



# BARBARA INGRAM SCHOOL FOR THE ARTS

## OVERVIEW AND FREQUENTLY ASKED QUESTIONS

### OVERVIEW

- The Barbara Ingram School for the Arts is a Washington County Public Arts Magnet High School
- The School provides students with a rigorous academic education and intensive pre-professional training in one of the following eight areas:

#### **FINE ARTS**

Creative Writing  
Visual Arts

#### **PERFORMING ARTS**

Dance  
Instrumental Music  
Theatre  
Vocal Music

#### **TECHNICAL ARTS**

Computer Game  
Development & Animation  
(CGDA)  
Cinematography

*Admission to the school is determined by an audition/portfolio/interview process based on students' interest and potential in the selected discipline.*

- Lead teachers and contracted specialized teachers work with students approximately three hours each day in the area of concentration. Arts instruction takes place at the Barbara Ingram School for the Arts building on South Potomac Street in the Arts and Entertainment District near The Maryland Theatre. Students take academic classes in the new Vincent Rauth Groh Academic University Building connected to the BISFA building and the Maryland Theatre.
- Instruction is provided for all Washington County Public Schools required courses with Advanced Placement and Essence classes also available. Students utilize the resources of the Washington County Free Library, the Maryland Theatre and the Washington County Museum of Fine Arts.
- Barbara Ingram hours are 9:00 a.m. – 4:30 p.m.
- Transportation is available for students from the home area high school. Lunch is provided through the Washington County Public Schools Food Services program.



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## FREQUENTLY ASKED QUESTIONS

### Bus Questions

#### ***Where can my child catch the bus to get to school?***

If your child is a bus rider, he or she would ride the bus they normally ride to their home school. From their home school students would ride a shuttle bus that takes them to Barbara Ingram.

If your child is in walking distance to their home school, they could walk to the homeschool and ride the shuttle bus to Barbara Ingram.

#### ***Can my child take the bus home?***

We dismiss at 4:27 pm. Bus transportation to your child's homeschool is available at that time.

However, parents would need to pick up students from their home school due to it being beyond traditional school hours and buses have already completed their runs for the school day. Some student drivers park at their home high schools and take the shuttle bus to Barbara Ingram. This saves on students having to pay for parking downtown.

### School Hours

#### ***What time is drop off?***

School doors open at 8:30 AM which is when drop-off begins. There have been emergency situations where parents needed to drop off students earlier. If this is the case we ask that you call and make arrangements so someone is available to supervise your child and let them in the building. Entrance will be available earlier for morning meetings and tutoring as well.

#### ***What time is dismissal/pick up?***



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Dismissal begins at 4:27 pm. We ask that all students be picked up no later than 5:30, unless there is a scheduled rehearsal or the student is scheduled for tutoring.

#### Teacher

##### ***What is the best way to reach my child's teacher or a school administrator?***

The best way to contact your child's teacher or a school administrator is through email. The emails are listed on the Barbara Ingram school website under staff. Additionally, you can call the main number at 301-766-8840 and leave a message.

#### Technology

##### ***Is my child allowed to bring his/her own device?***

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

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, or stolen. There should be no expectation that the school system will provide network connectivity (Wi-Fi, etc.) for students' personally-owned, electronic devices. If the school system chooses to provide network connectivity, this access may be more limited than that provided to school-system owned equipment; may require the installation of software to verify the integrity of the personally-owned, electronic device; and connectivity may be revoked at any time. All students are expected to keep their personally-owned, electronic device secure at all times and not loan it to others. During instructional time or class time all personally-owned, electronic devices are to be kept out of sight and turned off at all times, across all classes.



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#### ***What should my child do if there's an issue with his/her Chromebook?***

All students have access to our BISFA Google Classroom. Within the resource section is an iSupport digital form in order to let our Tech Coordinator know there is an issue.

#### ***How do I stay connected to all that is happening at the school?***

If you have questions, our website has answers. You can stay in touch with what is happening in the school by signing up for the weekly newsletter and by following us on Facebook and Twitter.

- **Visit our Website:** <http://wcpsmd.com/schools/high-schools/barbara-ingram-school-arts>
- **Subscribe to the BISFA Newsletter**
- **Instagram:** @WCPS\_BISFA
- **Facebook:** [@BarbaraIngramSchoolfortheArts](#)
- **Twitter:** @WCPS\_BISFA
- **Parent Vue/Student Vue**
- **Attend Parent Guild (General Meetings)**

### Counseling

#### ***My child is a junior/senior and will be applying to college, is there someone that can help with this process?***

Yes, we have a guidance counselor that will help you with the college application process. There will be parent nights for juniors preparing for the college application process, and information nights for seniors preparing to enter college. The dates for these events will be posted on our website and listed in our weekly newsletter.

#### ***What should I do if there is a problem with my schedule?***



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If there is a problem with your schedule please complete the "Schedule Change Form" and submit it to the guidance counselor during the first week of school.

#### ***How can I see my school counselor?***

To see Ms. Murphy, please fill out the form outside of her office to set up an appointment. She will then contact you or pull you from class at her earliest convenience.

#### ***How can I contact Mr. Merril and stay up to date on important information?***

Encourage your students to use our Naviance account:

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

Follow our Social Media pages:

**Twitter:** @BISFACounseling

**Instagram:** @BISFACounseling

**Email:** [Merrirob@wcps.k12.md.us](mailto:Merrirob@wcps.k12.md.us)

#### **Parking:**

##### ***My child is now driving. Is there parking available?***

Paid parking is available downtown. Please visit "the City of Hagerstown" website and click on "Parking Locations & Maps." <https://www.hagerstownmd.org/986/Parking>

This site will let you know parking locations and rates. We do not encourage meter parking for students because they are not able to leave class to feed the meter.

#### **Safety:**

Auxiliary Police and our School Resource Officer work with administration and staff to monitor traffic and student flow.

#### **Attendance:**



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#### ***How do I report absences?***

It is best to call the school as soon as you know your child is going to be absent. A note is required upon the students return so the absence can be coded. Once coded the student can receive missed work from their teachers. All students should meet with teachers as soon as they return to gather missed work and assignments.

#### ***What is the difference between an excused absence and an unexcused absence?***

*Excused absences include:*

1. Illness of student (three or more days may require medical verification)
2. Death in the immediate family
3. Court summons,
4. medical, dental, optometrical appointments...
5. Other special circumstances.

\* If you have a special circumstance and are unsure if it will be considered excusable, please talk with your school's administrators or the administrative secretary for further guidance.\*

*Unexcused absences/tardies include:*

1. over sleeping
2. applying for a driver's permit
3. running errands
4. babysitting ...

#### **Lunch:**

Lunch is served through Washington County Public Schools in the Vincent Groh Academic Center cafeteria connected to BISFA.

Free and Reduced Meal Benefit Application: [www.school lunchapp.com](http://www.school lunchapp.com)

Student Meal Accounts (parents can monitor student meal funds and put money on their account):  
[www.myschoolbucks.com](http://www.myschoolbucks.com)

View Menu System: [www.wcps.nutrislice.com](http://www.wcps.nutrislice.com)



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#### PTA/Parent Guild

##### ***Does the school have a PTA?***

Yes, we do have a PTA, but we call our organization Parent Guild. Parent Guild meets twice a year to give updates and keep parents abreast of upcoming events, and to share current information. Parent Guild is free and all parents are welcome to attend the bi-yearly meetings. Meetings will be announced in the weekly newsletter and posted on the website.

#### Probation

##### ***What do I need to do to stay at BISFA?***

Students with the potential to pursue a professional career in their arts discipline are selected through yearly auditions, open to incoming ninth graders and a limited number of upperclassmen. The admission process gives no consideration to past academic performance. In order to graduate, however, Barbara Ingram students must successfully meet the school's rigorous standards in both the arts and academic programs.

Students will be placed on probation for any of the following:

- Two or more failures on a report card
- Less than a 3.0 in the student's major
- Less than a 2.0 overall grade point average
- Student misconduct

Students on probation will be provided counseling and/or academic assistance.



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