023  
Oct. 27-Nov. 2

## November 2023

SAT  
WCPS Interims Alg. II (Semester Classes)  
End of First Marking Period  
Professional Days (No School for students)  
2 Hour Early Dismissal  
All County Chorus  
Thanksgiving Break

Saturday, November 4, 2023  
Nov. 6-10  
Thursday, November 2, 2023  
Friday, November 3, 2023  
Friday, November 10, 2023  
Saturday, November 18, 2023  
November 22-24, 2023

## December 2023

SAT  
WCPS Interim Alg. II  
Holiday Spectacular - Maryland Theatre  
Winter Break

Saturday, December 2, 2023  
Dec. 11-15  
December 20-21, 2023  
December 22- January 1, 2024

## January 2024

MCAP ELA/Math (Semester and Retakes)  
WCPS interims Alg. I,Geom., Alg. II (Yearlong)  
End of 2<sup>nd</sup> Marking Period  
Dr. Martin Luther King Day, No School  
Professional Day (No School for students)  
WCPS Interim-ELA (Yearlong)

January 2-19  
Jan. 8-12  
Friday, January 12, 2024  
Monday, January 15, 2024  
Tuesday, January 16, 2024  
Jan. 22-26

## February 2024

2 Hour Early Dismissal  
Presidents' Day, Schools Closed

Friday, February 8, 2024  
Monday, February 19, 2024

## March 2024

2 Hour Early Dismissal  
SAT (Digital)  
**High School County Orchestra Festival**  
High School Chorus Festival  
WCPS Interim Alg. I, Geom., Alg. II (Yearlong)  
High School Band Festival  
WCPS Interim Alg. II (Semester Class)  
End of 3<sup>rd</sup> Marking Period  
Professional Days (No School for students)

Friday, March 8, 2024  
Saturday, March 9, 2024  
**Tuesday, March 12, 2024**  
Wednesday, March 13, 2024  
March 18-22  
Wednesday, March 20, 2024  
March 21-27  
Wednesday, March 27, 2024  
Thursday, March 28, 2024

## April 2024

Spring Break  
WCPS Interims ELA  
ERI Testing Window  
All School Musical - Maryland Theatre  
WCPS Interim Alg. II (Semester)  
MCAP Year Long ELA/Math  
2 Hour Early Dismissal

March 29--April 1, 2024  
April 2-8  
April 10-26  
April 12-13, 14, April 19,20,21

April 29- May 31  
Friday, April 26, 2024

## May 2024

SAT (Digital)  
AP Government  
AP Eng. Literature  
AP Calculus  
**SCHOOLS CLOSED Primary Election Day**  
AP World History  
AP Spanish Lang.  
MCAP Biology/Gov.  
2 Hour Early Dismissal  
AP English Lang and Composition  
AP Music Theory  
Memorial Day, No School

Saturday, May 4, 2024  
Monday, May 6, 2024  
Wednesday, May 8, 2024  
Monday, May 13, 2024  
**Tuesday, May 14, 2024**  
Wednesday, May 15, 2024  
Thursday, May 16,, 2024  
May 1-24/May 1-31  
Monday, May 20, 2024  
Thursday, May 23, 2024  
Friday, May 24, 2024  
Monday, May 27, 2024

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## June 2024

Graduation  
SAT (Digital)  
Last Day of School for Students, 2 ½ Early Dismissal

Tuesday, May 28, 2024  
June 1, 2024  
Monday, June 3, 2024 (Tentative)



# Telephone Directory



## Lower Level

301-766-8840

Theater Shop	Ext. 79000	BISFA Building
Telecom MDF	Ext. 79019	
New IDF	Ext. 79020	
Custodial Office	301-766-8834	Terry Mason
Woodshop	Ext. 79015	Groh Building

## 1ST Floor

Control Room	Ext. 79002	
Theater Office	301-766-8835	David Ryan
Reception	301-766-8840	Cheryl Rizer
Admin Assistant	301-766-8843	Viki Gipe
Principal Office	301-766-8845	Robert Hovermale
Kitchen Office	301-766-8846	Lauren Sherwin
Assistant Principal	301-766-8844	Denise Hunt
Conf. Room	Ext. 68850	Groh Building
Bookkeeper	301-766-8855	Viki Gipe

## 2ND Floor

Instr Music Office	301-766-8837	Scott Benford
Choral Office	301-766-8838	Melissa Mackley
Choral Office	Ext. 79018	Jessica Reynolds

## 3RD Floor

Teacher Workroom	Ext. 79005	
Sp. Ed. Office	Ext. 79006	Jennifer Ritter
Dance Office	301-766-8842	Andrea Masciocchi
Health Room	301-766-8839	Lisa Stevenson
Counselor Office	301-766-8836	Robert Merrill
Lead Teacher/Tech	301-766-8851	Jonathan Beattie
Counseling Conference	Ext. 79007	

## 4TH Floor

Art Office	301-766-8841	Todd Geiman
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Main Office Fax	301-766-8849	
Health Fax	301-766-8848	
Guidance Fax	301-766-8847	

Elevator Control	301-766-9163	
	301-766-9165	
Fire & Security	301-766-9182	

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@WCPS\_BISFA



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# STUDENT SCHEDULE TEMPLATE



## A DAY

BLOCK	PERIOD	TIME	A DAY CLASS SCHEDULE			Grade 9/10	Grade 11/12
A	1	9:05-9:45				Academic	
	2	9:45-10:25					
Transition		10:25-10:29	Transition				
B	3	10:29-11:08				Mix	
	4	11:08-11:47					
Transition		11:47-11:51	Transition				
C	5/6	11:51-12:31	GROUP 1 LUNCH			Arts	Academic
	5/6	12:31-1:11		GROUP 2 LUNCH			
	5/6	1:11 - 1:51			GROUP 3 LUNCH		
Transition		1:51-1:54	Transition				
D	7	1:54-2:33				Academic	Arts
	8	2:33-3:12					
Transition		3:12-3:16	Transition				
E	9	3:16-3:51				Arts	
	10	3:51-4:27					

## B DAY

BLOCK	PERIOD	TIME	B DAY CLASS SCHEDULE			Grade 9/10	Grade 11/12
A	1	9:05-9:45				Academic	
	2	9:45-10:25					
Transition		10:25-10:29	Transition				
B	3	10:29-11:08				Mix	
	4	11:08-11:47					
Transition		11:47-11:51	Transition				
C	5/6	11:51-12:31	GROUP 1 LUNCH			Arts	Academic
	5/6	12:31-1:11		GROUP 2 LUNCH			
	5/6	1:11 - 1:51			GROUP 3 LUNCH		
Transition		1:51-1:54	Transition				
D	7	1:54-2:33				Academic	Arts
	8	2:33-3:12					
Transition		3:12-3:16	Transition				
E	9	3:16-3:51				Arts	
	10	3:51-4:27					

# STUDENT TIME SCHEDULE



BLOCK	PERIOD	TIME	BELL		
<b>A</b>	<b>1</b>	9:05-9:45	<b>9:05</b>	Classes Begin	
	<b>2</b>	9:45-10:25			
Transition		10:25-10:29	<b>10:25</b>	End of Block A	
<b>B</b>	<b>3</b>	10:29-11:08	<b>10:29</b>	Start of Block B	
	<b>4</b>	11:08-11:47			
Transition		11:47-11:51	<b>11:47</b>	End of Block B	
<b>C</b>	<b>5/6</b>	11:51-12:31	<b>11:51</b>	Start of Group 1 Lunch	Start of Block C
	<b>5/6</b>	12:31-1:11	<b>12:31</b>	Start of Group 2 Lunch	
	<b>5/6</b>	1:11 - 1:51	<b>1:11</b>	Start of Group 3 Lunch	
Transition		1:51-1:54	<b>1:51</b>	End of Block C	
<b>D</b>	<b>7</b>	1:54-2:33	<b>1:54</b>	Start of Block D	
	<b>8</b>	2:33-3:12			
Transition		3:12-3:16	<b>3:12</b>	End of Block D	
<b>E</b>	<b>9</b>	3:16-3:51	<b>3:16</b>	Start of Block E	
	<b>10</b>	3:51-4:27	<b>4:27</b>	End of Day	



# DAILY BELL SCHEDULE



## DAILY BELL SCHEDULE

8:50 a.m. – 9:05 a.m.	Students report to Block A
9:05 a.m. – 10:25 a.m.	Block A – Periods 1 & 2
10:29 a.m. – 11:47 a.m.	Block B – Periods 3 & 4
11:51 a.m. – 1:51 p.m.	Block C – Periods 5, 6, and Lunch (11:51 - Lunch Shift 1, 12:31 - Lunch Shift 2, 1:11 - Lunch Shift 3)
1:54 p.m. – 3:12 p.m.	Block D – Periods 7 & 8
3:16 p.m. – 4:27 p.m.	Block E – Periods 9 & 10
4:27 p.m.	Student Dismissal

**DAILY SCHEDULE**

## 2-HOUR DELAY SCHEDULE

10:50 a.m. – 11:05 a.m.	Students report to Block A
11:05 a.m. – 12:00 p.m.	Block A – Periods 1 & 2
12:04 p.m. – 12:59 p.m.	Block B – Periods 3 & 4
1:03 p.m. – 2:33 p.m.	Block C – Periods 5, 6, and Lunch (1:03 - Lunch Shift 1, 1:33 - Lunch Shift 2, 2:03 - Lunch Shift 3)
2:37 p.m. – 3:32 p.m.	Block D – Periods 7 & 8
3:36 p.m. – 4:27 p.m.	Block E – Periods 9 & 10
4:27 p.m.	Student Dismissal

**2 HOUR DELAY**

## 2 ½ HOUR EARLY DISMISSAL SCHEDULE

8:50 a.m. – 9:05 a.m.	Students report to Discipline Floor
9:05 a.m. – 9:55 a.m.	Block A – Periods 1 & 2
9:59 a.m. – 10:48 a.m.	Block B – Periods 3 & 4
10:52 a.m. – 12:22 p.m.	Block C – Periods 5, 6, and Lunch (10:52 - Lunch Shift 1, 11:22 - Lunch Shift 2, 11:52 - Lunch Shift 3)
12:26 p.m. – 1:15 p.m.	Block D – Periods 8 & 9
1:19 p.m. – 2:00 p.m.	Block E – Periods 10 & 11
2:00 p.m.	Student Dismissal

**2 ½ HOUR DISMISSAL**

## 2 HOUR EARLY DISMISSAL SCHEDULE

8:50 a.m. – 9:05 a.m.	Students report to Discipline Floor
9:05 a.m. – 10:05 a.m.	Block A – Periods 1 & 2
10:08 a.m. – 11:02 a.m.	Block B – Periods 3 & 4
11:05 a.m. – 12:35 p.m.	Block C – Periods 5, 6, and Lunch (11:05 - Lunch Shift 1, 11:35 - Lunch Shift 2, 12:05 - Lunch Shift 3)
12:38 p.m. – 1:32 p.m.	Block D – Periods 8 & 9
1:35 p.m. – 2:25 p.m.	Block E – Periods 10 & 11
2:27 p.m.	Student Dismissal

**2 HOUR DISMISSAL**

## MODIFIED DAILY BELL SCHEDULE

8:50 a.m. – 9:05 a.m.	Students report to Discipline Floor
9:05 a.m. – 10:00	SPECIAL ACTIVITY
10:00 a.m. – 11:09 a.m.	Block A – Periods 1 & 2
11:13 a.m. – 12:21 p.m.	Block B – Periods 3 & 4
12:25 p.m. – 2:10 p.m.	Block C – Periods 5, 6, and Lunch (12:25 - Lunch Shift 1, 1:00 - Lunch Shift 2, 1:35 - Lunch Shift 3)
2:14 p.m. – 3:22 p.m.	Block D – Periods 7 & 8
3:26 p.m. – 4:27 p.m.	Block E – Periods 9 & 10
4:27 p.m.	Student Dismissal

**MODIFIED**

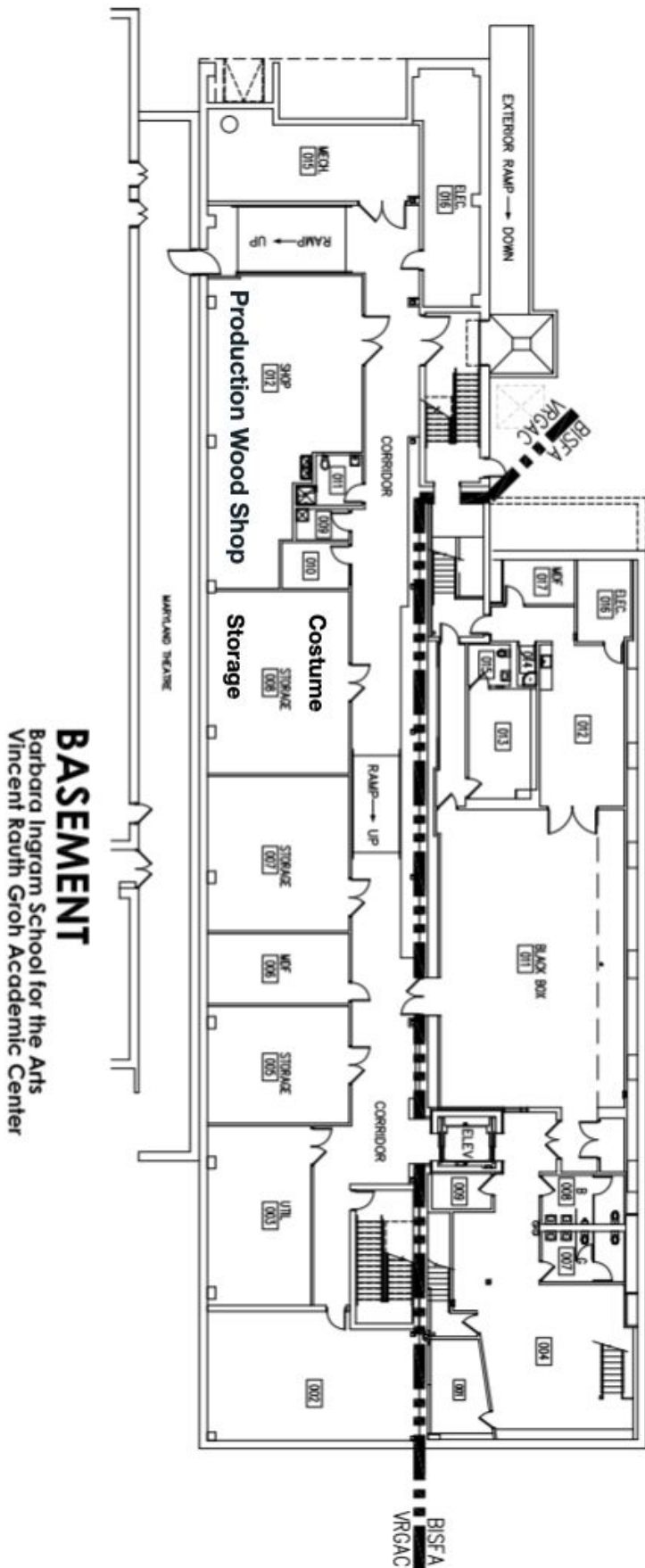
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# FLOOR PLAN AND SPACES



BISFA/GROH - [Bottom Level](#), [Floor 1](#), [Floor 2](#), [Floor 3](#), [Floor 4](#), [Floor 5](#)

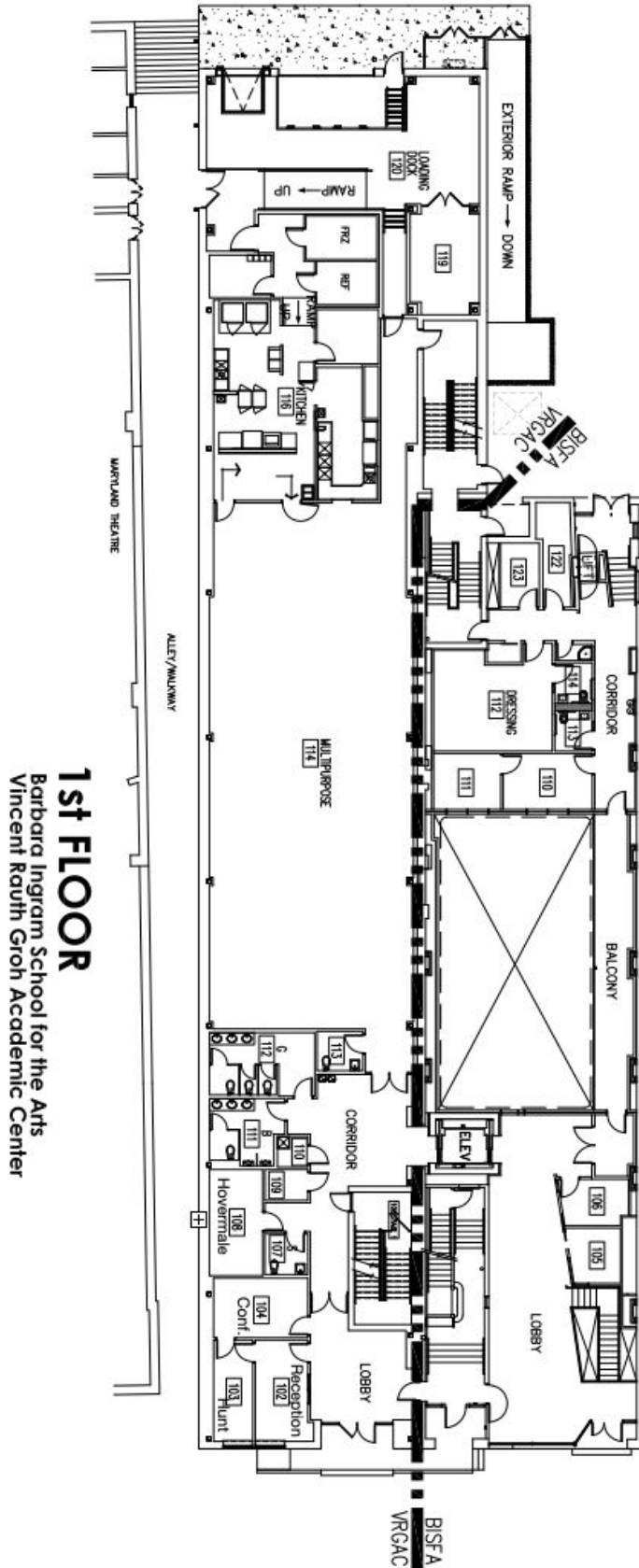
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## 1st FLOOR

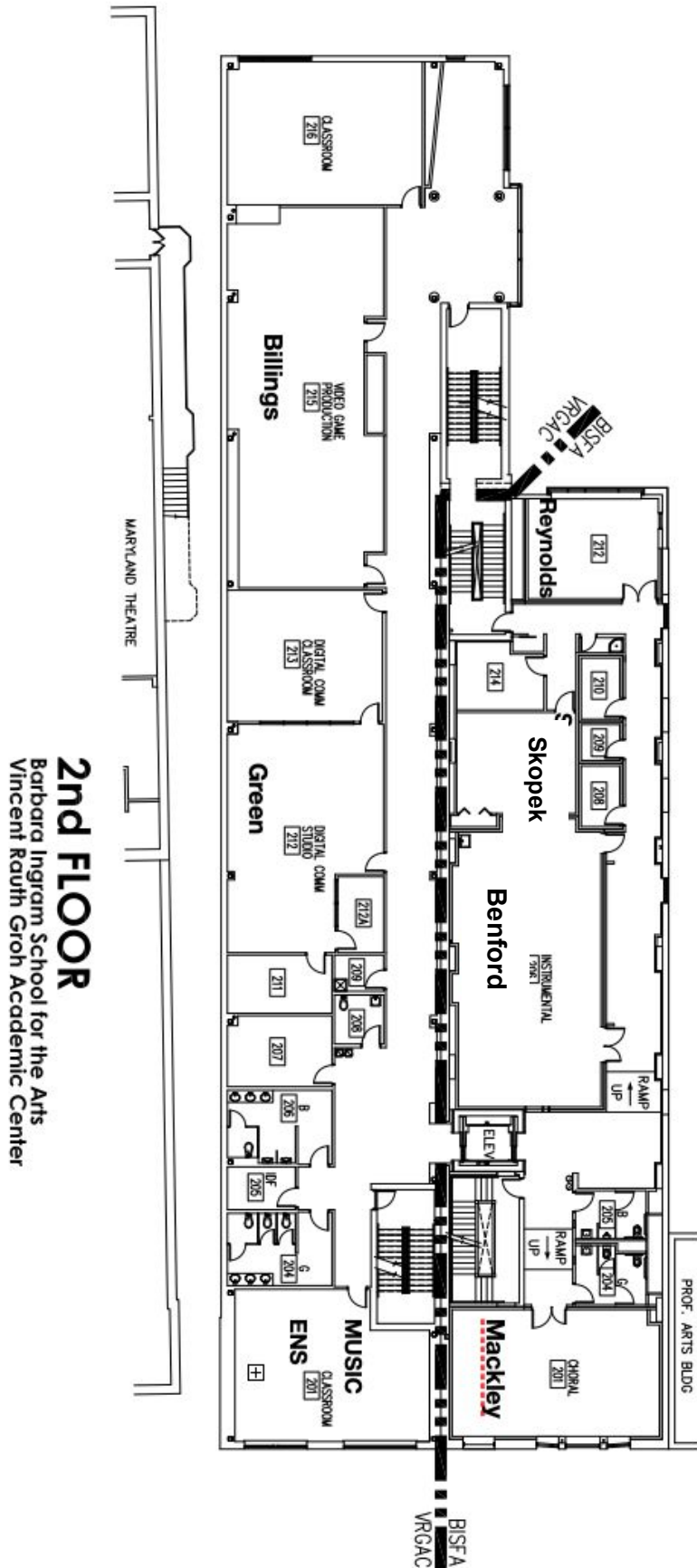
Barbara Ingram School for the Arts  
Vincent Rauh Groh Academic Center



# FLOOR PLAN AND SPACES



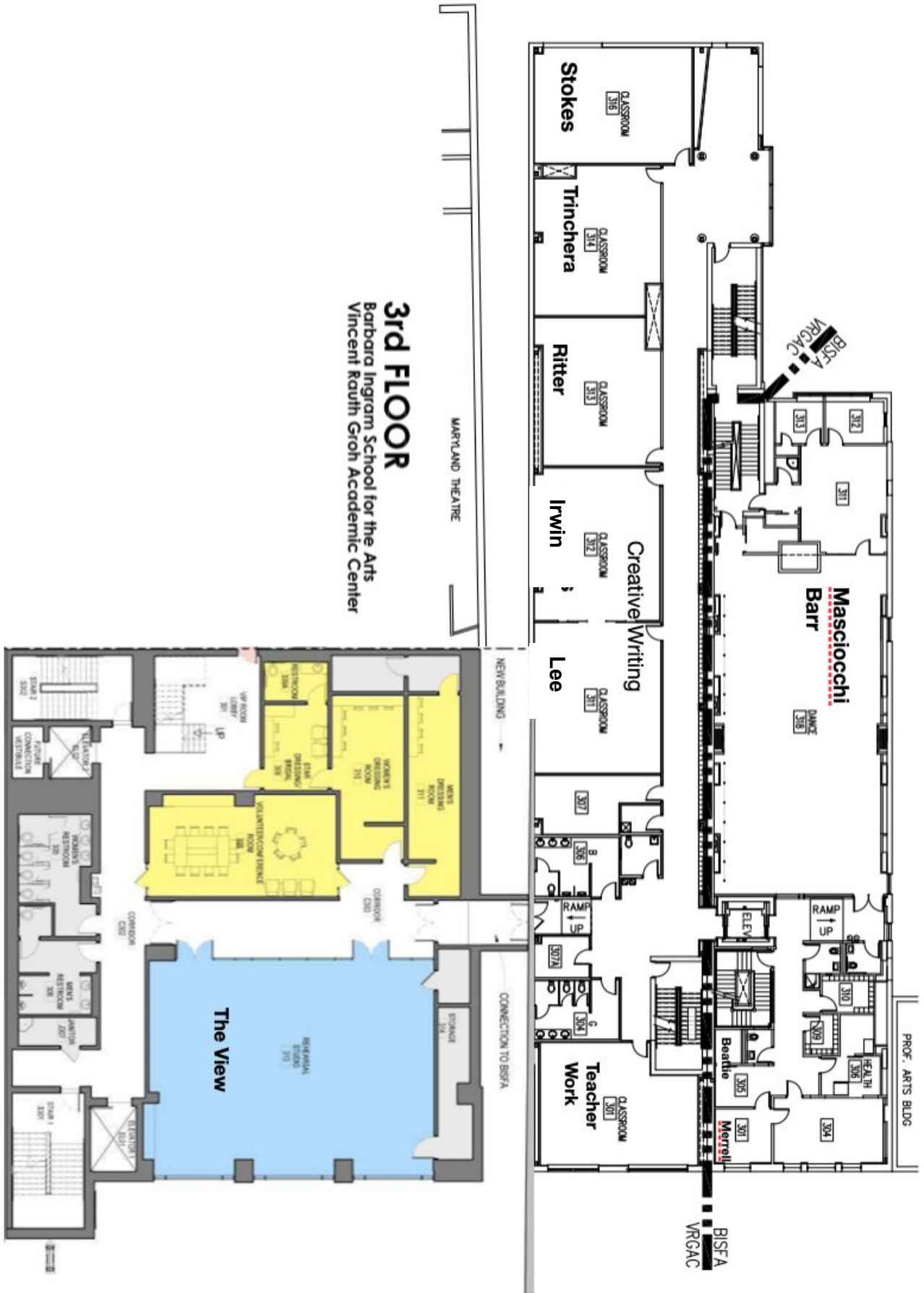
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# FLOOR PLAN AND SPACES

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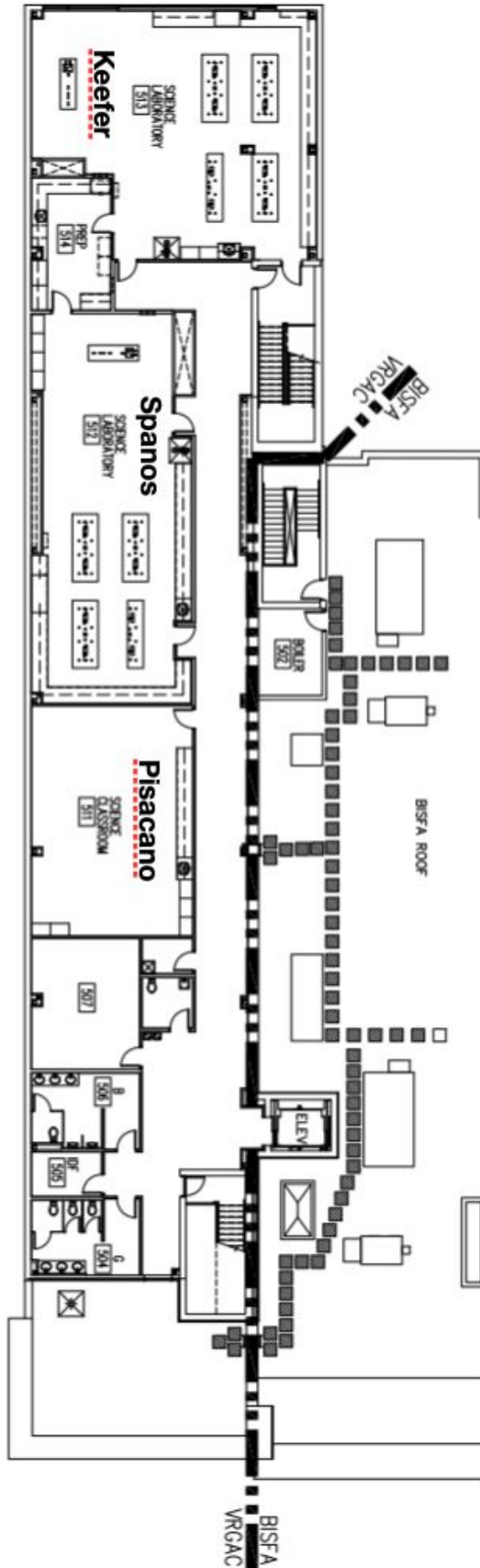


# FLOOR PLAN AND SPACES



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## 5th FLOOR

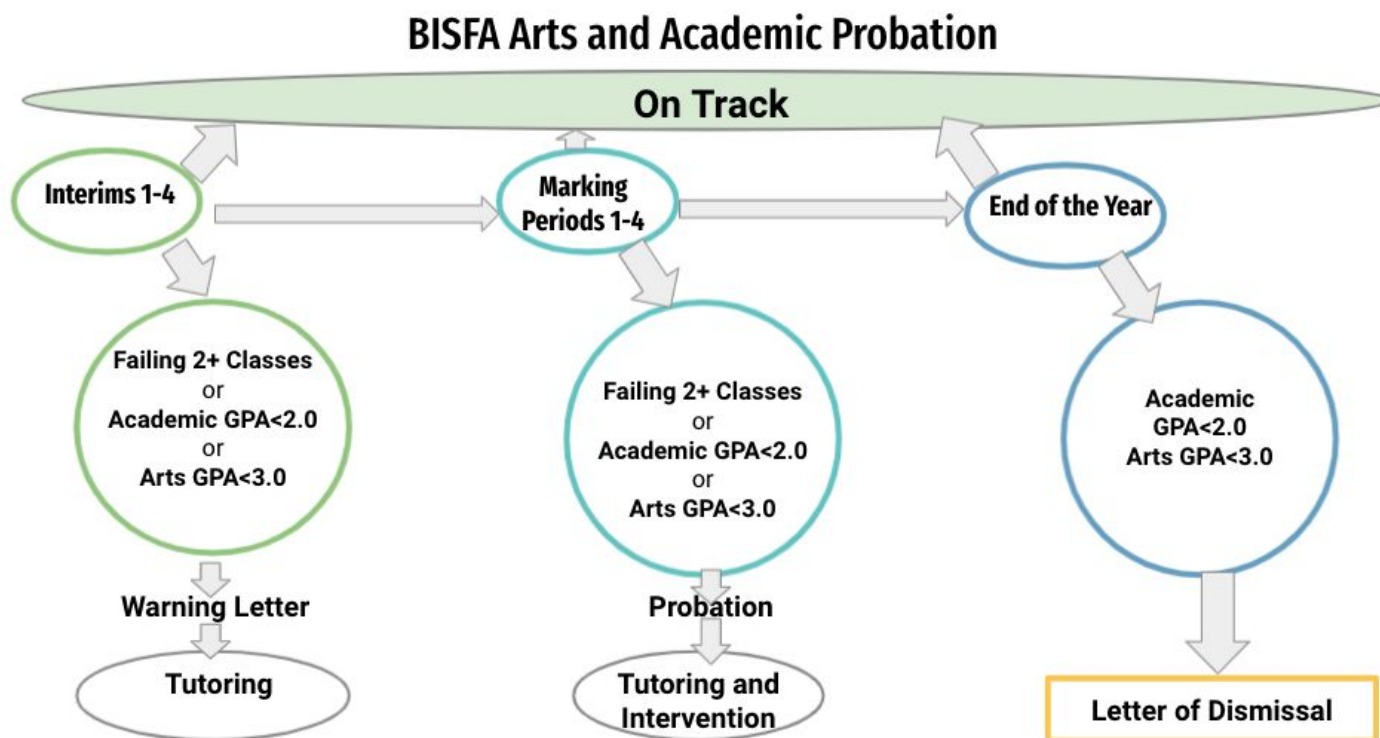
Barbara Ingram School for the Arts  
Vincent Rauth Groh Academic Center

# Probation/Dismissal Policy



## PROBATION POLICY

- Students will be placed on probation for any of the following.
  1. Two or more failures in a marking period.
  2. Less than a 3.0 in the student's art major.
  3. Less than a 2.0 overall grade point average.
  4. Student misconduct.
  5. Poor Attendance (3 or more unlawful absences per marking period or 3 or more tardies per marking period.)
- An extensive tutoring program in all subjects is available for all students.



# Transportation



## TRANSPORTATION

IN THE MORNING – A student will be able to ride the regular route bus to his or her home school. Upon arrival at their home school, a designated bus will transport students from each high school to downtown Hagerstown with a drop off at the Barbara Ingram building. Students who drive may report to their home school for transport to Barbara Ingram.

IN THE AFTERNOON – Students will ride a bus to the area school for pick up by parents. Juniors and seniors who drive will be able to park at their area high school and utilize the bus transportation. **We do not provide student parking downtown.** Parents/Guardians who transport students will be asked to pick up their student in the front of the school. Parents are reminded to fill in open spaces from the back and continue to move up until their student is picked up. Parents are reminded to stay in their car while waiting for their student to keep the traffic moving.

### Provision of Service to and From School

Students must ride the bus to which they have been assigned. **School staff and school bus drivers are no longer authorized to accept notes from a parent for their student to ride a bus other than the one to which he or she has been assigned.**

1. Changes to your student's transportation, due to residential relocation or change of a consistent care provider, can be made only by submitting a Transportation Location Change [Form \(TLC\)](#). The form is available on the WCPS website in the Quick Links column. It is a "fill-in" form that can be completed and either emailed to DOTFax@wcps.k12.md.us or faxed to 301-766-2911.
2. Parents must complete a [TLC Form](#) (See Exhibit EEA-E) to request student transportation to and/or from any location other than the student's home address. Any such request is subject to the approval of the Transportation Supervisor or designee. A TLC Form must be submitted annually or when a student's transportation change becomes necessary.
3. To promote safety, consistency, and accountability, submitting a [TLC Form](#) will allow, within the student's assigned school zone, two consistent a.m. stop locations and two consistent p.m. stop locations per student for the school year. Exceptions will be made only in case of an emergency, as determined by the Transportation Supervisor or designee. A maximum of ten working days may be required to process and implement a TLC request.
4. Consistent stop locations mean that a student must maintain the same schedule from week-to-week. Alternation of days or weeks is not permissible.

### Transportation of Students with Special Permission Approval

Generally students who receive special permission to attend a school outside of their attendance area must provide their own transportation to the "new" school. Parents may request access to an existing bus stop inside the attendance area of the "new" school's approved school zone. All requests are subject to the submission of required information and the approval of the Transportation Department.



# Transportation (2)



1. A parent or guardian who is requesting transportation for a student with special permission must submit a [TLC Form](#) to the Transportation Department.
2. The [TLC Form](#) is subject to the approval of the Transportation Department. Available seating on the bus is one of the considerations in the approval process.
3. Students, for whom transportation is approved, will be dropped off at a pre-designated location which, in most cases, will not be in proximity to the student's home. It is the obligation of the parent or guardian to be present at the designated drop-off location at all times.
4. The [TLC Form](#) must also provide an alternate adult and a dwelling in the immediate area of the designated bus drop-off location. This information is important in the event the parent or guardian is unable to meet the student at the designated stop at the designated time.

Failure of the parent or guardian to adhere to these obligations will result in the immediate termination of special permission bus services.

*(See also, Policy JC and Administrative Regulation JC-R – "Permission to Attend School Out of Home School Attendance Area")*

## **School Bus Riders Rules and Regulations**

The school bus is an extension of the school day. Conduct should be the same as in the classroom. The safety of all passengers on the school bus is paramount to WCPS. The school bus riding rules are posted on every bus.

### **I. SCHOOL BUS RIDING RULES**

1. Follow directions from the driver the first time that they are given.
2. Driver is authorized to assign seats.
3. Remain properly seated at all times during the ride.
4. Use classroom voice on the bus. No loud talking and no profanity.
5. Keep aisle clear at all times. Do not block rear emergency door.
6. Keep all body parts to yourself and inside the bus at all times.
7. The school bus is a drug, alcohol, and tobacco-free zone.
8. Use of cell phones is restricted to games, music, or texting. No phone conversations, no use of cameras, and maintain possession at all times.
9. Never tamper with the bus or any of its equipment.
10. Maintain quiet when crossing a railroad track.

Students may transport musical instruments as long as it can be held on his/her lap or placed at his/her feet. The instrument may not protrude into the aisle or occupy the seat space of another passenger, nor can it impede the view of the rear window, or of the other students, to the driver. Other items, such as classroom projects, may be transported so long as the container size meets the same guidelines for storage as musical instruments. Glass containers and animals, including birds, fish, and insects, may not be transported.

# Transportation (3)



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## II. AFTER LEAVING THE BUS

1. The driver will not discharge students at stops other than the regular bus stop, at the home, or at school, unless proper authorization is received from the school principal and/or the Transportation Department.
2. When it is necessary to cross the road, students should always walk at least 10 feet in front of the bus, looking to be sure that no traffic is approaching from either direction. Students should never cross behind the bus.
3. Students should proceed straight home upon exiting the school bus.

## III. EXTRACURRICULAR TRIPS

1. The above rules and regulations apply to any field trip under school sponsorship.
2. Students shall respect the directions of a competent chaperone appointed by the school and follow directions given by the driver.

### School Bus Stop Laws

Excerpted from the Maryland Vehicle Law, Titles 1, 2, and 11 to 27 of the Transportation Article, and 11.02.06, "Rules and Regulations Governing the Transportation of School Children."

#### § 21-706. Overtaking and Passing School Vehicle

The driver must stop on meeting or overtaking any stopped school vehicle. If a school vehicle has stopped on a roadway and is operating the alternately flashing red warning lights specified in §22-228 of this article, the driver of any other vehicle meeting or overtaking the school vehicle:

- Shall stop at least 20 feet from the rear of the school vehicle, if approaching the school vehicle from its rear, or at least 20 feet from the front of the school vehicle, if approaching the school vehicle from its front.
- May not proceed until the school vehicle resumes motion or the alternately flashing warning lights are deactivated.

#### § 22-228. Special Equipment on School Vehicles

Every school vehicle driver shall put in operation alternately flashing warning signals not less than 100 feet before bringing the vehicle to a full stop for the purpose of receiving or discharging passengers or when stopping within 100 feet behind another school vehicle in the act of loading or unloading passengers.

### Parental Responsibilities

Riding the school bus is a privilege. Student behavior directly affects the safety of all passengers. School buses are an extension of the school day and all school rules and regulations apply accordingly. All elementary students will be assigned to a seat. The bus driver is authorized to assign seats to middle and high school students at any time. Parents or guardians must ensure that their student(s) understands the rules and regulations for riding the bus.

1. Parents should notify their student's school immediately of a change of address or to request a change in transportation. Complete a Transportation Location Change Form (TLC) for bus stop location changes other than your student's home address.

# Transportation (4)



2. It is the responsibility of the parent or guardian to provide supervision for their student(s) while walking to, from, or waiting at the designated bus stop, or while walking to and from school if they reside in the designated non-transported area. Parents are responsible for identifying the appropriate walk route from home to school or to the bus stop.

3. Parents are expected to have students at the assigned bus stop five (5) minutes before the scheduled arrival time of the bus in the morning. Traffic volume or accidents, beyond the control of the Transportation Department, may affect the bus schedule. Please allow a window of time for the bus to arrive. For information regarding a late bus, please call 301-766-2903.

4. Pre-K and Kindergarten students must be met at the bus stop at the end of the school day by a parent, guardian, or care provider who has been identified on the student's emergency contact list. In the event that an authorized adult or appropriately aged sibling is not at the bus stop, the Pre-K or Kindergarten student will be returned to the school. Repeated occurrences of no one meeting a Pre-K or Kindergarten student at the bus stop may result in suspension of bus services, pending a meeting with the parent, school administrator, Assistant Supervisor of Transportation, and bus driver.

5. Parents or guardians are liable for damage caused by their student(s) to the property of others, including the school bus.

6. Parents are not authorized to board the bus at the bus stop. If a parent has a concern regarding their student's transportation, they should contact their school or the Transportation Department.

7. Parents should learn their student's bus number for safety and security purposes, and to expedite assistance when contacting the school or Transportation Department.

The application of common sense is the best method for determining the role of the parent regarding the safety of their student traveling to and from school, either as passengers on a school bus or as pedestrians.

## **Student Bus Discipline**

Discipline problems on the school bus distract the driver's attention from driving safely, which could potentially lead to an accident. To minimize that type of situation from occurring, it is very important for students to know and follow the School Bus Riding Rules and for parents to communicate the importance of the rules to their student(s).

If a student chooses to break a rule, the following consequences may be applied:

Step 1 – The driver will give a verbal warning, describing the action for which the student is being warned.

Step 2 – The driver has the right to select and implement one or more of the following actions:

- Consult with school staff who have knowledge of the student for guidance and support.
- \* Provide a written discipline report to the parent.
- \* Place student on probation for one week with the expectation that the behavior will be corrected.
- Assign student to a specific seat for a defined period of time.



# Transportation (5)



Step 3 – The driver will prepare a written referral and deliver it directly to school administration for action.

- School administration is responsible for dealing with the referred student and for administering appropriate disciplinary action.
- School administration will complete their portion of the written referral, noting action taken, and return a copy to the school bus driver.
- If a student is suspended from the bus, the driver should be notified of the start date and duration of the suspension.
- A driver may be present at a student conference with school administration and/or a parent during the discipline process as appropriate.

Severe offenses, such as possession of weapons, drugs, or fighting, etc., will escalate the consequences as reflected in the Disciplinary Guidelines set forth on page 26-27 of the Washington County handbook.

If a student loses his/her bus riding privileges, it is for all school buses operating in Washington County.

HOUSE BILL 631: Transportation – Interfering with Transit Operators and School Bus Drivers - Penalties prohibits a person from obstructing, hindering, or interfering with a school bus driver while the driver is engaged in the performance of official duties. A violator is guilty of a misdemeanor and subject to maximum penalties of a \$1,000 fine and/or 90 days imprisonment.

## **Audio and Video Surveillance Cameras**

The Washington County Board of Education believes that the safety and security of students are top priorities. The Board has authorized the installation and use of audio and video surveillance cameras on school buses operating in Washington County.

Staff and students are informed of the presence of audio and video surveillance cameras on the school bus in the annual WCPS Handbook and Guide and through the posting of audio and video surveillance signs on each school bus.

*See also Policy EFGH.*

For more information contact the WCPS Transportation Department at 301-766-2902 or 301-766-2903.

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# Transportation (6)

## BISFA

<b>Home School</b>	<b>BISFA</b>
Boonsboro	522 - AM 550 - PM
Clear Spring	528 - AM 607 - PM
Hancock	23C - AM (transfers to 543 at AA) 607 - PM
North	549 AM and PM
Smithsburg	539 - AM 528 - PM
South	611 - AM 504 - PM
Williamsport	543

# Change of Address Athletics Lost and Found



## **CHANGE OF ADDRESS**

If you have a change of address within the Washington County Public School District, you should report it immediately to the office so that it may be changed on your records. You must also provide a new **Proof of Residency** to maintain in your student's file.

If you are moving to another school district, you should complete a withdrawal form and report it to the office prior to the student's last day of attendance.

Records will be forwarded to the new school once a records request has been received.

## **ATHLETICS**

Barbara Ingram School for the Arts wants students to pursue their interests and passions in the arts and beyond. Due to the size, nature and schedule of Barbara Ingram, the school has no organized athletic teams. The unique curriculum with its extensive performance demands conflicts with the athletic schedule making participation in both areas almost impossible.

During the 2023-2024 school year, BISFA students who wish to compete in high school athletics will participate with their peers at South Hagerstown High School. In the past, student athletes have participated in their home school of residency. The change is being implemented this school year to comply with administrative requirements from the Maryland Public Secondary Schools Athletic Association (MPSSAA) and the Annotated Code of Maryland (COMAR). South Hagerstown High School is the designated school for sports due to BISFA's geographical location within the school attendance zone.

Official practices and tryouts for WCPS fall sports will begin no sooner than Wednesday, August 9, 2023. Dwayne Freeman is the Athletic Director at South Hagerstown High School and can be reached by calling 301-766-8377 or by emailing [FreemDwa@wcps.k12.md.us](mailto:FreemDwa@wcps.k12.md.us). Please direct any questions about voluntary summer conditioning programs or fall tryouts to Mr. Freeman.

BISFA is committed to supporting all students in their goals and aspirations. If we can do anything to further support your student athlete through this transition, please contact me at the school or Mr. Freeman at South Hagerstown High School.

## **LOST AND FOUND**

All lost articles should be taken to the Reception Office. Reclamation of all lost instructional materials and payment for lost or damaged texts may be taken care of in the office from 9:00 AM – 4:30 PM.

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# THE ARTS!

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## Creative Writing

### [CREATIVE WRITING](#)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts/arts/creative-writing>

The Creative Writing department at the Barbara Ingram School for the Arts offers a comprehensive curriculum of classes in poetry, fiction, creative nonfiction, and drama. The program provides young writers with the opportunity to study the styles and voices of contemporary writers in various genres, develop their own literary talents, and facilitate their command of the writer's craft. The program will nurture and challenge students in developing the writing and workshop skills necessary to further their voices and foster success in the future – whether pursuing writing, literature, or an unrelated field.



## Dance

### [DANCE](#)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts/arts/dance>

The Dance Program is a comprehensive curriculum of classes in traditional ballet, pointe, modern, and jazz techniques that prepares students for advanced college-level dance programs, as well as for future work with professional dance companies. In addition to their rigorous technical training, students will also be immersed in the history and composition of dance to gain an appreciation for dance and how to organize and develop artistic ideas.



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## Instrumental Music

### [INSTRUMENTAL MUSIC](#)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts/arts/instrumental-music>

The instrumental music program at The Barbara Ingram School for the Arts provides students with comprehensive preparation in instrumental music. Students participate in a variety of performing ensembles, receive weekly private music lessons, and study music theory and literature. Students can elect in their junior and senior years to study piano, music technology, and conducting. All BISFA students participate in numerous Master Classes and have the opportunity to perform individually as soloists and in Commercial/Jazz Band, concert band, orchestra and chamber ensembles.



## Theatre

### [THEATRE](#)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts/arts/theater>

The Theatre Department of Barbara Ingram School for the Arts offers the distinction of a conservatory-style approach to training students in the craft of the dramatic and theatre arts. In our program, students communicate as active creators and interpreters, designers and builders. Their tools range from the body as an instrument to the lighting and sound board as a workbench. It is our goal to nurture our student's creativity and to let each one of them know, that what they are pursuing as storytellers, is foundational to their artform and paramount to the human experience. The actor-centric training is an immersive deep-dive with opportunities to delve in music, voice, dance and production techniques. Through physical training and performance, every aspect of the actor's instrument is engaged, instilling a lifelong confidence that they will carry with them throughout their professional lives. Designer, director, builder, performer, our multi-discipline theatre training, will become the tools to turn ideas into reality. Taking classes alongside future architects, veterinarians, entrepreneurs, and Oscar winners, we want our students to graduate from the BISFA Theatre program, recognizing that their options go well beyond the audition room.



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## Visual Arts

### [VISUAL ARTS](#)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts/arts/visual-arts>

The Visual Arts Department at the Barbara Ingram School for the Arts provides students with a solid foundation in the visual arts field. The course of study includes instruction in traditional media; drawing, painting, ceramics, sculpture, printmaking, and photography, as well as newer forms, such as digital media and mixed media. The curriculum provides a balance between technical skill acquisition and concept development through emphasis on art history, design, and aesthetics. Study in this program results in the development of an individualized artistic portfolio that prepares a student for further study in college or a professional career.



## Vocal Music

### [VOCAL MUSIC](#)

<http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts/arts/vocal-music>

The vocal music program at Barbara Ingram School for the Arts provides comprehensive preparation in vocal music. Students participate in a variety of performance ensembles, receive weekly private lessons, and study music theory and literature. Students also have the opportunity to study piano, music technology and conducting. The students participate in numerous Master Classes and have the opportunity to perform both individually and in ensembles.



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## Computer Game Design and Animation

The Computer Game Development and Animation department in the Barbara Ingram School for the Arts offers every major component of developing a video game or creating an animation, including concept development and marketing strategies. The program offers students the opportunity to get a broad understanding of each of four tracks: Development, Sound Design, Digital Art, and 3D Modelling, all of which will collaborate to create class games and animations. As students progress, they will have the opportunity to dive deeper into each of these areas:

- Developers will take on independent projects using programs like Blender and Unity
- Sound Designers will write scores and soundtracks using programs like FL Studio and Logic Pro
- Digital Artists will create drawings and animations, using programs like Photoshop and SynFig Studio
- 3D Modelers will form and rig models of places and people, using programs like Maya



## Photography & Cinematography

The Photography and Cinematography program (Digital Communications) at Barbara Ingram School for the Arts prepares and develops well rounded artists that are experienced in the field of photography and cinematography. In this program, students will gain in depth experience, master tools and think creatively to solve complex visual problems. If you love taking photographs or making videos, this could be the right program for you!

Coursework will help prepare students to become college or career ready in either field. Course content includes exploring the foundations of art and creativity, the study of art history, the operation of camera equipment, programs appropriate to the field of photography and cinematography, artistic intent and communication, and project and idea development. Students are eligible to receive a certification in either Photoshop or Premiere Pro at the end of their Senior year.



## Credit Requirements

The minimum credit requirements for graduation from Washington County Public Schools adhere to, but are not limited by, the standards established by the State of Maryland. Students must earn a minimum of 24 credits as outlined in the table below:

# GRADUATION REQUIREMENTS

SUBJECT	REQUIREMENTS	ASSESSMENT	CREDITS
ENGLISH	<ul style="list-style-type: none"><li>English 9-12 (or Honors English 9-12)</li></ul>	<i>English 10 MCAP</i>	4
MATHEMATICS	<ul style="list-style-type: none"><li>1 Algebraic concepts</li><li>1 Geometric concepts</li><li>2 additional Mathematics credits</li><li>Students shall enroll in a mathematics course in each year of high school</li></ul>	<i>Algebra 1 MCAP</i>	4
SCIENCE	<ul style="list-style-type: none"><li>Biology (Life Science)</li><li>2 additional Science credits</li></ul>	<i>Life Science MISA</i>	3
SOCIAL STUDIES	<ul style="list-style-type: none"><li>1 United States Studies II</li><li>1 Local, State, and National Government</li><li>1 World History</li></ul>	<i>Government MCAP</i>	3
PHYSICAL EDUCATION	<ul style="list-style-type: none"><li>Physical Education I</li></ul>		1
HEALTH/LIFE SKILLS	<ul style="list-style-type: none"><li>Health Education with Financial Literacy</li></ul>		1
FINE ARTS	<ul style="list-style-type: none"><li>Any Fine Arts course</li></ul>		1
TECHNOLOGY EDUCATION	<ul style="list-style-type: none"><li>Foundations of Technology or Foundations of Computer Science</li></ul>		1
ELECTIVES	<ul style="list-style-type: none"><li>Any elective courses</li></ul>		6

## Completer Requirements

Students must also earn credits to satisfy the **University of Maryland Completer Program** and/or a **Career and Technology Education Completer Program**. In addition to the requirements listed above, the University of Maryland completer requires 2 World Language credits in the same language, and 4 credits of mathematics. The 4 mathematics credits must include Algebra I, Geometry, and Algebra II. Students who complete Algebra II prior to their final year must complete the four-year mathematics requirement by taking a course or courses that utilize non-trivial algebra such as Pre-Calculus/Trigonometry, Calculus, Statistics, and College Algebra. Financial Literacy does not meet this requirement. This final mathematics course must be taken during the regular school year in the student's fourth year.

## **Maryland Comprehensive Assessment Program (MCAP)**

Students must take MCAP assessments for English 10, Algebra I, Science, and Government.

## **Student Service Learning Requirements**

Students must complete a minimum of 75 hours of Student Service Learning hours. Contact your school's Counseling Office for more information.

## **High School Assessments**

Beginning with the 2023-2024 school year:

1. Students enrolled in Biology and/or Government courses will take a required end-of-the-course assessment that will account for 20 percent of the student's final grade.
2. Students enrolled in Algebra I, Geometry, Algebra II, and English 10 are required to take an end-of-the-course assessment to determine college and career readiness.

Students must participate in MCAP assessments for ELA, Math, Life Science, and Government to meet graduation assessment requirements.

## **Alternate Assessment ELA and Math and Alternate Maryland Integrated Science Assessment (Alt MISA)**

The Alternate Assessment for English/language arts and mathematics are administered in grades 3 through 8 and 11. The Alt MISA is administered in grades 5, 8, and 11. Students who participate in the alternate assessments have been determined eligible for participation by their IEP teams and must participate in all three content areas.

## **College and Career Ready (CCR) Determination**

A student is considered CCR when the student meets standards in English Language Arts and Mathematics that enables the student to be successful in an entry-level credit-bearing course or postsecondary training at a community college. In order to measure if a student is on track for college and career readiness, federal and state laws require all students in high school to participate in English and Mathematics assessments. These assessments are called the Maryland Comprehensive Assessment Program (MCAP) in Maryland. Students who achieve CCR will have the opportunity to pursue no-fee pathways that include earning up to 60 credits at Hagerstown Community College, enrolling in competitive entry college programs such as Advanced Placement (AP) and International Baccalaureate (IB) courses, and/or earning industry-recognized credentials that prepare students to join highly sought and well-paid professions.

Washington County gives local assessments that identify students who are not on track to be CCR in English Language Arts (ELA) and mathematics. Students who are not on track to be CCR will receive supplemental instruction in English and mathematics. Most students who qualify for supplemental instruction will receive it during their math and ELA classes. In some cases, students will participate in an additional intervention class and receive tutoring services before or after school. WCPS also offers summer school opportunities for students as well.

# GRADING AND HONORS RECOGNITION



## Grading

The Board of Education recognizes its responsibility for assuring the practice of regularly reporting the progress of students as they proceed through their formal educational experiences. Such reporting has several purposes:

- 1) to inform students of their progress and needs with regard to the instructional program,
- 2) to give parents needed insights into the teaching-learning process and how it is affecting their son or daughter with regard to achievement and effort,
- 3) to provide teachers with information about the progress and needs of students in their classes, and
- 4) to inform colleges or prospective employers of the nature and achievement of a student's educational program.

High schools will employ the practice of reporting pupil achievement as follows:

- **A** (90-100%) indicates performance that consistently exceeds Washington County standards and requirements
- **B** (80-89%) indicates performance that consistently meets and occasionally exceeds Washington County standards and requirements
- **C** (70-79%) indicates performance that meets Washington County standards and requirements
- **D** (60-69%) indicates performance that minimally meets Washington County standards and requirements
- **F** (0-59%) indicates failure to meet Washington County standards and requirements

## Reporting Student Progress

**Report cards are available in digital format to parents at the conclusion of each marking period. The interim/progress report reflects the progress of the student through the date of issuance and does not represent the marking period or final grade.**

## Promotion

**Students in grades 9 through 12 earn credits for graduation through completion of courses. Students must have a minimum of four credits for promotion to grade 10, ten credits for promotion to grade 11, and sixteen credits for promotion to grade 12.**





# GRADING AND HONORS



## Weighted Quality Point Values

Weighted Quality Point Values are awarded to students who accept the challenges of more rigorous courses of study while ensuring the maintenance of a high-grade point average (GPA).

GRADE	NON-WEIGHTED QUALITY POINT VALUE	ACCELERATED QUALITY POINT VALUE	AP, IB, and 200 LEVEL DUAL CREDIT QUALITY POINT VALUE
A	4.0	4.72	5.0
B	3.0	3.54	4.0
C	2.0	2.36	3.0
D	1.0	1.18	2.0
F	0.0	0.00	0.0

## Honor Rolls and Graduation Honors

Policy IKD Honor Rolls and Graduation Honors is currently under review. The electronic version of the Program of Studies will be updated with the revised policy.



# GRADING AND HONORS



## ACADEMIC LATE ASSIGNMENT POLICY

Each class is unique at BISFA and has its own Late Policy. Please refer to the syllabus from each class for the guidelines. The staff would like to impress on all students and parents that they should regularly look at ParentVue and StudentVue to view the progress of their student's grades in a class. Teachers regularly update their grade books online: these grades reflect student's current progress in a given class. If you have a question about work that has not been turned in, please contact the teacher. Please do not request that your child make up work, which was not turned in at the end of a marking period. This is in violation of this policy.

- **Makeup work after an Absence:** Teachers will be following the Washington County Public School Policy that states students will be given the number of days excused absence to submit completed makeup work.

Please see the county website for details: [www.wcps.k12.md.us/quality\\_academics/](http://www.wcps.k12.md.us/quality_academics/).

After an absence, students are responsible for speaking with teachers to obtain makeup work.

- Quizzes and tests must be made up promptly after an absence.

**The rationale for this policy is to help all students become responsible regarding the completion of their academic work. The majority of our students complete their work on time. It is not the aim of this new policy to punish the students who are responsible.**

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# ATTENDANCE



## SCHOOL ATTENDANCE

The official school day begins at **9:05 a.m.** and concludes at **4:27 p.m.** **Attendance is very important in providing the educational foundation needed for college and career readiness in the 21st century.** WCPS and Barbara Ingram School for the Arts (BISFA) recognize that there is a direct correlation between school attendance and academic achievement. In order to be successful academically and in their chosen art's discipline students need to be on time and attend school on a regular basis.

The Maryland Compulsory Attendance law requires that every child in Maryland be (5) years old by September 1, and up to the age of eighteen (18) must attend school daily unless the child is lawfully absent or registered and participating in a certified home teaching program. It is the WCPS expectation that students attend school daily. Every school day is important and students who miss even one day miss valuable instruction.

### The following attendance guidelines apply to all WCPS students:

- **Students Scheduled For a Full Day:** A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for a half day if in attendance for at least two hours of the school day, but less than four hours.
- **Students Scheduled for a Partial Day:** A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled. For example, a student scheduled for a two hour block of time will be counted present for a half day if the student is in attendance for one hour.

### All school absences are recorded. Absences are coded as excused or unexcused.

- In compliance with Washington County Public Schools (WCPS) Attendance Policy/Grading and Reporting Policy, parents will receive three day, six day, nine day, and twelve day notification of unexcused/unlawful absences.
- If students have three (3) or more unlawful (unexcused) absences in a marking period, students will be placed on probation and are in danger of receiving a failing grade.
- Students have three (30) days after returning to school from being absent to present a note to the secretary/receptionist excusing the absence. **Notes presented after three (30) days will not be accepted.** The Maryland State Board of Education updated an attendance bylaw, which became effective July 1, 2007. The law requires county school systems to establish rules and regulations concerning the attendance of school-aged children.
- All absences are counted. Absences are lawful or unlawful. When combined absences, lawful or unlawful, reach 12 days, only official/legal documentation will be accepted as excused absences (i.e. doctor notes and/or legal summons). In a high school 90 day semester program, only official/legal documentation will be accepted as excused after 6 combined absences, lawful or unlawful per semester.

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# ATTENDANCE



- **Lawful absences include:**

1) Illness of students (written parent note required upon return – failure to provide note may result in absence recorded as unlawful – 3 or more days may require medical verification)

2) Death in immediate family, court summons, suspension, and several other special reasons.

- **Unlawful absences include:** Any portion of the day, for any reason other than those identified as lawful, such as an absence from school without the knowledge of the parent/guardian, shopping, babysitting, providing care for other adults, running errands, etc. Unlawful absences may be defined as truancy.

- For a complete list of lawful absences, make-up requirements, possible actions, etc., see the WCPS Handbook.

**NOTE: All absences (other than those related to school discipline) require a parent note, which explains the reason for the absence, upon the student's return to school.**

Failure to provide a parent note within 30 days may result in the absences may result in the absence as being coded as unexcused.

**Religious Absence:** Please refer to WCPS 2019-2020 Student Handbook

**Family Vacation Absence:** Please refer to WCPS 2019-2020 Student Handbook

**Approved College Visitations:** Please refer to WCPS 2019-2020 Student Handbook

## EARLY DISMISSAL

No student is permitted to leave the building at any time during school hours without first obtaining an early dismissal note from the Administration Office. To obtain an early dismissal note, students must bring a note from their parent/guardian explaining the time and reason for the dismissal. Notes must be submitted by 9:40 a.m. If approved, an early dismissal note will be issued to the student. For students not bringing an early dismissal note or needing to be picked up early for an unforeseen reason, the parent/guardian must come in to the appropriate office to sign the student out of school. If the early dismissal is for a morning appointment, the student is encouraged to return to school after that appointment. The note must indicate who is picking up the student.

\*The person picking up the student must be listed under **Emergency/Temp. Care Contact Information** on the health form.

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# ATTENDANCE



## TARDINESS TO SCHOOL

Students who are tardy to school should report directly to the Administrative Office in the Vincent Rauth Groh Academic Center (new Barbara Ingram entrance) in order to be admitted to class. Students must bring a note from a doctor or a parent/guardian to explain the tardiness. ALL NOTES MUST CONTAIN THE STUDENT'S NAME, DATE(S) OF ABSENCE AND REASON. Failure to bring a note will result in an unlawful tardy. **A student will be assigned a detention or Saturday school when he/she is tardy three times (unexcused) in a marking period will be placed on probation the next marking period.** In certain circumstances, administration will determine if a reason is considered excused or unexcused.

## TARDINESS TO CLASS

Each student has ample time to change classes, so there is no excuse for being tardy. All students should be inside the classroom, seated and participating in class at the beginning of each block, according to the school schedule. Excessive tardiness and/or absences from individual blocks can result in credit denial. Students must be familiar with each teacher's policy on classroom tardiness, which may include detentions, Saturday school and/or a referral to the office after the third tardy to class.

be present

# ATTENDANCE



## WEATHER RELATED CLOSING AND EARLY DISMISSALS

On inclement weather days, including snow, ice, or flooding conditions, WCPS transportation director and staff travel designated inclement weather routes that are representative of some of the critical areas for safe school bus travel throughout the county. During the inclement weather routes, the director of transportation communicates with the county roads department, state highway administration, and other surrounding counties' school directors of transportation as to the conditions in the neighboring areas. After reviewing local information and the DTN Satellite Weather Service information, the director of transportation contacts the superintendent to recommend changes in school status, as needed. Final determination is normally made prior to 5:30 a.m. with media notifications occurring prior to 6 a.m. Depending on specific weather situations, the timeline may be earlier or later. The primary consideration for delay, virtual days, or closure decisions is for the safety of students traveling to and from school.

### Zone Closing Options

WCPS has implemented two specific weather zones, in Hancock and Cascade. These areas sometimes experience greater inclement weather than the majority of the county. These zones may be delayed or closed separately from the rest of the county.

### Other Emergencies

In addition to school delays or closings due to inclement weather, including snow, ice, flooding, or heat, the superintendent may determine the need to close a school, schools, or the school system based on other emerging situations (power outages, etc.). In the event of a school closing or delay, notification will occur using area media, the WCPS website, social media, and Connect 5.

## NOTIFICATION OUTLETS

Notifications are available on the WCPS website, through email, text message, messages on the WCPS main phone line at 301-766-2800 and through local media. NOTE: Weather related delays and cancellations will be reported on the main phone line as soon as decisions are reached. If you hear the general greeting, there is nothing to report. Parents and staff should monitor the following notification outlets for information about school closings or delays. In case of a break-down in the communication plan due to power outages or other technical difficulties, parents and staff should familiarize themselves with more than one source for this information.

- Radio: WJEJ/1240 AM, WCRH/90.5 FM, WQCM/94.3 FM, WIKZ/95.1 FM, WAYZ/104.7 FM, WFYN/101.5 FM, WPPT/92.1 FM, WARK/1490 AM, WWEG/106.9 FM, WLTF/97.5 FM, WICL/ 95.9, WFMD/930 AM, WFRE/99.9 FM, WDHC/92.9 FM, WCST/1010 AM, WKGO/106.6, WCBC/1270 AM, WKZG/107.1 FM
- Television: WRC/Washington, WUSA/Washington, WBAL/Baltimore
- Antietam Cable: Channel 99
- Website: [www.wcps.k12.md.us](http://www.wcps.k12.md.us)
- WCPS Central Office Main Line: 301-766-2800
- Espanol: 301-766-8500

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# PUPIL SERVICES



## Counseling Center

Our School Counselor will help you create your academic schedule, assist with schoolwork problems, and plan your future. You are invited to visit the counselor before and after school, during lunch, and by appointment with teacher permission. There are sign up sheets in the counseling center for appointments.

**Naviance:** [connection.naviance.com/barbaraarts](https://connection.naviance.com/barbaraarts)

SCHOLARSHIPS CAN BE FOUND HERE!

## Follow our Social Media pages:

**Twitter:** @BISFACounseling

**Instagram:** @BISFACounseling

**Email:** Merrirob@wcps.k12.md.us

## Scheduling

Upon enrollment, each freshman, with parent and counselor input, completes a Secondary Education Plan, outlining the proposed course of study. During the spring, Student Schedule Request forms listing all courses offered are completed by students and approved by parent signatures. Every effort is made to build a Master Schedule changes will not be permitted after the fifth time the class meets for the semester.



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# PUPIL SERVICES



## **Student Assistance Program (SAP)**

Maryland High Schools offer a SAP to identify students whose behavior, grades, or attendance may indicate that they have a problem related to substance abuse or other issues. At Barbara Ingram, our SAP team is composed of administrators, teachers, counselor and school nurse when needed. In addition to referring students and their families to appropriate services in the community, SAP offers education and information to students on a variety of topics. For more information, contact the school Counseling Office. If you are concerned about a student, please complete a referral.

## **Transcripts**

Transcripts needed for military service, scholarship consideration, college applications, school transfer, or employment may be requested from the Counseling Office via Naviance. Please allow 10 school days for processing. Transcripts requested by graduates of Barbara Ingram School For the Arts cost \$2.00 each.

## **Work Permits**

Students under 18 years of age must obtain a work permit in order to accept employment in the State of Maryland. The law has certain requirements concerning the type of work, the hours, and conditions under which a student may work. Applications may be obtained by visiting Maryland Department of Labor, Licensing and Regulation. Students working outside the State of Maryland will need to obtain a work permit within the state where they will be employed.

<https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>

## **Student Learner's Permits**

In order to obtain a Student Learner's Permit to drive in the state of Maryland, a student must have a Student's Attendance Verification form verified by the school they are attending. The form can be downloaded from the Department of Motor Vehicles' website. Once the student completes the top portion, the student must have a school official sign and verify their attendance on the bottom portion. The form is then sealed in an envelope and stamped with the school's name and address for the student to take with them to the Motor Vehicle Administration

<http://www.mva.maryland.gov/resources/docs/DL-300.pdf>

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# PUPIL SERVICES



## LIBRARY/MEDIA

Students and staff at the Barbara Ingram School for the Arts Library Media Program will have a unique partnership with the Washington County Free Library and the University of Maryland Systems. This partnership supports the Library Media Program in instruction and stimulation of reading and using information providing access to materials in all formats.

The WCPS library program provides access to online resources available for use twenty-four hours a day. All WCPS students are issued a virtual RAIL Card to access digital and print resources from WCFL. Student RAIL numbers, or the virtual card number, is based on WCPS ID#:

RAIL+student ID #

## NURSE

The School Health Program is a cooperative effort of WCPS and Meritus Health. The Health Room is staffed by a Registered Nurse. Health services are available to all students and staff. It provides a broad range of services including appraisal, first aid, and administration of medicine, parent conferences, and development of individual health care plans for students with specific health needs, review of immunization history, and health education. In order to visit the Health Room, a student must first have his/her classroom teacher excuse them and contact the school or health office. The student will remain in the Health Room until their parents have been contacted or until the student is able to return to class. **Students must have the consent of the Health Room nurse to contact parents via cell phone during illness. Students should not use their cell phones to contact parents first.** Early dismissals due to illness will be coordinated by the school nurse and the administration office. Students will be released only with the permission of the parent, guardian, or friend/relative indicated on the Student Health Family Information Card. Students who are ill will not be permitted to drive or walk home unless special arrangements are made with parents and permission granted by administrator.

## LUNCH

The Washington County Board of Education will provide food service to the school. Free or reduced lunches will be available for those students that are eligible.

Lunch applications are available on the WCPS website or <http://schoollunchapp.com/>

Barbara Ingram School for the Arts has three lunch shifts. Food service is provided by WCPS. Students have access to a variety of hot and cold menu options. The lunch shifts are selected from the C Block classes. The first lunch shift is 11:51-12:31 - students in this lunch shift would then move to C Block. The second lunch shift is 12:31-1:11 - students in this lunch shift will attend 40 minutes of C block before lunch and 40 minutes after. The third lunch shift is 1:11-1:51 - students in this lunch shift will go to C Block first and then lunch. If you have any questions please feel free to contact the school.

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# PUPIL SERVICES



## LOCKERS

Each student is assigned a locker so that he/she can store books and personal items. It is the student's responsibility to see that the locker is secured and in good order. Lockers and locks will be assigned by arts department. The school is not responsible for lost or stolen items and will not investigate if lockers are not properly secured. Students should not write or put stickers on the lockers. Please exercise good judgment about what you bring to school and store in your locker.

**Please Note:** Lockers and locks are the property of the Washington County Public Schools. They are on loan to students. The school reserves the right to open and inspect any locker deemed to be used inappropriately by students.

## P.A. ANNOUNCEMENTS

Students wishing announcements to be made over the public address system should have the announcement signed and approved by an administrator. Announcements should be submitted to the Reception Office at least 24 hours before the scheduled time for announcements. During announcements, students are expected to listen attentively.

## MORNING ANNOUNCEMENTS

New and returning students stay update on current and upcoming events. Morning announcements can be found in the Google Classroom (BISFA: Students and Staff News to Know). It lets you know if it is an A Day or B Day, reminds you about important dates, upcoming events, ways to stay connected, and grant opportunities.

# CODE OF CONDUCT EXPECTATIONS



## CODE OF CONDUCT:

The code of conduct is divided into six standards. These standards are based on the Josephson Institute of Ethics Character Counts pillars: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

**All members of our school community – students, parents, educators, administrators, and support staff – are to be aware of the requirements of the Code of Conduct and are to align their behavior with these standards while they are in school or while engaged in school-related activities. Refer to the WCPS Handbook for a complete outline of the Code of Conduct.**

## ALCOHOL, TOBACCO, AND OTHER DRUGS

The legal drinking age in Maryland, Virginia, West Virginia and Pennsylvania is 21 years of age. All four jurisdictions also have beer keg registration laws requiring the purchaser to be responsible for its use. This allows police to trace kegs found at parties where underage drinking is an issue. Parents and students should know the legal penalties in Maryland for underage alcohol use:

- Any minor caught drinking is given a civil citation (up to \$1,000 fine and/or six months in jail).
- Eighteen year olds will be charged with drunkenness and have a police record that may be reported on both college and job applications; and adults can be charged if alcohol is served to minors in their home.
- Students involved in school sponsored programs must remember that use of alcohol will jeopardize their eligibility to participate in these programs.
- Parents wishing to have their children assessed for possible use of alcohol and/or drugs, may contact the Washington County Health.
- Parents wishing to make an anonymous referral to the school for children they believe are using alcohol and/ or other drugs, may do so by completing a Student Assistance Program (SAP) form and placing it in the SAP boxes located in the lobby of the BISFA building.
- Possession or use of Vapes, Juuls, drugs and alcohol on school property is illegal and will not be tolerated. The penalties, set out in WCPS policy for distribution of dangerous substances, are very severe and include police referral, suspension, and recommendation for expulsion

**SAFETY ISSUES:** Student safety is the responsibility of the entire school, staff, and community. Due to the downtown location of the school, it is even more important for students to exercise good judgment and be personally vigilant.

- Elevator Passes – Students with doctor’s notes
- Stairwell Safety – No running, no pushing, no loitering
- 4th Floor Observatory – Students are not to climb, sit, or stand on wall.

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# CODE OF CONDUCT EXPECTATIONS



## Dress Code

The dress code shall apply to all school activities during the traditional instructional school day. Exceptions for legitimate reasons, such as a medical concern or religious practice, as well as for specialized classes or activities, will be considered and can be granted by the school administration on a case-by-case basis. The school administration reserves the right to approve or disapprove any items not addressed in this policy. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.

## Head Coverings and Face Coverings

1. If a head covering is worn, it must be worn so that a student's face is identifiable, is not used as a means to disguise one's identity, and is not interfering with instruction and safety of the student or others.
2. Sunglasses are not permitted inside the school building or during other school events.

## Clothing

1. Tops must be worn at all times and cover all undergarments. Tops must not be translucent and sleeveless tops must have shoulder straps worn on the top of each shoulder. Tops must be worn in such a manner that they do not cause a disruption of a safe learning environment and/or result in indecent exposure. Appropriate clothing for a safe environment includes:

- Clothing that does not create a health and/or safety hazard;
- Clothing appropriate for the school related activity; and
- fit modestly and cover cleavage and chest
- Clothing that covers a student's torso throughout the school day, as well as during all school related activities, except where otherwise permitted.

2. Skirts, shorts, bottoms, and dresses must cover all undergarments and not result in indecent exposure when sitting, standing or crouching.

3. All other pants (bottoms) must be worn in such a manner as to

- cover undergarments at all times
- not to be excessively long as to drag on the floor, or
- Not to be excessively baggy or worn on the hip in a manner that exposes undergarments and the wearing of such cannot result in indecent exposure

4. Shoes must be worn at all times. Shoes and footwear must fit to allow safe movement, be appropriate to school activities, and not damage school property.



# CODE OF CONDUCT EXPECTATIONS



## **Jewelry and Accessories**

Jewelry or accessories which can be used as or perceived to be a weapon or threat to others are a safety hazard and are prohibited.

## **Language, Symbols, and Messages**

Words or symbols deemed to be inappropriate for the school setting such as: rude, disrespectful, or discourteous expressions which are inconsistent with civil discourse and behavior, or which may substantially disrupt or materially interfere with the educational setting are expressly prohibited on student apparel and person. Student appearance and apparel must not show any reference to or inference to:

- profanity
- drugs, alcohol, or tobacco, or other products or activities that are illegal for use by minors;
- Violence, or harassment
- suggestive, sexual messages
- language or symbols that offend, demean, or promote hatred toward an identifiable person or group
- Derogatory words, phrases, or symbols or images

This also applies to body art, whether permanent or temporary. Body art which violates the regulation must be completely covered during the traditional school day or at any district sponsored or sanctioned event.

## **Consequences for Violation of Dress**

Code First Offense – Discussion of violation(s) and review of student handbook will take place with student.

Student will be required to adjust or change clothes. It is expected that the first offense conference will prevent and further infractions.

Subsequent Offenses – Detention, Saturday School (Discipline procedures as described in the Board of Education Discipline Policy and Procedures will be followed.)

*Please refer to the WCPS Student Handbook and or policy JFCA-R for more detail.*

# CODE OF CONDUCT EXPECTATIONS



## Harassment

Harassment of others in any form will not be tolerated. This includes, but is not limited to, harassment on the basis of race, sex, national origin, color, religion, age, size disability, or any other protected category. With the increase in harassment and intimidation nationwide, officials are taking action to address the issue. One of the steps in addressing this conduct is understanding the definition of harassment and intimidation.

**Harassment and Intimidation (Bullying) means conduct, including verbal conduct, that creates a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well being, and is motivated by an actual or perceived characteristic such as race, national origin, marital status, sexual orientation, gender identity, religion, or disability or threatening or seriously intimidating.**

## AUDIENCE/PERFORMANCE CODE OF CONDUCT

As students in a school for the creative and performing arts, you are called upon to perform on a regular basis. An equally important part of your participation in this school is being part of an audience. There are certain rules for being a good audience and performer that students must follow. Remember, both inside and outside of Barbara Ingram, you are accountable for and judged by your behavior, both on and off stage.

If you are in the audience:

- All cell phones must be turned off during performances, including evening performances.
- Enter and leave the theater in a quiet and orderly fashion. Settle in seats immediately and stay in assigned seats until the end of the performance. It is critical that students and
- teachers sit in their assigned seats.
- Remain seated until dismissed. Students will leave the theater in the same quiet and orderly manner in which they entered as they return to their buses or classes.
- Show respect for all types of performances. Even if you do not like the style of a
- performance, you should welcome, not ridicule, variety.
- Talking, eating, or drinking during a performance is inexcusably rude and will not be tolerated. All attention should be on the stage.
- Be respectful of all staff members who chaperone performances.
- If, for reasons of emergency, you need to exit the auditorium, please go to the back so as not to disrupt the performance
- Hold your applause until the performance is over.
- Screaming, whooping, whistling and catcalls are inappropriate.
- Show courtesy and respect to the artist and other guests at all times.

# CODE OF CONDUCT EXPECTATIONS



Realize that the audience is made up of parents, guardians, friends, community members, and visitors. Remember you are representing BISFA, and you want to be on your best behavior. Your behavior reflects you, your family, your discipline, and the school.

If you are a performer:

- Work and prepare to the best of your ability.
- Dress properly and carry yourself with pride. Performance clothing should be modest and appropriate for the stage. #Be early.
- Remain with your teacher/conductor. #
- Follow all directions immediately.
- A professional artist explores, discovers, interprets, perceives, and responds appropriately.

If a student fails to adhere to any of the above listed guidelines for audience and performance etiquette and behavior, he/she will be immediately removed from the theatre/performance space and disciplinary consequences will ensue

## HALL PASS AND IDENTIFICATION BADGE POLICY

- All students must have their identification badge on them at all times.
- No student will be released from lunch or ensemble unless a student presents a written pass from the academic teacher.
- Students who violate this policy will be subject to detention or in school suspension.

## ACADEMIC INTEGRITY

Academic integrity is valued at Barbara Ingram School for the Arts. Violations of academic integrity (dishonesty) will result in a grade of zero on the assignment and additional disciplinary actions. Violations of academic integrity include but are not limited to the following acts of dishonesty or misconduct.

1. Cheating on exams, tests, quizzes, or assignments.

2. Fabrication - Inventing, falsifying, or misrepresenting information. Examples include but are not limited to: Falsifying Data, faking sources, inventing events...

3. Plagiarism - Plagiarism is the use of ideas, language, or work of another without proper credit, citation, or reference to the original author, text, or source.

# CODE OF CONDUCT EXPECTATIONS



Plagiarism includes but is not limited to:

- I. Using a direct quotation for word
- II. Submitting rephrased ideas of another
- III. Copying material from an encyclopedia, dictionary, magazine, internet article, or other source
- IV. Submitting papers or sections of texts accessed from the internet as your own.
- V. Using data that you did not derive by yourself
- VI. Using non-textual material, such as musical or artistic copyrighted works, compositions, or choreography

4. Looking at another student's paper during an assessment.
5. Taking an assessment out of the classroom when prohibited.
6. Giving work to another to be copied via photos, Google docs., Google classroom, email, Word...).
7. Giving any answers to assessment questions before, during or after the assessment.
8. Giving or selling a research paper, class work, or an assessment to another "student
9. Handing in a paper purchased from a term paper service or from the Internet.
10. Having someone else do an assignment or assessment.
11. Changing answers on a graded paper and requesting it be graded again.
12. Having a cell phone visible and/or audible during class.

The Barbara Ingram School will follow the Academic Integrity Code approved by the WCPS concerning cheating on exams, tests, quizzes, or assignments, fabrication, and plagiarism. The consequence for the first offense will result in a zero for the assignment, written notification to the parent, and a copy of the incident filed in the student's discipline file. Additional consequences for subsequent violations may include Saturday School, AISI, and faculty notification.

## **Student Discipline**

## **Code of Maryland Regulations**

Each local school system must adopt a set of regulations designed to maintain an environment of order and discipline necessary for effective learning. These regulations should provide for counseling and establish standards for appropriate disciplinary measures and may permit suspension, alternative placement, or expulsion, if necessary. WCPS recently adopted a new Student Discipline Policy



# CODE OF CONDUCT EXPECTATIONS



## **Suspensions and Expulsions**

The removal of a student from school because of inappropriate, disruptive or dangerous behavior is a serious matter. However, removal is sometimes necessary when a student's behavior interferes with the efforts of teachers and students to learn or when the safety of the students and teachers is involved.

The length of time the student is out of school depends both upon the seriousness of the incident and upon the student's previous conduct. Through this handbook and guide and other school announcements, students are informed of some of the behaviors that are not acceptable in the WCPS.

Students should be aware that the school has the authority to take disciplinary action, even when the misbehavior occurs off school property or when schools are closed, if the behavior affects the good order and discipline of the school. For example, schools may take disciplinary action when students are misbehaving on the way to or from school or misbehaving while participating in school-related activities such as field trips and other school-sponsored activities.

## **Extracurricular Activities**

Participation in extracurricular activities is a privilege provided to students who meet the academic and behavior standards detailed in this and other publications. Extracurricular activities include, but are not limited to sports, clubs, graduation ceremonies, and field trips that occur or extend beyond the regular school day. Students can lose the privilege of participating in extracurricular activities if they fail to meet WCPS' academic and behavior standards, their school's behavior standards, or the behavior standards of the extracurricular program in which they are participating or are requesting to participate. Students will be informed if they are ineligible to participate in all or some extracurricular activities.

## **In-school Suspension**

"In-school suspension" means the exclusion within the school building of a student from the student's regular education program for up to, but not more than, 10 school days for disciplinary reasons by the school principal or designee.

## **Out-of-School Suspension**

"Out-of-School Suspension" means the removal of a student from school for disciplinary reasons for a period not to exceed ten days by a school principal or designee. A student may be suspended for up to 10 days for just cause. A principal or designee may use other disciplinary means to correct student behavior (detention, in-school suspension, etc.) at their discretion, in accordance with school policies and procedures.

The principal or designee may place a student on short-term suspension after a conference with the student. During this conference, the student can tell his or her side of the story. Parents are notified when the student is placed on short-term suspension and a meeting is arranged at the school so that the school administrator, parents, and student can plan together to avoid any repetition of the misbehavior.

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# CODE OF CONDUCT EXPECTATIONS



Parents/guardians have the right to an informal appeal of the school administrator's suspension decision. The informal appeal is a paper review and all requests for appeal must be in writing. The written appeal should include the reason for requesting the appeal and contain any written documents to be considered. During the appeal process, the suspension of the student remains in effect.

Through the appeal process, the consequences may be increased or decreased. The following are the steps in the appeal process:

1. Parents/guardians may appeal the decision for the suspension directly to the principal. Such appeals must be submitted in writing to the principal within 10 days of the suspension decision.
2. In the event the parents/guardians are not satisfied with the principal's decision, they may appeal that decision, in writing, to the Supervisor of Student Services within 10 days of the principal's ruling of the appeal. The Supervisor of Student Services will direct a PPW to make a thorough review of the matter. The Supervisor of Student Services will confer with the PPW and will render a decision.
3. If parents/guardians are not satisfied with the decision of the Supervisor of Student Services, the parents/guardians may appeal that decision, in writing, within 10 days, to the Director of Elementary Education or the Director of Secondary Education.
4. If the parents/guardians wish to appeal the decision of the Director, this may be made in writing within 10 days to the Superintendent of Schools, in accordance with WCPS policies BEE and BEE-R(1).
5. Further appeal of the decision of the Superintendent may be made in writing within 10 days to the Washington County Board of Education. The decision of the Washington County Board of Education is final.

## **Extended Suspension, Alternative Placement or Expulsion**

"Extended Suspension" refers to the removal for disciplinary reasons of a student from school for a period of more than ten days. An extended suspension can result in a student being out of school for a period longer than ten school days. Examples of unacceptable behavior for which a student may be recommended for extended suspension and/or alternative placement include the following: fighting, showing disrespect to school staff, stealing, vandalism, or possession or use of drugs or alcohol.

An "expulsion" means that the student cannot attend any regular day school program of the WCPS during the period of expulsion. A student may be recommended for expulsion for the following offenses: arson, possession of a weapon or physical assault leading to serious bodily injury.

## **Important notes in reference to weapons violations:**

– The type of weapon or the reason the weapon is in the student's possession is not relevant. The following will be treated as weapons: an airsoft gun, a taser, a penknife, a large knife, brass knuckles, a chain, a pipe, nunchaku, a BB gun, a pellet gun, a starter pistol, a revolver or automatic pistol—loaded or unloaded, operable or inoperable.

– If a student is asked to hold a weapon, the student should refuse. The student may be expelled because the weapon is in his or her possession. The person who brings the weapon to school may also be expelled.

# CODE OF CONDUCT EXPECTATIONS



– A student of any age may receive an extended suspension, alternative placement, or may be expelled. – These regulations apply to all activities that are connected with school. For example, students may be disciplined if they have weapons at school football games, dances, and while traveling to and from school.

– Violations of Maryland law will result in notification of law enforcement and possible arrest and prosecution.

While the principal can recommend a student for extended suspension/alternative placement or expulsion after a conference with the student, the Superintendent's designee (The Supervisor of Student Services and/or the Director of Secondary Education) is responsible for determining the disposition in each case. A decision may be made to reinstate the student in the same school; provide an alternative placement or program for the student; transfer the student to another school; withdraw the student from school; recommend expulsion; continue the student on suspension; or require professional evaluation and/or counseling.

If a school administrator recommends extended suspension, alternative placement, or expulsion, the principal will immediately summarize the situation and request additional consequences, in writing, to the Superintendent.

Upon notification of the receipt of the request, the Supervisor of Student Services shall direct a PPW to meet with the student and parent(s), provide an additional opportunity for due process, and thoroughly investigate the disciplinary incident. The Supervisor of Student Services, after such review, will determine if a longer suspension, a change in school placement, or expulsion is warranted and notify the parents, in writing, of the decision.

The decision to suspend a student longer than ten (10) days, change a student's school placement or to expel a student may be appealed. All requests for appeals must be in writing and include the reason for the appeal. Throughout the appeal process, the decision of the Supervisor of Student Services remains in place. In the appeal hearings, the parents/guardians and student may bring counsel, witnesses, and may present evidence to support their position. Through the appeal process, the consequences may be increased or decreased.

## **The following are the steps in the appeal process:**

1. If the parents/guardians wish to appeal the decision of the Supervisor of Student Services, they may file an appeal within 10 days of such a decision with the Office of Student Services. The Director of Secondary Education or a designated Hearing Officer will schedule a hearing with the parents/guardians and student to hear the appeal and will render a decision, in writing to the parents/guardians.
2. If the parents/guardians are not satisfied with the decision of the director, the parents/guardians may file an appeal, in writing, within 10 days of such a decision, with the Superintendent of Schools, in accordance with Board of Education policies BEE and BEE-R(1).
3. If the parents/guardians are not satisfied with the decision of the Superintendent of Schools, the parents/guardians may file an appeal, in writing, within 10 days of such a decision, with the Board of Education in accordance with Board of Education policies BEE and BEE-R(1).
4. The decision of the Board of Education is final.

# CODE OF CONDUCT EXPECTATIONS



## **Students with Disabilities**

Students with disabilities may be suspended or expelled according to IDEA regulations, Procedural Safeguards Parental Rights Handbook (provided at least annually to the parent/guardian of a student with a disability), the student's individualized educational program, and WCPS procedures.

## **School Work Missed Due to Suspension**

Students will be provided the opportunity to make up class work missed during any out of school suspension, within a reasonable time period. Parents/guardians will be provided with the name and contact information for a designated school liaison who will assist in obtaining and exchanging school work during the period of suspension.

Suspended students should not be on school property unless permission is granted by the school administrator. Students will be given the number of days equal to the number of days absent to submit completed make-up work.

## **Restitution**

"Restitution" refers to restoring something that has been taken away or making payment for an injury or loss. WCPS is charged with educating the children of Washington County. Part of the educational process is to teach respect for the person and property of others, as well as to teach that all persons are responsible for their own behavior. If, as the result of certain behavior, properties are damaged, destroyed, or stolen, the person or persons responsible must be prepared to pay to repair or replace the property.

## **Vandalism**

School staff tries to prevent vandalism and help students understand the need to respect the rights of others. Efforts are made to increase school pride, involve parents, and create activities and programs that stress pride in school and care of property. Where minor acts of vandalism are committed, students may be required to perform school service chores as restitution to discourage future acts of this kind. For instance, a student may be asked to remove writing from the walls of a school building or clean a given area that has been dirtied by the student. In addition, Maryland law describes a procedure for obtaining restitution from a parent and/or a student who has been charged with a crime and prosecuted through Juvenile Court. Maryland law states that if a juvenile is found to be delinquent as the result of an act that has damaged another person or another person's property, the Juvenile Court may require the juvenile or the parent of the juvenile to pay the injured person in repayment for the loss. WCPS will make every effort to obtain restitution for damage to school property through the use of Maryland law and the Juvenile Court.



# CODE OF CONDUCT EXPECTATIONS



## Hazing

Hazing is any action or activity that inflicts physical or mental harm or anxiety, or which demeans, degrades, or disgraces a person, regardless of location, intent, or consent of individuals. Additional information regarding hazing of persons involved in extracurricular activities, including interscholastic athletics, can be obtained from each high school athletic director and varsity head coach. Individuals who are proven to have made false accusations shall be subject to appropriate disciplinary and/or legal action. Administrators will make every effort to ensure that individuals who make a complaint of harassment or hazing in good faith, and individuals who assist in the investigation of harassment in good faith, will not have their grades or learning environment adversely affected. The school system takes seriously any allegations of harassment or hazing and will fully and promptly investigate such allegations. However, if it is determined that an individual has intentionally made a false accusation, that person will be subject to appropriate disciplinary and/or legal action.

## Textbooks

Textbooks are a vital resource for the school system. If any student loses or damages textbooks, the parent/guardian will be required to replace the textbook or pay the cost of repairing the damage. The principal may withhold books, supplies, or equipment until restitution or, in extenuating circumstances, an appeal has been made to the Director of Secondary Education or the Director of Elementary Education.

## Loaned Instructional Materials

WCPS loans instructional materials in addition to textbooks for students to use in classes and activities. These materials include but are not limited to, the following: calculators, science laboratory equipment, musical instruments, band uniforms, choir robes, athletic uniforms, and equipment. It is the responsibility of the student using and/or possessing loaned instructional materials to care for them properly and to return them in good condition, taking into account normal wear.

The student and parent/guardian are liable for any vandalism, damage, or theft because of negligence or improper use. Any other negative circumstances regarding these items must be reported to the teacher in charge immediately. Maintenance and repair, other than that which is performed by the system or respective school, is the responsibility of the student or guardian.

Cost of replacement is also the responsibility of the student or guardian and will be determined according to fair and current market value.

# CODE OF CONDUCT EXPECTATIONS



## Corporal Punishment

Principals and assistant principals and all other employees of WCPS are not permitted to use corporal punishment as a disciplinary measure for students. Corporal punishment is bodily punishment such as spanking or striking someone with a hand. Shaking, pinching, or any contact intended to inflict pain may also be considered corporal punishment.

There are circumstances and/or conditions under which WCPS employees are permitted to appropriately touch students. Maintaining a safe and orderly school environment, administering first aid, and attending to health needs are circumstances and/or conditions where touching students is permitted.

Other examples of these circumstances are as follows:

- intervening in fights,
  - preventing accidental injury,
  - protecting oneself,
  - providing appropriate care to disabled students,
  - moving through a crowd to address an emergency, and
  - employing passive restraint with students with emotional disabilities (only if staff have received appropriate training).
- \* All school staff are encouraged to contact an administrator and/or wait for the assistance of other adults, in order to ensure further injury does not occur to students or staff.

## **Violations of School Regulations & Consequences Updated 07/9/2015 Washington County Public Schools (WCPS) Disciplinary Guidelines**

Washington County Public Schools (WCPS) has adopted discipline guidelines to discourage inappropriate student behavior and so that parents and students understand potential consequences of student misconduct. This chart serves only as a guide and doesn't circumvent the authority of principals and assistant principals to administer consequences based on the severity of the infraction, the student's prior disciplinary record, and the age of the student. Other optional consequences may be available based on school-based practices such as Saturday School. Any violations determined to be criminal in nature will be referred to the appropriate law enforcement agency, as noted in the guidelines. Consequences are progressive in nature as misconduct persists and increases in severity.

# POLICIES AND PROCEDURES



## EMERGENCY SAFETY PROCEDURES

Fire and emergency drills are held at regular intervals as required by state law to remind our students of safety procedures. It is essential that, when the first signal is given, everyone leave the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions. It is a violation of Maryland Law for any person to knowingly and willfully raise a false fire alarm and violators will be prosecuted.

## [Digital Citizenship/Electronic Devices](#)-COMING SOON!!!

## [Policy JICJ: USE OF PERSONALLY-OWNED, ELECTRONIC DEVICES](#)

### BACKGROUND

With the addition of WCPS-owned computers for student use, students' personally-owned, electronic devices are no longer necessary during instructional time. Additionally, in the past, personally-owned, devices have often been used in inappropriate ways and/or have disrupted the educational environment. WCPS has revised policy JICJ

### PORTABLE ELECTRONIC COMMUNICATION DEVICES IN SCHOOL

In this age of technology, expectations have changed with regard to methods of communication. A culture has developed that feels that every individual should have instant access to technology that allows them to communicate and respond instantaneously. Conversely, some parents expect to be able to contact their children instantly through text, or voice messages. Unfortunately, this conflicts with the primary mission of the school, which is to see that all students spend the optimum amount of time in class and on task. In order to support our primary mission, it is important that everyone understands the policy related to this issue.

### Basic Rules and Procedures

1. A personally-owned, electronic device that a student brings to school is his/her sole responsibility. The Board of Education assumes no responsibility for a personally-owned, electronic device if it is lost, loaned, damaged, destroyed, or stolen.
2. All students are expected to keep their personally-owned, electronic device secure at all times and not loan it to others. During instructional time (class time) such devices are to be kept out of sight and turned off.
3. Due to confidentiality, privacy, and legal concerns, a student may not use his/her personally-owned, electronic device to take photographs or record audio or video in school, during the school day, or on a school bus.
4. All students are expected to exhibit digital responsibility and to follow the Board of Education's Acceptable Use of Telecommunications Administrative Regulation IIBH-R.
5. Nothing in this policy is intended to restrict the use of a personally owned electronic device for assistive technology use identified by a student's 504 Plan or Individualized Education Plan (IEP).
6. The use of technology is a privilege, not a right. This privilege can be revoked.

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## **Emergency Situations and Other Exceptions**

School personnel will be responsive to emergency telephone calls and will assist families and students in these situations.

1. The use of a personally-owned, electronic device may be granted in an emergency situation as determined by the supervising adult.
2. The use of a personally-owned, electronic device may be granted by the supervising adult outside of instructional time including lunch time and in between classes.
3. The use of a personally-owned, electronic device on a school bus is permitted provided such usage does not disrupt bus operations. Due to confidentiality and privacy and legal concerns, a student may not use his/her personally-owned, electronic device to take photographs or record audio or video on the bus.



# POLICIES AND PROCEDURES



All students are expected to keep their personally-owned, electronic devices secure at all times and not loan it to others. During the instructional time (class time) such devices are to be turned off and in your backpack (out of sight). Due to confidentiality, privacy, and legal concerns, a student may not use his/her personally-owned, electronic device to take photographs or record audio or video in school, during the school day, or on a school bus. The use of technology is a privilege, not a right. This privilege can be revoked.

**In the case of an infraction,** Barbara Ingram School for the Arts will follow the following procedures in compliance with the **WCPS Responsible Use of Technology Guidelines:**

- **1st OFFENSE:** The student’s phone/electronic device will be confiscated and held in the main office until the end of the day. Before being allowed to pick up the device the student must discuss and review the cell phone policy with a staff member. Students sign the Electronic Device Citation and receive their device(s).
- **2nd OFFENSE:** The student's phone/electronic device will be confiscated and held in the main office until the end of the day. Parents/guardians will be contacted and informed of students' unwillingness to follow the school's cell phone policy. **The student receives after-school detention and may pick up their phone after detention.** Students sign the Electronic Device Citation and receive their device.
- **3rd OFFENSE:** The student’s phone/electronic device will be confiscated and held in the main office until the parent/guardian is able to pick it up. The student receives after-school detention and is prohibited from bringing the device on school grounds for 2 weeks. A parent/guardian and the student must sign the Electronic Device Citation.

Student Name					
1st Offence Date		2nd Offence Date		3rd Offence Date	
Student Signature		Student Signature		Student Signature	
				Parent Signature	
Admin Signature		Admin Signature		Admin Signature	
Date of Detention:					

## CHROMEBOOKS/TEXTBOOKS/CALCULATORS

Textbooks, calculators, library materials supplies, ANY WCPS issued item to students become the responsibility of the student. Students are expected to pay for items, which are lost, damaged, or stolen. Students with unpaid balances are not permitted to participate in senior activities. The Chromebook is an important tool for learning in the education environment and is provided by Washington County Public School System. The device serves multiple purposes; calendar, planner, notebook, assessment tool, work pad, collaboration and research tool, and the list goes on. It is important for students to have their Chromebook charged and ready to go daily.

Being prepared allows students to contribute to class culture, be inquisitive, and create pathways to learning. It allows students to be active participants, and take personal accountability and responsibility for learning. We want to stress the importance of having materials and being ready for class.

[WCPS RESPONSIBLE USE POLICY](#)

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# POLICIES AND PROCEDURES



## VISITORS

Schools and school grounds are places of learning and work. To maintain security and safety, the school staff, parents, students, and community must work as partners. Parents and visitors must use the main entrance. A video intercom system is available at the front door of each school.

Only students, staff, and faculty members are permitted in the buildings during the school day. Visitor passes will be issued for all others upon entrance to the Reception Office. Without a pass, access will be denied. Appointments are required (see Parent Conference Policy below). Students attending WCPS wishing to visit can do so only if interested in the magnet program and if accompanied by a parent/guardian. Arrangements must be made in advance with the appropriate department coordinator. Former students and parents must be cleared at the Reception Office. "Shadowing" without a parent only permitted with prior administrator approval.

Parents or visitors requesting to meet with a teacher or administrator may be required to schedule an appointment. Teachers will not be available for unscheduled meetings during the school day.

When visiting or picking up a child, the office staff may ask to see the visitor's driver's license or other Maryland approved identification.

**MARYLAND LAW**— "A person may not willfully disturb or otherwise willfully prevent the orderly conduct of activities, administration, or classes of any institution of elementary, secondary, or higher education." (§ 26-101 of the Annotated Code of Maryland) The school administration is responsible for the enforcement of this law.

## Video Surveillance Cameras

WCPS and the Washington County Board of Education believe the safety and security of students are top priorities. The Board has authorized the installation and use of video surveillance cameras in schools.

## PARENT CONFERENCE POLICY

It is the policy and mission of the Barbara Ingram School for the Arts to provide a personalized counseling program for every student. This includes continuous communication between school and family. In order to ensure that every student receives equal access to these services, it is *mandatory* that parents and students schedule an appointment with Mr. Merrill (Guidance Counselor) or Mrs. Gipe (Administrative Assistant). Please consider that the daily schedule of the administration and teaching staff is determined in advance and it is important that it be maintained. Walk in conferences cannot be accommodated.

# POLICIES AND PROCEDURES



## AUDITIONS

Beginning in the fall, auditions are held for the following school year. Applicants must choose a major from among creative writing, dance, instrumental music, theatre, visual arts or vocal music. All students must submit a completed application. Requirements for admission to each department are clearly stated on the application. Parents should contact the appropriate department for more specific information.

## SCHOOL FUNCTIONS

A student attending a school function is not permitted to return once he/she leaves the building in which the school function or event is being held. Students who are absent from school cannot attend a function on the day they are absent.

## FUNDRAISING

From time to time, fund raising activities will be conducted under the supervision of a faculty or staff member. The principal must approve money-raising activities of clubs, grades, classes, or organizations within Barbara Ingram High School for the Arts.

## EXTRACURRICULAR ACTIVITIES

Students attending dances, concerts, field trips, etc. are expected to follow school rules. Students may be declared ineligible to participate in any extracurricular activities for a given period of time at the discretion of the school administration. Violations of rules of conduct for field trips, band trips, disruption of assemblies, and other school activity agreements, may result in ineligibility.

**Guidelines for Student Eligibility are listed in WCPS handbook.**

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# STUDENT AND PARENT GROUPS



## NATIONAL HONOR SOCIETY

NHS is more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 3.75 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible on the basis of service, leadership, and character.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

### Selection Process:

1. The selection procedure is determined by the local Faculty Council (the five member selection committee facilitated by the chapter advisor who sits as the sixth, non-voting member of the group), approved by the principal, and *published* and available for review by the students, faculty, and parents.
2. As the first *step* in the process, students' academic records are reviewed to determine those persons, who are **scholastically eligible** for membership, *i.e.* those persons who meet the required cumulative GPA standard.
3. Students who are eligible scholastically (*i.e.* "candidates") will be notified and informed that for further consideration for selection to the chapter, they may complete the **Student Activity Information Form and Letter of Interest**.
4. A list of students seeking membership will be provided to the entire faculty for consideration of appropriate Character requirements.
5. Students may be recommended for removal from consideration of membership for reasons of Character only when specific faculty member or members provide justification to the Faculty Council. This may not be done anonymously.

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# STUDENT AND PARENT GROUPS



6. Students meeting the Character requirement will have their Student Information Form reviewed by the Faculty Council. The Service and leadership of each candidate will be examined carefully.
7. In evaluating a candidate's qualifications for Service and Leadership, members of the Faculty Council should identify "weaknesses" in the activity information provided which resulted in an "Against" vote.
8. All Faculty Council members will vote "For" or "Against" each candidate's membership with the "majority vote" being the final determinant for inclusion.
9. The decision of the Faculty Council will be final with appeal to the principal only for considerations regarding process violation and not in regard to the Council's vote.



# STUDENT AND PARENT GROUPS



## STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is an organization designed to give students of Barbara Ingram School for the Arts an opportunity to voice their opinion and share in activities that make BISFA great. Students have opportunities to make suggestions for student activities and assume active roles in various activities. The group promotes a greater degree of unity, respect, spirit, and cooperation among students, faculty, staff, and administration. They offer and oversee activities for furthering the academic and social growth of the student body. Provide a democratic and representative forum through which students may address school-related issues affecting the student body.

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# STUDENT AND PARENT GROUPS



## PRIDE Club

**Teacher leader:** Mrs. Lisa Marie Wurtz

The PRIDE Club provides a safe and accepting space for all kids on the LGBTQ+ spectrum, as well as give a space for allies wanting to make a difference. It is an area built on respect and diversity.

**Purpose:** To increase awareness regarding LGBTQ+ issues and provide educational avenues, while providing a safe, respectful and diverse setting

**Meeting Days and Times:** TBD

**Membership:** Google Classroom Code: k9s62c

Mrs. Lisa Wurtz [wurtzlis@wcps.k12.md.us](mailto:wurtzlis@wcps.k12.md.us)



## TRI-M HONOR SOCIETY

**Chapter Advisor:** Mr. Benford & Mr. Skopek

**Purpose:**

Tri-M Music Honor Society is a large group of students aiming to improve the quality of music production and education at Barbara Ingram School for the Arts and the community through service and performance opportunities. We wish to share the joys and healing aspects of music with everyone in the community and positively impact the world through leadership and musical outreach.

**Membership:**

Information packets about membership will be made available the second week of school and at club night with a strict deadline (TBD)! See Mrs. Rizer for a packet and more information.

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# STUDENT AND PARENT GROUPS



## PARENT SUPPORT GROUPS

### Parent Guild

The mission of the Parent's Guild is to support the academic and artistic goals of the school and foster a positive relationship among the students, parents, faculty, and the Barbara Ingram Foundation. The Parent Guild Executive Board meets monthly to plan initiatives, events, and fundraisers that support the ancillary needs of the school. General parent guild meetings are held 2 to 3 times per year. All parents are encouraged to attend

### Parent Guild Officers for the 2022-2023 school year

PRESIDENT - [Elizabeth Alberding](#)

VICE PRESIDENT - [Marsha Rand](#)

SECRETARY - [Pam Frances](#)

TREASURER - BISFA Foundation

### Parent Guild Liaisons for the 2022-2023 school year

DANCE- [Marsha Rand](#)

CREATIVE WRITING - [Kim Greenfield](#)

CGDA - [Sandy Lord](#)

CGDA - [Pamela Shaw](#)

INSTRUMENTAL MUSIC - [Elizabeth Alberding](#)

PHOTOGRAPHY AND CINEMATOGRAPHY - [Heather Fitz](#)

THEATER - [Pam Frances](#)

VOCAL MUSIC - [Stacy Freeman](#)

VOCAL MUSIC - [Micaela Bowers](#)

VISUAL ARTS - [Megan Nicholson](#)

### Citizens Advisory Council

The Citizen's Advisory Council (CAC) is a County wide parent involvement group mandated and approved by the Washington County Board of Education. The purpose is to involve the public in the promotion of the highest possible standard of educational excellence in each school.

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# AUGUST 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
		1	2	3	4	5	
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13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
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# SEPTEMBER 2023



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					1	2	
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10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

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# OCTOBER 2023



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1	2	3	4	5	6	7	
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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
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# NOVEMBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
			1	2	3	4	
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12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
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# DECEMBER 2023



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# JANUARY 2024



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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

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# FEBRUARY 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

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# MARCH 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

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# APRIL 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

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# MAY 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

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# JUNE 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

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# JULY 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

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