

## **Teen Studio Intensive Student/Parent Handbook**

### **Kim Bishop, Teen Programs Coordinator Bio**

Kim Bishop is a nationally exhibited artist who has been working from her San Antonio, Texas, based studio for the past eighteen years. Bishop holds a Bachelor of Fine Arts and a Master of Arts in Education from Texas State University, and a Master of Fine Arts from the University of Texas at San Antonio. Her work is part of many private collections as well as the collections of the University of Texas San Antonio, Texas A&M Kingsville, the San Antonio Public Library, the Oxbow Tower and the Pearl Brewery. Her work can also be seen on the streets of San Antonio at several bus stops, as mural installations in the neighborhoods and across Texas in the 2020 U.S. Census Bureau billboards. Presently she is working on several public art pieces with her partner in Bishop & Valderas, LLC sponsored by San Antonio Public Arts. Bishop is a co-founder of A3, a pop-up industrial street press, 3rd Space Art Gallery and is a mentor for the New York Foundation for the Arts Immigrant Artist program. Her mission is to socially engage audiences in the process of art making to create a healthier world. With over thirty six years of art education experience she is currently the Teen Programs Coordinator the Young Artist Programs in the UTSA PaCE department. [www.kimbishopart.com](http://www.kimbishopart.com)

### **The Responsibilities and Expectations of the Teen Programs Coordinator**

- Facilitating and building a community of teen artists on a weekly basis
- Recruiting and Promoting the program.
- Developing a challenging and exceptional curriculum that is geared for upper level art students.
- Facilitating experiential learning activities that are project based.
- Develop College Level digital student portfolios
- Developing protocols for continued success (Parent/Student Handbook.)
- Developing healthy professional relationships with parents for a strong line of communication and support.
- Developing and managing budget and supplies for the TSI program.
- Maintain a healthy atmosphere in the studio for teens.
- Creating and implementing evaluation measures and attendance records.
- Establish a sense of community in the studio, including opportunities for members of the school community, to learn about and be respectful of each other's cultures.
- Be knowledgeable about federal and state laws and regulations about processes for students with disabilities and privacy for all students.
- Enforce the policies, rules, and regulations of the school, studio and code of conduct, including preventive and positive disciplinary policies in cooperation with students, parents/guardians, and administrators.
- Communicate policies, expectations, and concerns to students and parents/ guardians, and respond to complaints or concerns from students and parents/ guardians in a timely manner and in a language they understand.
- Engage parents when their child is successful or under-performing.

*"My mission is to facilitate exceptional learning while developing a community centered atmosphere that gives a voice, a sense of ownership and a feeling of empowerment to our students within the studio." - Kim Bishop*

### **The Responsibilities of the Young Artist Programs**

- YAP will maintain a safe environment for students, staff and parents by providing professional security services and maintenance on all of the facilities.
- YAP will offer the necessary means for an open line of communication and fair access to facilities.
- YAP is committed to offering a clean and hygienic environment.

### **The Responsibilities and Expectations of the Teen Studio Intensive Students**

- Follow all code of conduct procedures
- Be respected as an individual and treated courteously, fairly and respectfully by other students and school staff
- Treat teachers , staff, other students, themselves and property with respect
- Take part in activities on an equal basis regardless of race, religion, religious practices, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability
- Follow the Attendance Policy.
- Follow the COVID 19 Protocols.
- Be prepared and complete assignments to the best of their ability.
- Will act ethically by following all rules when entering competitions with artwork from our program.
- Will act ethically by being original and not plagiarizing.
- Participate in exhibitions and competitions.
- Commit to TRY, EXPLORE and DISCOVER!

### **The Responsibilities and Expectations of the Teen Studio Intensive Parents**

- Be informed of their child's attendance, performance and behavior concerns.
- Receive information and prompt notification of inappropriate or disruptive behaviors by their child.
- Be respected as an individual and treated courteously, fairly and respectfully by other students and school staff.
- Communicate with staff appropriately.
- Assure their child brings only those things that are appropriate into the school setting.
- Be prepared to transport their child to and from the school according to the set schedule. Sometimes it will be necessary to transport your child to another venue.
- Keep an open line of communication with staff when it comes to changes in address, phone numbers or attendance.
- Respect the time of the staff by picking up their child and taking everything with you when you leave.
- Communicate with staff if the child is in danger.

### **Attendance Policy**

Students must sign in at the beginning of each session to ensure that attendance is recorded appropriately and consistently.

Students may miss up to 3 classes per session. Please text or email the Teen Programs Coordinator when students will miss.

If a student has tested positive for COVID, students will need to stay out of class for the necessary quarantine time without worry of going over the 3 absence maximum. Students who miss more than 3 absences and do not communicate with the Teen Programs Coordinator will be assumed to be dropping the program and the students spot will be granted to the next student in line on the waiting list.

Some Saturday classes will be held throughout the session on a voluntary basis and will not be held against a student's attendance record, however they are highly encouraged.

### **Privacy Notice**

No personal information will be shared with anyone other than school officials.

### **Photo Release**

By being a part of this program students and parents agree to the release of images of artworks and photos of students for program promotional purposes. One or more students will be selected each month to be featured in the SSA Newsletter for a "Student of the Month" showcase.

### **COVID-19 Protocols**

- If Masking makes you feel better, it's totally okay to mask up!
- All students, parents shall self-report when testing positive or being exposed to COVID-19 by contacting the Coordinator or Director of the TSI program immediately.
- All staff shall report when testing positive or being exposed to COVID-19 at [kimberly.bishop@utsa.edu](mailto:kimberly.bishop@utsa.edu).
- All students, parents and staff shall maintain a healthy hygiene routine.

### **Lockdown Procedures and/or Natural Disaster Procedures**

In the case of an Active Shooter, Hostage situation, Riot, nearby Police activity or National disaster school lockdown procedures may include the following:

- *Shelter-in-Place* – Usually an external health hazard where building evacuations are not recommended.
- *Internal Threat* – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- *External Threat* – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- *Full Lockdown* – This scenario involves a serious threat that requires immediate action.
- *Class Cancellation* - This type of threat occurs when unexpected weather occurs that threatens the safety of students and staff and may take immediate school closure protocols.

*Staff will be prepared to:*

- Make decisions with the best interest of All in mind.
- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.

- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the building.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.
- Clear the building.
- Cancel classes.
- Communicate with parents when possible.

*Students and Parents will be prepared to:*

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow ALL instructions.
- Respect the decisions of the staff and know that it is well meaning with the safety of all in mind.
- Keep the safety of others including the staff in mind when responding to instructions.
- Only use cellular devices if it is an emergency or if instructed to do so.