



Bard High School Early College

Baltimore

School Practices Manual 2021-22

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Welcome!

Dear Students and Families,

Welcome to the 2021-22 school year at Bard High School Early College Baltimore! Our school offers students the unique opportunity to take a two-year, tuition-free college course of study in the liberal arts and sciences following the 9th and 10th grades. Through a partnership between Bard College and Baltimore City Public Schools, we make it possible for students to earn both a high school diploma and up to 60 transferable college credits and an associate in arts degree from Bard College within four years.

The school practices in this manual reflect our goal to create a thoughtful, caring, inclusive community of intellectuals who support each other's growth, development, and success. We are always available to speak with you about additional ways that we can provide support.

Thank you for choosing Bard High School Early College Baltimore!

Francesca Gamber, Ph.D.
Principal

Helene Coccagna, Ph.D.
Dean of Studies

Melvin Bond, MBA
Dean of Students

School Procedures

Add/Drop Students enrolled in college courses may add or drop classes during designated times at the beginning of fall and spring semesters. Schedule changes are made by the Dean of Studies and only after the student has met with his/her/their school counselor first.

Attendance Attendance at BHSEC Baltimore is taken by each teacher for each period. Doctor's notes or other documentation of an excused absence should be sent by email or given to Ms. Gwendolyn Mountcastle, School Secretary, at gmountcastle@bcps.k12.md.us.

Bathroom Sign-Out and Time Out of Class Minimizing time spent out of class is critical for students' academic success and for maintaining an orderly school climate. Students should use transition times for bathroom and water breaks; we encourage faculty to designate areas in their classrooms to be used for in-class breaks.

In the event that a student needs to leave the room during class, this should be permitted one student at a time and with instructor permission. Students must scan the QR code posted in the classroom upon leaving and then upon return. If a student is out of class too long, faculty should radio the Resource Assistants.

Breakfast and Lunch Service Breakfast is served in the cafeteria daily from 7:45-8:15 a.m. Breakfast service is shared with students from Connexions.

Lunch is served from 1:10-2 p.m. and consists only of Bard students. Students may eat in the cafeteria, the auditorium, the outdoor courtyard (weather permitting), or in any of the classrooms from Room 119 through Room 127, provided there is an adult in the room. Faculty/staff who wish to meet with students during lunch may do so in one of these classrooms only; there is no movement past Room 119 for students at lunchtime.

Bottled Water Bottled water is provided throughout the building. The water from the faucets should NEVER be imbibed.

Bring Your Own Device BHSEC Baltimore encourages students to bring laptops or tablets for notetaking in class. The school is not responsible for lost or stolen devices.

Building Hours In SY22, breakfast is served in the cafeteria as early as 7:45 a.m. Entry through the front door is available by 8:10 a.m., and first period begins at 8:15 a.m. The school remains open for after-school activities daily until 4:45 p.m., at which point all students must leave campus, and supervision is no longer provided.

Bus Tickets BHSEC Baltimore provides bus passes to students. Questions or cases of lost passes may be referred to Ms. Mountcastle.

Cell Phone Use Policy While electronic devices can be important educational aids, cell phones often pose a distraction to learning. BHSEC Baltimore students may not use their phones during instructional time unless a) instructed to do so by the teacher for a clear educational purpose and/or b) to scan a QR code upon receiving permission to leave the room. Students may use their phones before school, after school, at lunch, and between classes, but phone calls should be made in the main office and not in the hallway.

Code of Conduct Students at Bard Baltimore are responsible for observing both the Baltimore City Schools Code of Conduct (<https://www.baltimorecityschools.org/code-conduct>) and the policies and procedures outlined in this manual. In the event that a student refuses to comply with classroom policies and procedures, faculty members may refer the student to the Counseling team and/or to the Administration for further intervention.

Year 1 and 2 students are also expected to abide by the policies, regulations, and procedures outlined in the Bard College Student Handbook (<http://www.bard.edu/dosa/handbook/index.php?aid=1244>). Insofar as the College defines “[a]ny act or threat of physical violence” as “in direct conflict with the educational mission and goals of the College,” Bard Baltimore students who commit acts of assault, who engage in physical fights, or who otherwise perpetrate physical violence against another member of the school community will receive disciplinary action that **may include loss of eligibility for the Associate in Arts degree and/or loss of college credits earned or to be earned.** Whether or not eligibility may be restored will be determined on a case by case basis and at the discretion of school administration.

Communication Bard Baltimore primarily communicates with students through their BHSEC email accounts. Please be sure to check your BHSEC email regularly for updates.

Counseling Resources Holistic support of students’ academic, social, emotional, and physical well-being is central to our approach at Bard Baltimore. The school employs three full-time counselors: Lindsey Melchior, Marian Hoyt, and Ashley Bubb. Ms. Melchior will focus on grade 9, Ms. Hoyt on grade 10 through Year 2 (last names M-Z), and Ms. Bubb on grade 10 through Year 2 (last names A-L). Our staff also includes a full-time social worker, Ms. Remonia Ellis; school psychologist; and

school-based therapist Mr. Philip Sharp.

Diversity and Inclusion BHSEC Baltimore admits students regardless of race, gender, ethnicity, sexual orientation, disability status, or other characteristics according to the nondiscrimination statements included in this handbook. We welcome learners of all backgrounds to our school, and we implement all accommodations required by 504 plans or IEPs in accordance with the law. We also support our gifted and advanced learners who have ILPs. Please also see the Bard Equity Code of Conduct in the Addendum, by which we also abide.

BHSEC Baltimore strives for a school community that welcomes people of all backgrounds and identities. Faculty are encouraged to ask students for their name and/or pronoun preferences at the beginning of the semester.

We encourage students to use the Student Grievance Policy in this manual to report instances in which they believe discrimination or harassment have occurred. Concerns about IEP or 504 compliance may be addressed to Mr. Jake Schmitt at jschmitt@bhsec.bard.edu.

Dress Code There is no uniform at our school; for general dress code guidelines, please see Baltimore City Public Schools' dress code policy at <https://www.baltimorecityschools.org/code-conduct>. We encourage students to express themselves as long as their attire does not interfere with the learning environment.

Early Dismissals All early dismissals will be routed through the main office, to ensure proper permission and documentation. Students should not come to the main office to wait for an early dismissal. At the appropriate time, a Resource Assistant or other staff member will retrieve the student from class.

Grade Narratives The more feedback we can provide to our students, the stronger their academic performance will be. Grade narratives are provided to each student in each class at the end of the first quarter and at the end of the third quarter to give students time to incorporate feedback.

Grading Policy Students and their families can access Infinite Campus in order to monitor their grades. At BHSEC Baltimore, faculty members are required to update grades at least every two weeks. We reserve as much faculty autonomy as possible regarding types and weights of assignment categories.

A note about make-up work: From time to time, students are out of school for extended periods of time for a variety of reasons. They may be out of school during exams or major assignments. Our policy in these cases is to record the student's grade as it stands at the end of a marking period. The

student may have the opportunity to make up missed work; please refer to the Make Up Work Policy addendum in this manual. After grading the missed work, faculty members should request a grade change from the Dean of Studies. A grade of Incomplete should never be recorded for a marking period.

A note about college grading: Grades for college courses that are posted to the Bard College transcript should be identical to the grades that are posted for the same course on the Baltimore City Schools transcript. As such, the lowest grade that can be given for a quarter or final grade is a 50%. Please contact the Dean of Studies with any questions about this policy.

Health Suite The Health Suite is located in Room 117 and is open during school hours. Students are required to bring a pass from a teacher in order to be seen. Passes can be found in the main office.

Home-School Communication Policy See Addendum.

Library The library is an important resource for students and faculty/staff! Faculty are welcome to bring entire classes to the library provided they email the librarian in advance. Students may use the library during class time with permission, a pass, and a specific task from their scheduled teacher.

Media Inquiries/Releases Media inquiries should be forwarded to the Principal. Faculty or staff members who wish to take pictures or video of students and post them online or otherwise publish them must obtain written consent from parents. A sample media release form can be made available.

Office Hours Faculty members are expected to provide at least one hour of after-school office hours per week, in keeping with the Baltimore Teachers Union contract.

Restorative Practices Bard Baltimore is a restorative practices school, meaning it operates from a mindset that emphasizes community, relationship-building, dialogue, and when harm is done, collectively-determined ways to restore harm. Faculty and staff will receive training in restorative practices in August, and this training will be reinforced throughout the year. In the event of classroom disruptions or other student conflicts, the Administration will first endeavor to resolve conflict using Restorative Practices.

Safety Drills and Emergency Procedures Students can anticipate a safety drill approximately once per month. These may or may not be announced in advance. Please refer to the evacuation map posted in your classroom for your primary and secondary evacuation routes. A copy of the school's Vital Information Plan containing detailed information on types of safety drills is available in the main office. A graphic summarizing drill types has been provided for each staff member.

Sex-Based Discrimination and Harassment (from Baltimore City Public Schools): City Schools takes incidents of sex-based discrimination in schools or during school-sponsored activities seriously. The Director of Fair Practices and Compliance would like to remind all Principals, Staff, School and Department Leaders that all students have the right to a safe, supportive school environment. See, the [Sex-Based Discrimination Board Policy JBB](#) and [Regulation JBB-RA](#).

Reporting an incident:

Board Policy requires that all staff members who have notice of an alleged incident of sex-based discrimination against a student must, within one business day, report the occurrence to the alleged victim's school principal/designee. Once on notice, the school principal/designee must then notify, within one business day, the Title IX Coordinator. In the event that the accused perpetrator is a City Schools employee, the principal/designee must also notify the Office of Labor Relations within one business day of receiving the complaint.

All reports must be investigated. The principal/designee is required to take immediate steps to investigate what occurred and must complete the investigation as promptly as possible and in all cases, within sixty (60) calendar days from the date the complaint is received. The principal must also report the complaint and the action taken to the Title IX Coordinator.

SST is a critical process by which teachers, counselors, students, and families come together to create a plan for success when a student is struggling. In SY22, the school counselors are the SST chairs for their respective caseloads.

Student/Faculty Contact Relationship-building is an important part of the work we do with students. At the same time, faculty and staff should observe appropriate boundaries between themselves and students. All staff and faculty (both Bard and BCPSS employees) should review and abide by the Baltimore City school board policy on Staff Conduct with Students, found here: <http://www.boarddocs.com/mabe/bcpss/Board.nsf/goto?open&id=87UJ3P7D8562>.

Study periods Setting aside class time for independent reading/writing or small-group work with the instructor is a helpful instructional tool. A regular study period works best in college courses, although it may be deployed in high school classes if students are appropriately scaffolded toward the ability to make meaningful use of independent time. College course instructors may choose the day of the week they wish to use as a study period. During study periods:

- Students must remain in the classroom and under the supervision of the instructor during study periods. They should not be sent to the library or otherwise permitted to leave the room and be in the halls. Procedures for time out of class remain in place.
- Lab sciences will use their weekly study period time for labs.

- College courses, excluding lab sciences, **must** schedule at least one study period every two weeks. This is in response to student feedback that study periods reduce stress and encourage independence.

Testing Accommodations Some students have testing accommodations that require them to take tests in separate locations to minimize distraction. The School Testing Coordinator will arrange this for standardized tests. For classroom assessments, teachers will identify a space where students can test *prior* to the test date that will be supervised by an adult.

Academic Policies

Academic Achievement and Student Self-Advocacy Policy See Addendum.

Academic Integrity See Addendum.

Free Speech Policy The content and nature of interaction among community members is taken seriously at Bard College. The prevailing ethos encourages open discussion and the expression of individual opinion. The College defends the rights of free speech and expression, dissent and protest. There can be no intellectual debate without honesty and integrity. Honest debate is often uncomfortable. While that is no reason to avoid difficult themes, it is reason to ask that the discomfort be mitigated by the good intentions of all involved. For this reason:

- Speech or conduct that employs force or the threat of force is prohibited. Deliberate conduct that egregiously interferes with another's speech, particularly in the regular academic and intellectual pursuits of the College, is prohibited.
- Threats, harassment, coercion, and acts threatening or causing physical harm are prohibited at Bard, as they are in the public community.
- Speech or expression that is not prohibited, but is rude, lacking in respect, disruptive, or hateful is discouraged. The College may voice its disapproval of such expression through private communications, public condemnation, the organization of public forum and calls for more speech and open debate.

Grievance Policy We are committed to maintaining a school environment characterized by respect for every member of our community. BHSEC Baltimore takes seriously reports of potential violations of school policy, especially those around Diversity and Inclusion, Sex-Based Discrimination and Harassment, the Nondiscrimination Statements below, and the Bard Equity Code of Conduct, and is committed to investigating them in full. Student or family grievances should be communicated to the Dean of Students for further investigation and follow-up. Grievances may also be reported to

Baltimore City Schools' One Call Center at 443-984-2000. Bard and BCPSS employees should follow the grievance procedures outlined in the Bard employee handbook and Baltimore Teachers Union contract, respectively.

A note on consequences: We are frequently asked what the consequences are for violations of the policies in this handbook and particularly of the equity-related policies noted above. Outcomes are determined on a case by case basis, according to the principles of restorative practices and mutual problem-solving, and the human resources policies of either Baltimore City Public Schools or Bard College. The administration will seek to engage all parties in a process of coming to a resolution together whenever possible, depending on the nature of the situation and the consent of the impacted parties. As such, the outcomes will differ according to the unique circumstances of each situation. In all cases, it is the administration's policy never to publicly disclose these outcomes out of respect for the privacy of the people involved.

Home-School Communication Policy See Addendum.

Make-Up Work Policy See Addendum.

Matriculation into the College Program A Year 1 student is considered eligible to matriculate into the college program when his or her schedule consists solely of college courses. Year 1 students in 2017-18 and after who are taking high school courses for credit recovery will not participate in the matriculation ceremony in the fall. Depending on their spring schedules, they may be able to participate in a smaller matriculation ceremony that will be offered at the beginning of the spring semester.

Nondiscrimination Statement From Baltimore City Public Schools
(<https://www.baltimorecityschools.org/notice-nondiscrimination>):

Baltimore City Public Schools (“City Schools”) does not discriminate in its employment, programs, and activities, based on race, ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy / parenting status, disability, veteran status, genetic information, age, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community’s long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies JBA (Nondiscrimination – Students), JBB (Sex-Based Discrimination – Students), JICK (Bullying, Harassment, or Intimidation of Students), ACA (Nondiscrimination – Employees), ACB (Sexual Harassment – Employees), and ACD (ADA Reasonable Accommodations), and the

accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy/Girl Scouts and other designated youth groups.

From Bard College (<http://www.bard.edu/dosa/handbook/index.php?aid=1258&sid=718>):

Bard College is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants, and other members of Bard College community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.