

# STUDENT HANDBOOK

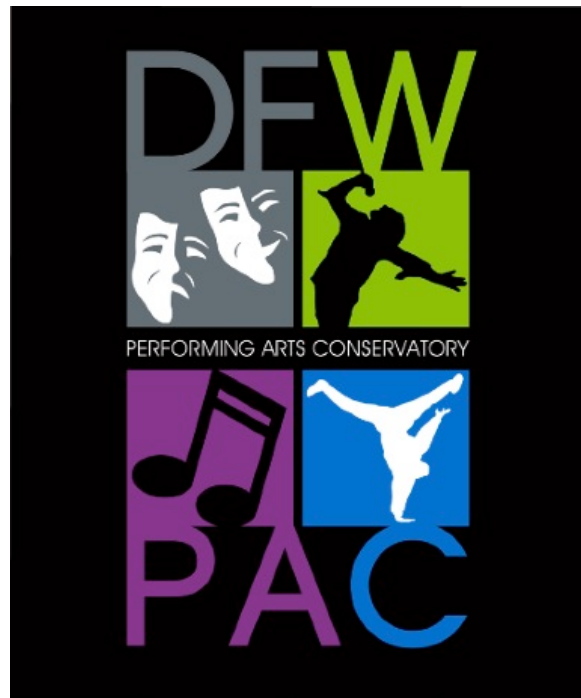
# DFW



PERFORMING ARTS CONSERVATORY



# PAC



## **Mission Statement**

The PAC is dedicated to providing an environment that enhances the artistic and academic potential of each student while also focusing on the development of strong character traits.

## **Philosophy**

The PAC is a pre-professional fine arts school especially designed for grades 4 through 12. Artistically, our objective is to prepare students for the next level in the performing arts whether that is at the college or university level, an apprenticeship or professional experience. One of the more important intents is to develop artistic talent over the term of our program so that a graduate may audition successfully at the college level in the area(s) of their major(s). Our intent is for students to explore four primary areas in fine arts – Dance (All Styles), Vocal (Broadway & Contemporary), Instrumental Music (Guitar, Percussion, Keyboard) and Drama (Theatre & Commercial). At this point, the PAC will concentrate on these areas and will not offer the students visual arts.

We acknowledge that some graduates will not pursue a vocation in the arts after their experience at the PAC. We have two academic programs, which will serve our students, and are nationally accredited. Both work together to prepare students to attend a university and pursue a vocation inside or outside of the arts.

### *Message from the Founder*

Welcome to The DFW Performing Arts Conservatory (The PAC) and the 2017-2018 school year. The PAC was established to meet the unique talents of students who have demonstrated a gift in one or more areas of the performing arts as well as the ability to pursue a rigorous academic curriculum. Our school provides pre-professional training in the arts and a college preparatory curriculum that prepares students for entrance into any university. Essential for success at The PAC, a student must possess a passion and skill for the arts, the aspiration to achieve academically, time management skills, and a willingness to be part of a very special school community composed of students, parents/guardians, teachers and staff who, working together, can accomplish our mutual goals.

Congratulations all parents/guardians and students for your participation in our conservatory. You are part of one of the most powerful educational experiences that any school in the world has to offer. Please take full advantage of this wonderful artistic and educational opportunity and have a fantastic school year!

**Dana Bailey**  
**Founder and Artistic Director**

## **General Policies and Procedures**

Any handbook of policies and procedures represents a useful target or goal for the students, parents and administration of the school. This handbook represents The PAC's commitment to all involved, but can be modified or changed at any time without notice by The PAC.

### **General Expectations:**

- Be on time for class each day.
- Be prepared for class and ready to learn.
- Be responsible for your own choices and actions.
- Think before you speak, act, and react.
- Do your own best work.
- Follow directions as they are given.

### **Attendance Policy:**

When a student is absent a parent or guardian must communicate with their child's teacher via text or email and the school ([artisticdir@dfwpac.com](mailto:artisticdir@dfwpac.com)) no later than 8:30 a.m. to report the student's absence. Upon returning to school and before reporting to classes, the student must provide a note to the teacher that includes the following information:

- Name of student
  - Date the note is written
  - Date(s) student was absent
  - The specific reason for the absence
  - Parent/guardian's signature
  - Phone number where parent or guardian can be reached
- It is the student's responsibility to make up any work even if the absence is for an extended period of time. The teacher will work closely with the parent or guardian and student to make sure the student makes up the work to stay on track for graduation. Students need to provide a doctor's note when they return. Students who are hired for a professional booking will also need to provide paperwork to their teacher.

### **Tardy Policy:**

Arrival time will be 7:45 am each morning. Students will be considered tardy if they are not in their seats and prepared to begin school at 8:00 am. To enforce this policy, if any student is tardy to school, the student will miss their break.

Of course, doctor's appointments and auditions, with a note from the doctor or agent, will provide legitimate excuses for being tardy. Generally, a family situation is considered a tardy. These include getting up late, moving slow in getting ready, traffic, car not starting, not synchronizing at least one of your home clocks with the school clock or other similar excuses. We must create a quiet, uninterrupted

learning environment for the beginning of the school day. This discipline will be enforced the same day in which the tardiness occurs.

### **First Aid and Illness:**

Students who are in need of first aid or become ill during the school day should inform their teacher and if needed, the teacher will notify parents or guardians or an emergency contact as stated on the Emergency Medical Authorization Form if the student needs to be picked up.

It is mandatory that a current Emergency Medical Authorization Form be on file so the school can contact a parent or guardian in case of student illness. Please note: a student may only be released to a person whose name is listed on the emergency form. If the emergency is serious enough to warrant EMT services, the school will call those services and the parent will be responsible for the payment of any and all charges associated with the EMT.

### **Medication:**

A Medication Form must be completed and signed by the parent or guardian authorizing their child to keep with them and take on their own any medications medically prescribed. The student's teacher must be updated periodically with any changes to the prescribed medications.

### **Visitors:**

All visitors shall enter the front entrance at 475 West Southlake Blvd (West Building).

### **Parents/Guardians:**

Parents dropping off personal items, lunch money, books, projects, etc. will drop off the items with the teacher in their child's classroom. Classroom interruption must be kept to a minimum to ensure the learning experience of all students is preserved. Access by a parent or guardian to the classroom during the school day must be limited to prevent disruption of the academic/fine arts schedule.

If a parent or guardian wishes to meet with a teacher or administrator, please text or email the teacher for an appointment. Appointment times will be set for the convenience of all parties. Please do not just show up and expect a meeting with the teacher.

### **Telephones and Electronic Devices:**

When a student arrives for class, all cell phones, iPods or other non-permitted electronic devices must be turned in to the school staff or placed in designated areas. These will be stored until the end of the day when the student will be permitted to retrieve them. Students may be allowed to use cell phones and/or electronic devices during breaks and/or with the teacher's permission.

Any cell phone or other electronic equipment that is confiscated will be turned in to the Head Master. **A parent or guardian will have to pay a \$15 fee in order to pick up the phone or electronic device.**

School phones are available for student use in case of emergency. Each classroom has a phone. Use of this phone will be at the sole discretion of the teacher.

If a parent or guardian needs to reach a student, please text or email your child's teacher and the student will return the call as soon as possible.

DFW PAC is not in any way responsible or liable for any lost, stolen or damaged property of the students. It is important for the students to protect and safely store their belongings so that damage will not occur.

Students who are caught using technology for purposes other than academics including but not limited to: social media, instant messaging, watching movies, and email may result in the student being asked to leave the school for the remainder of the day including fine arts.

### **Common Areas and Restrooms:**

#### **Common Areas:**

- Keep all areas clean
- Use inside voice

#### **Restrooms:**

- Keep It Clean
- Flush After Using
- Wash Your Hands
- Do Not Put Foreign Objects into the Commodes
- Throw Away all Trash in the Proper Container
- Never Flush Hand Towels or Other Objects Away
- Report Problems to the Teacher or Administrator

#### **Lunch:**

Students will not be permitted to leave the campus during lunch. Students will bring lunch from home, have delivered by a service, or parents may drop off lunch. Parents are permitted to have lunch with their child, but must restrict the visitation time to the pre-set lunch period. Violation of the time limitation by the parent or guardian will result in this privilege being revoked for the remainder of the school year.

#### **Field Trips:**

There will be opportunities for field trips throughout the school year. Parents are responsible for the majority of their child's transportation to and from the location. If a parent is unable to attend the field trip, it is up to the parent to arrange transportation for their child. The PAC Staff may transport students to and from field trip locations on occasion, but only with parent's or guardian's permission. Permission slips will be required to be completed and signed. The PAC or the staff of The PAC is not liable for any incidents or injuries to students participating in the field trip.

The parent may choose to have a student stay at home during the field trip, but must notify The PAC in writing at least 24 hours prior to the scheduled trip. Opting out of field trips is not recommended, but remains the choice of the parent.

## **Student Ethics and Discipline Plan:**

Ethics: n. A principle of right or good conduct, or a body of such principles

- **Discipline:** n. Training intended to produce a specified character or pattern of behavior.
- **Objective:** To provide a school-wide discipline plan to ensure an instructional, orderly and safe environment for all students. The school ethics and discipline plan's rationale is to promote school-wide consistency. The discipline plan for The PAC requires the support of all stakeholders that includes the parents or guardians of our students.
- **Introduction:** At The PAC, a conservatory whose focus is the arts while promoting a strong academic curriculum, we are acutely aware of the need for a strong ethical environment for our students to grow and develop to reach their potential.

Self-reliance, self-respect, self-control and discipline are the ideal characteristics we encourage our young people to attain. These goals must develop along a maturational continuum, and it is incumbent for the adults who touch the lives of our youth to assist in that developmental process.

Consequently, individual teachers must teach discipline with sensitivity, reflecting their needs as a teacher in the classroom. This means posting a few simple rules and developing strategies to enforce them. Many discipline problems can be avoided by proactive planning relative to classroom management.

- **Overview:** Every school must have its own system of rules to ensure the safety and efficient operation of its daily activity. When a student is in violation of the code of discipline and the teacher has exhausted the strategies available to change the behavior, the student is then referred to the administrator. The administrator will handle discipline referrals on a case-by-case basis.

Students at The PAC are expected to be self-disciplined and highly motivated. To help with their discipline, the following policies and expectations have been established:

### **General Student Responsibilities:**

Students must use a conversational voice to communicate at all times throughout the school building. Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures. ANY FORM OF BULLYING WILL NOT BE ALLOWED!

### **Classroom:**

Students must be on time for class. Students should be seated at the appropriate place in the classroom with all necessary supplies. Students will not leave class unless they have written permission or their teacher is emailed or texted by the parent or guardian. Teachers will control the breaks given to the student for all other purposes. The teacher will be ultimately responsible for setting the requirements in all classrooms and the student will be responsible for abiding by those requirements. Students are expected to adhere to the classroom policies of individual teachers.

## **Dress Code:**

Students shall comply with the following dress code that reflects the standards of our conservatory and community. The following restrictions are in effect as governed by the interest of safety, cleanliness, neatness, and appropriateness; however, due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision of acceptability must be made. What may be appropriate at home or elsewhere may not be appropriate at the conservatory.

## **The determination about whether an item or style is acceptable under the Student Dress Code is left to the sole judgment of The PAC Administration.**

The following are NOT acceptable in academic classrooms and will apply to most performing arts classrooms. Exceptions may be granted in some performing arts classrooms at the sole discretion of the teacher.

1. Clothing exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, sex, violence, profanity.
2. Attire which creates undue distraction, including but not limited to:
  - a. Revealing necklines
  - b. Bare midriffs, backless attire
  - c. Extremely tight clothing (enough to be revealing)
  - d. The torso and/or undergarments should not be exposed or visible (through sheer fabrics) at any time
3. Shoeless feet
4. Shorts, skirts, and dresses that are shorter than mid-thigh. (Slits in skirts or dresses must not go higher than mid-thigh)
5. Sagging of shorts or trousers below the waistline
6. Headwear is acceptable indoors as long as it does not distract or interfere with the student's educational experience

## **Behavior Code:**

Students are expected to conduct themselves in a proper and disciplined manner. If a situation arises that requires intervention, the teachers will refer the student to the administration together with any documentation of the current or any prior incidents. The parents or guardians will be notified by the administration and/or teacher if violations occur. There will be a zero tolerance for violators.

The teacher or other adult will immediately intercede in the event of fighting or bullying neither of which will be tolerated.



The infractions listed below are some examples of violations that may warrant disciplinary action. This is not an exhaustive list and the severity of the violation and the application of the discipline procedures will be determined by the administration solely at its own discretion on a case-by-case basis.

The following are examples of some but not all specific violations:

1. Excessive tardiness
2. Not bringing proper materials to class
3. Classroom behaviors that are disruptive (talking, distracting noises, etc.)
4. Misusing equipment and/or materials (computers, books)
5. Threatening other students
6. Defiant, disruptive behavior toward an adult
7. Obscene gestures and/or remarks
8. Instigating or participating in fights
9. Damaging school property or other person's personal property
10. Littering
11. Inappropriate display of affection
12. Unexcused absence from school or class
13. Profanity and/or obscene behaviors
14. Leaving school property without permission
15. Being in an unauthorized area of the building without permission
16. Unnecessarily loud shouting, yelling or talking in the hallways
17. Students going to their vehicle during the school day
18. No joking about bombs, fire, guns or terroristic threats of any sort
19. Abuse of the internet access policy
20. Graffiti in any form will not be tolerated

### **No Tolerance Exceptions to the Discipline Procedures:**

No illegal drugs of any sort will be permitted. If a student is caught using or dispensing or selling any illegal drug the penalty will be immediate dismissal from The PAC without the normal process. Additionally, the authorities will be notified of such activity. See extended drug policy at end of handbook with release form to be signed and returned to PAC.

No guns or knives of any sort either toy or real will be permitted on the campus, in the building or in any student's automobile at any time while on school property. Additionally, the authorities will be notified if the possession of any firearms that are suspected of being illegal.

Inappropriate sexual contact will not be tolerated and will be grounds for immediate dismissal from The PAC.

## **Discipline:**

On the first occurrence and failure of any student to abide by instructions from the teacher or violating any of the general responsibilities, classroom policies, dress code policies, telephone or electronic device policies, disrespecting the intellectual/property rights of others or behavior code policies will result in the parent or guardian being notified to pick up the student and the student being asked to leave for the day.

A second violation will result in the student being asked to leave the school for the remainder of the day and the student being placed on probation as deemed necessary by the administration.

The student may be required to meet with the administration following a violation to discuss disciplinary actions. The parent or guardian will be notified of the action taken and, if necessary, a student, parent or guardian meeting will be held at the earliest possible day and time. If the student is dismissed from PAC, re-admission will not occur without a meeting between all parties. If the administration, at its sole discretion, is convinced the violation will not be recurring the administration may permit the student to return to class.

If the student has a third violation of any sort, he or she will be dismissed from The PAC with no recourse for readmission.

## **Disrespect to Teacher or Administrative Staff:**

If a student fails to behave with an attitude of respect as determined by the teacher or staff member, The PAC reserves the right to call the parent or guardian and have the student removed from school on that day.

## **Copyright:**

U.S. Copyright and other applicable laws protect materials and forms developed by The PAC. Consumable items, such as syllabus and handbook are intended for one-time use and may not be reprinted or republished.

## **Drug Policy (see extended Drug Policy at end of handbook):**

1. Possession, use, sale or distribution of alcohol or tobacco in any form during a class session or in connection with a school related activity is strictly forbidden and may result in expulsion.
2. Possession, use, sale or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, or any illegal or threatening device is strictly forbidden and may result in expulsion.
3. Lockers are under the supervision of DFWPAC. The DFWPAC has ownership over all lockers.
4. Vehicles parked on school grounds are subject to search.
5. Students who intend to drive their cars to school are required to show proof of insurance to the school.
6. The DFWPAC is a drug free student body and campus. To attend the DFWPAC, students are required to sustain from drug use both on and off campus. Students who attend this school are required to submit to random drug testing throughout the school year to insure that our students are drug free.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Curriculum:**

In our continuing search for teaching methods which can aid the student in the educational experience, models have been chosen which are exceptional. We have two groups of students – elementary & middle school (4<sup>th</sup> -7<sup>th</sup>) and high school (8<sup>th</sup> – 12<sup>th</sup>). The Calvert Model will be used exclusively in the elementary & middle school and the high school will use the Keystone Curriculum.

### **The PAC's Statement about Calvert's Policies and Procedures:**

The PAC will strictly follow all academic policies and procedures promulgated by Calvert and printed in their catalogue. When an academic policy of The PAC is in conflict with the Calvert policies or procedures, the Calvert handbook will take precedent.

### **The PAC's Statement about Keystone's Policies and Procedures:**

The PAC will strictly follow all academic policies and procedures promulgated by Keystone and printed in their catalogue. When an academic policy of The PAC is in conflict with the Keystone policies or procedures, the Keystone handbook will take precedent.

### **Academic Parent/Administration Conferences:**

Parent, student, teacher and administrator conferences may be called by any party with reasonable notice to the other parties. It is expected that all students will maintain a 70 average or better in all academic courses. These conferences generally will involve the academic progress of the student. This will occur as often as necessary or required to keep the student on his or her academic pathway toward graduation.

### **Academic Honesty:**

All students enrolled in The PAC are expected to observe a code of academic honesty. Any compromise of this policy, whether it involves copying a homework assignment, cheating on a test or plagiarizing written responses will be treated seriously by The PAC.

**Plagiarism** – The PAC definition of plagiarism is presenting someone else's work as your own without proper acknowledgement of the source or submitting examinations, reports, speeches, drawings, lab notes or other academic work in whole or in part as your own when such work has been prepared by another person or copied from another person. Plagiarism also includes copying answers word-for-word from the course syllabus without including a citation of sources.

**Cheating** – The following describes information to help guide students. Cheating is allowing someone else to copy your work, copying or attempting to copy from a test, exam or assignment of another student, having someone else complete your work for you, using or attempting to use unauthorized materials, information, notes, study aids or other devices for a test, examination or assignment and giving information in an unauthorized manner to another person for academic tests, examination or assignments.

## **Additional Forms:**

**Falsification or Fabrication-** If a student alters information to present it as his or her own this will be considered to be falsification. Fabrication is the invention or counterfeiting of information. There are no justifiable excuses to allow for either falsification or fabrication such as illness, injury, and accident in order to avoid or delay timely submission of academic work or the taking of an examination.

**Unauthorized Assistance-** This includes helping or attempting to help another student to commit an act of academic dishonesty and is considered academic dishonesty as well.

**Alteration of Feedback-** Changing or destroying grades, scores or markings on a test or examination is prohibited.

## **Calvert Curriculum:**

PAC Elementary & Middle School Students must take a placement evaluation to determine the appropriate course of study, which is then determined by Calvert along with the academic teachers.

Students will follow Calvert lesson manuals for each of their core subjects consisting of 160 lessons. The classroom teachers will determine the pacing of the lessons, instruct each lesson and determine when intervention and/or enrichment are needed. They will adapt the schedule so that optimum learning takes place as well as the completion of course material for the school year. At the conclusion of every 19 lessons, students will review subject matter followed by 2 days of testing, similar to semester exams. These tests occur on lessons 20,40,60,80,100,120,140, and lastly 160. Each student will be assigned a Calvert Advisory Teacher who will evaluate his or her tests and provide useful feedback and suggestions for the next set of lessons.

## **Homework:**

Elementary and middle school students will not be assigned daily homework. Homework will consist of any work the student does not complete in class for the day's given lesson(s). The exception to this is studying for tests. Parents will be notified of such tests and homework through the use of the student's Daily Folder.

## **Daily Folders:**

Students in the elementary and middle school classroom will be responsible for recording any homework, upcoming test dates or other pertinent information in their personal Daily Folder. Parents are asked to review their child's folder so that they are aware of the responsibilities the student has prior to returning to academics. It is the student's responsibility to see that his/her parent or guardian sign their Daily Folder and return it to The PAC each day. Disciplinary action is taken when folders are not signed or returned.

## **Grades:**

PAC teachers will e-mail graded copies of the tests along with the detailed letter from each student's Advisory Teacher. It is of the utmost importance for the parents to review and discuss these letters and tests with their child so that optimum learning occurs. Due to the shortened academic day and rate at which lessons are taught so as to complete the year's curriculum, the teachers will not have the necessary time it takes to thoroughly review each student's test independently. Occasionally, a student may show weakness in a section of a test and be allowed a re-take for that subject matter. The teachers will then be responsible for re-teaching the material and re-testing the student with the addition of extra work occurring at home as well. The 2 grades will then be averaged for the final grade.

## **Access to Grades and Daily Lessons:**

Both students and parents will be able to access student progress and grades online through the Calvert website. Once a student is enrolled he or she will receive a password to access the course portal. The portal will also show each core lesson manual with daily lessons and check points.

## **Makeup Work:**

Students are responsible for make-up work when they are absent for illness or talent job. While on location, we encourage students to take their curriculum with them on site. There is usually down times where they can fit schoolwork in to their day.

## **Keystone Curriculum:**

PAC High School Students must apply for and be granted admission to Keystone. Application will be made through the administrative operation of PAC and admission will be determined by Keystone.

Keystone method of instruction is a self-paced independent study program. The courses are designed so each student may begin at any time and the student can control the pace at which they learn. This flexible format is perfect for a variety of students. Although the pace is determined by the student, PAC is acutely aware of the need for a timeline for each student to keep them on pace for graduation. There may be times when students will work together as a class on certain subjects with the PAC instructor and the PAC timeline for this course will be followed so the student can remain on track and learn the material when it is being taught by the instructor.

PAC course study will reflect The PAC's dual mission of a pre-professional and college preparation program for all high school grade levels. As the student moves from 8th grade to 12<sup>th</sup> grade, the student will be expected to develop excellent skills and a strong foundation in academics as well as the performing arts.

## **The PAC High School Graduation Requirements:**

Keystone has set forth a minimum of 21 credits for graduation from High School. Our goal at the DFW PAC is for our students to graduate with at least 23 credits to be prepared to attend the college of their choosing. If a student elects the 21 credit hour plan, he or she may be still be eligible for admission to

college, but usually the choices are more limited. Without that notification, the 23-hour credit plan will be automatically assumed to be selected.

Once a student enters The PAC, a complete review of the existing transcript will be top priority to determine the proper classification. From that review a year-by-year graduation plan will be developed.

In general, students taking Keystone courses are required to have 4.0 credits each in English, Mathematics, Science and Social Sciences. In addition to the core subjects, there are requirements in Languages, Fine Arts, Health and Electives. There is a wide array of electives from which the student may select.

### **Homework:**

Individual weekly goals are established for each high school student. The student is expected to complete these goals in a timely manner throughout the week. Homework not completed as assigned will be required to be completed prior to class resuming the following week.

### **Transcripts:**

All credits from an accredited school will be transferred to a Keystone transcript. Keystone will be the sole judge in allowing credits for any courses taken at any education center. Any credits earned at Keystone will be accumulated on the transcript. Academic transcripts will be issued by Keystone and will contain credits earned through Keystone and other accredited schools. Students over the age of 18 or the parent or guardian may request a transcript via email to the administrator.

### **Credits:**

Course credits are set at 0.5 per semester for each course. If a course has a designation of A and B, this would represent two semesters or 1.0 credit. All other courses not so designated are 0.5 credits.

### **Grading and Course Credit:**

Students who are enrolled in **Keystone** will have a course guide for self-paced study. Students are expected to do **ALL** course work before taking a quiz. They must take all quizzes and tests in the order set forth by Keystone. Students in Keystone are expected to stay on benchmark throughout the year. If a student falls behind, a parent conference will be scheduled to find a remedy to the solution.

### **Makeup Work:**

Students are responsible for make-up work when they are absent for illness or talent job. While on location, we encourage students to take their curriculum with them on site. There is usually down times where they can fit schoolwork in to their day.

### **Access to Grades:**

Both students and parents will be able to access student progress and grades online through the Keystone website. We encourage parents to check their student's progress weekly. Once a student is enrolled he or she will receive a password to access the course portal. The portal also reflects current or recently completed courses.

## **SAT and ACT:**

Diploma students planning to go to college will need to take college admission tests. The tests most often used are the ACT and the SAT. Most colleges accept either test, but some prefer one to the other. It is the responsibility of the student to determine the policies of the college under consideration by the student. It is not The PAC's responsibility to make that determination for any student. If the student is unsure of the college requirement, it is highly recommended that the student take both.

College admissions tests are given on predetermined dates throughout the school year and all students are responsible for registering in advance. It is not the responsibility of The PAC to make sure the student does not miss a critical date. A student may register online with the appropriate testing bureau to obtain the proper registration packet. The PAC will not maintain copies of the registration packet and it is the student's responsibility to obtain all testing packets.

In addition to the college admission test, students may be interested in participating in the Preliminary Scholastic Aptitude Test (PSAT). The PSAT is a preliminary SAT that also enables student to qualify for a National Merit Scholarship. If a student is interested in qualifying for a National Merit Scholarship, they must take the PSAT/NMSQT in his or her junior year.

The PAC is not responsible for keeping the student informed of any available scholarship or grant programs. It will be up to the student or his or her parents to keep informed about any grant or scholarship programs.

### **The student may obtain packets from the following:**

The American College Testing Program (ACT)

Test Administration

P.O. Box 168

Iowa City, Iowa 52243-0168

Phone: 319-337-1270

Web: [www.act.org](http://www.act.org)

Scholastic Aptitude Test (SAT) and Achievement and Advanced Placement Tests

College Entrance Examination Board

College Board SAT Program

P.O. Box 6200

Princeton, New Jersey 08541-6200

Phone: 609-771-7600

Web: [www.collegeboard.org](http://www.collegeboard.org)

Preliminary Scholastic Aptitude Test (PSAT)/National Merit  
Scholarship Qualifying Test (NMSQT)

National Merit Scholarship Corporation

1560 Sherman Avenue, Suite 200

Evanston, Illinois 30201-4897

Phone: 609-771-7070

The student may register for and take the SAT and ACT at an additional charge. Most colleges and universities strongly weigh the student's scores on these tests as one of their admission requirements. Students will be required to take the SAT and ACT prior to graduation.

## **Performing Arts Policies and Procedures**

### **General Expectations:**

There are four areas of performing arts in which all students will be trained. The areas include dance (all styles), vocal (Broadway and contemporary), instrumental music (guitar, percussion, keyboard) and drama (theatre and commercial).

### **Dance:**

The student will be trained or introduced to the following areas of dance.

### **All styles of dance will be taught such as:**

- Ballet
- Tap
- Jazz
- Hip Hop
- Lyrical
- Turns and Progressions
- Modern
- Musical Theater

### **Students will be trained at a minimum and evaluated in the following areas:**

- Technique
- Choreography
- Performance Skills
- Terminology
- Dance History
- Kinesiology
- Nutrition

### **Vocal:**

### **All students will be trained in individual and group singing. Students will be trained at a minimum in the following areas:**

- Vocal strength and improvement exercises
- Music theory
- Breath Control & Support



- Pitch and how to stay on top of your notes
- Learn music to perform!!!
- Vibrato and the effect it has on your voice
- Harmony
- Voice Placement
- Speaking and freeing your words
- Sight read sheet music
- Dynamics
- Stage Presence and how to move on stage
- Mike Control, Song Writing

### **Instrumental Music:**

All students will be trained to play one of three instruments – guitar, percussion or keyboard. From time to time, new instruments may be introduced solely based on the instructor’s need. Classes will be developed with an individualized lesson plan for each student.

### **Emphasis will be on the following:**

- Rhythmical Development
- Musical theory
- Ear Training (Perfect Pitch/Relative Pitch)
- Scales/Chords
- Repertoire
- Reading Skills
- Solid Music Fundamental Foundation
- Music Theatre, Sense of Timing
- Rhythm, Lyricism

### **Drama:**

All students will be trained in this area of the Fine Arts. DSM Academy a Subsidiary of Dallas Summer Musicals will be teaching many but not all of the following classes. Drama/Acting is a collective art form involving the following disciplines. Others will be added, as the student needs are determined.

- Technique & Performance
- Techniques on How to Audition for the Job
- Musical Theatre I-III
- Acting I-III
- Acting on Camera
- Dance for Actors
- Getting the Part
- Stage Direction
- Theatre as a Career
- Semi-Private Voice

- History of the Theatre I-II
- Preparing to Get a College Scholarship

### **Master Classes Available at Additional Charges:**

During the school semester, The PAC will be bringing in specialized Artists/Professionals in the industry from time to time. THE PAC will notify the parents/guardian about the dates and times. These master classes are mandatory unless otherwise stated by The PAC administration. The fees for these classes are not included in the tuition charges paid by each student. Additional charges will be billed to your account and these charges must be paid prior to the beginning of the master classes.

### **Admission Audition to The PAC:**

Each prospective student will audition in all four areas of the fine arts program. A committee composed of practicing artists in each of the four disciplines will evaluate each prospective student. The evaluation will be from Excellent (8 to 10 points), Satisfactory (5 to 7 points) and Needs Improvement (< 5 points). A composite score will be established for each prospective student. To be admitted to The PAC, the prospective student must score an overall 70 or better. However, if a student is especially strong in one or two of the four disciplines, special consideration will be discussed by the admissions committee and at their sole discretion, probational admission may be granted.

A student's dance audition will be evaluated based on technique, style, performance, ability (showmanship), musicality and execution. Vocal will be evaluated on the basis of pitch, range tone, dynamics, posture and creativity. Instrumental music will be evaluated on the basis of technique, rhythm and showmanship. Drama will be evaluated on the basis of introduction, professional potential, trainability, selection of material, mastery of material and attitude.

The prospective student may obtain an Application Packet and Audition Packet to participate in the audition from the web site [www.dfwpac.com](http://www.dfwpac.com). These packets will give additional details on the requirements for each audition. A prospective student should not excessively worry about the audition process. This is an opportunity for the staff of The PAC and the prospective student to become better acquainted. A student should prepare as best as they can in all areas, but should not be overly concerned if they do not play a musical instrument for example. Lenient judging criteria will be applied for all areas in which a prospective student does not excel.

### **Fine Arts Progress Reporting and Evaluation:**

At mid-semester, a student's progress in each fine arts discipline will be evaluated through a "Progress Report Process." Each arts department has established a set of criteria that is available to the student. In this review process, each student will be evaluated throughout the semester. The faculty of that department will assess the student's work and inform the parents of the student's progress.

This is a developmental process, which familiarizes them with the responsibility of presenting their artistic work for review throughout the semester. A student must maintain a rating of at least "Satisfactory".

Those students who are rated as “Improvement Needed” may be on probation in that Arts Department. The teachers in the department will outline a strategy for improvement and communicate this outline to the parent(s)/guardian(s) and student. The student in this situation must raise this rating to at least “Satisfactory” in the next month.

### **Performing Arts Parent / Administration Conferences:**

A conference will be scheduled for parents of students who scored in the “Improvement Needed” on their last Progress Report. Parents should schedule a conference with their child’s teachers to discuss other concerns with their child’s arts progress. Any other conferences may be during the school day at a time mutually convenient to all parties. Parents should call or email the teacher to set a conference time.

### **No Pass / No Play Policy:**

The PAC’s No Pass / No Play rule applies to, but is not limited to the following:

- Performances that require the student to be out of the classroom regardless of whether or not they are required for a grade;
- Major musical, drama, choral, and dance performances, etc. that take place outside of the school day, but that are not required for a grade;
- All other extra-curricular activities.

Prior to a student auditioning for a production, participating in a performance, playing in the pit or working on a crew, etc., he or she must meet the following requirements:

- The student must maintain a 70 academic average. If a student has an “F” in any class they are ineligible to participate.
- A student on probation in his or her artistic major will not be permitted to be cast for or participate in any out of classroom performances until the student is in good standing in the arts program.

If participation in the audition process is required for a grade, but the student does not meet eligibility requirements, the student must audition, but will not be considered for casting.

### **Professional Performances (Non-PAC Produced) Procedures:**

- Students must fill out the Student Professional Work Experience Form, which may be obtained from The PAC administrative staff.
- If this request is approved, all teachers will be notified of the dates the student is excused.
- If a tutor or other teacher is provided by the work agency, the teacher/administration will coordinate educational services between the two parties.

## **Performances at The PAC:**

Performance is an important part of a DFW PAC student's school career. Attendance is mandatory for ALL performances. If a student is ill for a performance, the director must be notified in ADVANCE of the performance so that understudies or re-programming a substitute to perform in your place is possible. Unexcused absences from a PAC performance will automatically result a probationary status and a conference with the administration to review the continuation of a student in The PAC.

1. Students must be in school at least ½ day on the day of a performance or audition to participate in the performance or audition.
2. During rehearsals and performances, students are to remain in dressing rooms until called to stage. When called, students should come quickly and quietly. No one is permitted on stage until called.
3. Students will clear (strike the set) the stage immediately after performing.
4. No one is permitted in the auditorium during dress rehearsal or a performance unless given specific permission by the stage manager or director.
5. No eating or drinking in costume either back stage or in the auditorium at any time.
6. No eating or drinking on stage unless such activity is scripted.
7. The student will act in a professional manner at all times.

Each student is given written notification (maybe emailed) of performances with specific information as to the date, time, place, performance group and Director-in-Charge. Most generally these notifications will be emailed to the parent and an acknowledgement and permission must be returned to the office.

## **The PAC Private Lesson Policy:**

Private lessons are strongly recommended but not mandatory. Focus should be in the student's main area of interest such as vocal, instrumental music, drama or dance. It is recommended that students take at least one 30 minute private lesson per week in their Fine Arts focus area of study. Additional fees may be charged for those lessons. All private lessons will be scheduled between the instructor and the student/parent. However, all payments should be made through The PAC. A price schedule will be posted at a later date. If the teacher is paid directly, it must be pre-approved by The PAC.

**Contacting The PAC :**

**Classes at The PAC will be held at:**

475 West Southlake Blvd  
Southlake, TX 76092

**Contact The PAC through the Artistic Director and Founder, Dana Bailey, at:**

[artisticdir@dfwpac.com](mailto:artisticdir@dfwpac.com)

**The PAC phone number is:**

817-888-1297

**The PAC fax number is:**

817-488-1752

**Pricing:**

The following fees and annual tuition will apply. All fees are NON-REFUNDABLE.

Grade	Annual Tuition	Audition/Application Fee	Reg/Supply Fee	Re-Enrollment Fee (returning students)	End of Year Showcase Fee	Placement Test (4 <sup>th</sup> -7 <sup>th</sup> grade new students)
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> Grades	\$11,975	\$100	\$450	\$100	\$250	\$200
8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> Grades	\$14,975	\$100	\$450	\$100	\$250	N/A

The tuition is due in full for the year at a date and time designated by The PAC administration. The audition fee is non-refundable and is due at the time of the Application Packet for the audition is turned in to reserve a student's place in a particular audition. The \$450 Reg/Supply fee is due at the time the student is accepted into The PAC and is non-refundable.

Students who begin with The PAC at a time other than the beginning of the year may be eligible for some

proration of tuition. This will be handled on a case-by-case basis. Please contact Dana Bailey, if you have questions about this option.

The PAC school year will generally follow the Carroll ISD calendar; however, modification to that calendar will occur. Classes will end early June or mid to late May each year. Classes during the summer are not part of the curriculum at The PAC; however, if a student wished to pursue some academics or some of the summer workshops, he or she is encouraged to elect that option. Additional fees will apply for all summer courses whether academic or performing arts workshops. If you wish to participate in summer programs, please contact the PAC office no later than the end of March to see what classes may be available and ask about the fees and tuition for those courses.

Tuition at The PAC covers the basic courses and, if applicable, grade level electives to move a student from grade to grade or to provide proper credits for high school graduation with a maximum of 24 credits at the rate of 6 per year from the 9<sup>th</sup> through the 12<sup>th</sup> grades. However, should a student enter The PAC with grade level deficiencies, additional tuition may be necessary. For example, assume a student transfers 5 credits into The PAC from other accredited schools instead of the required 6 credits for the 9<sup>th</sup> grade. The student, with the payment of base tuition, may proceed with earning the 6 credits for the 10<sup>th</sup> grade and those 6 credits are included in the payment of the student's tuition. However, if the student wishes to make up the 1 credit from the 9<sup>th</sup> grade, this would require additional tuition for the deficient 1 credit that is over and above the 6 credits included in the base tuition.

For the middle school academic program, the basic courses are included in the tuition. Additional electives may be available for the student and the parent to consider; however, the cost of those electives is not included in the current annual tuition.

**Additional charges which may be applicable:**

- Tutoring outside of class at \$50 per hour with a minimum of 2 hours.
- Extra review for the final examination at \$50 per hour with a minimum of 2 hours.
- 4<sup>th</sup>-7<sup>th</sup> Grade- \$20 copy fee, \$10 science fee, \$10 Membean fee= **\$40 total (please bring check or cash to DFW PAC on 1<sup>st</sup> day of school orientation)**
- 8<sup>th</sup>-12<sup>th</sup> Grade- \$25 science fee, \$20 copy fee, \$20 drug test fee=**\$65 total (please bring check or cash to DFW PAC on 1<sup>st</sup> day of school orientation)**



## Parental and Student Acknowledgement Sheet

**\*This form MUST be signed or e-signed and returned upon receipt\***

To The PAC:

I have taken the time to read through The PAC Student handbook for the school year 2017-2018.

My student and I understand and agree to abide by the contents of the Handbook and by our signatures agree to accept and follow the stated procedures.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade Level Achieved Upon Entering The PAC: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\*If this acknowledgement receipt is e-signed all the above (on the acknowledgment receipt) applies as well on the e-sign.



## **DFW PAC Extended Drug Policy**

1. Possession, use, sale, or distribution of alcohol or tobacco in any form during school hours or in connection with a school-related activity is strictly forbidden and will result in expulsion.
2. Possession, use, sale, or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, or any illegal or threatening device is strictly forbidden and may result in expulsion.
3. Lockers are under the supervision of the DFWPAC. The DFWPAC has ownership over all lockers.
4. Vehicles parked on school grounds are subject to search.
5. Students who intend to drive their cars to school are required to show proof of insurance to the school.
6. The DFWPAC is a drug free student body and campus. To attend the DFWPAC, students are required to sustain from drug use both on and off campus. Students who attend this school are required to submit to random drug testing throughout the school year to insure that our students are drug free.

## **MANDATORY DRUG TESTING POLICY**

**Purpose:** The Dallas Ft Worth Performing Arts Conservatory, in an effort to protect the health and safety of its students, has adopted a mandatory drug-testing program for our students. It is realized that drug abuse is a major health problem among adolescence. We feel that this will act as a deterrent against the use of drugs by our students. Fear of detection and its consequences would relieve the student of the ordinary peer pressures concerning drugs and alcohol abuse. Implementing this program will send a message to the students that we are concerned about their health and safety. Any DFWPAC student in grades 8-12 may be tested. This is a clear indication that our school will not tolerate drug use.

**Process:** Drug testing will be conducted at the DFWPAC All students, grades 8-12; will be subjected to periodic random drug testing during the school year. The students will be selected randomly from the list of students. Through the use of urine samples, the test will be able to detect the presence of drugs taken prior to the test.



### **Drugs that may be tested but not limited to are:**

- Opiates (morphine – codeine)
- Cocaine
- Amphetamines- methamphetamines
- Phencycline- PCP
- Delta 9 – tetrahydro-cannabinol (marijuana)

Any student that refuses to submit a DFWPAC Drug Test and Release form **will not be permitted to attend the DFWPAC for the remainder of the calendar year.**

In the event that your child is chosen at random for such testing and the results are negative, you will be informed by the designated administrator. In the event, your child's name is chosen at random and the results are positive, the following steps will be taken:

#### **Positive Test Results:**

1. Conference with student, student's parents, and designated administrators.
2. The student will be immediately removed from the DFWPAC for the remainder of the calendar school year. Tuition for the current school year is non-refundable and parents are required to pay any outstanding balance of the current school year. In the event that a trip or activity has been pre-paid for with the DFWPAC, all deposits and payments will be forfeited.
3. Mandatory documentation of participation or completion of substance abuse counseling for re-admission into the DFWPAC for the following school year.
4. If a student chooses to return to the PAC the following school year, the student must test negative before they are admitted for the following year.
5. Student will automatically retest with each scheduled random test for the next school year.

If a student refuses to submit to a drug test after signing the consent form, the refusal will be considered to constitute a positive test. No testing will be administered after one hour, from time of refusal will be allowed. The consequences will be as if the student tested positive.

Upon receipt of notification of a positive test the Administrator or his/her designated point of contact will contact the student and schedule a mandatory parent-student conference. A plan of action to prevent future drug abuse will be formulated and agreed upon by the student, parent/guardian and the schools point of contact.

The confidentiality of the results is maintained to the highest regard.

**GENERAL AUTHORIZATION FORM AND RELEASE BELOW**

**DFW Performing Arts Conservatory  
Drug Test and Release Form**

I, \_\_\_\_\_ as a parent or guardian of student, \_\_\_\_\_ acknowledge my child participates in Academics and/or Fine Arts at DFW PAC and as such is required to participate in the **Mandatory Drug Testing Program**.

I understand and agree that participation at the DFWPAC is a privilege that may be withdrawn for violations of the DFWPAC Policies.

I acknowledge that I have received a copy of the Mandatory Drug Testing Program for the DFWPAC. I understand and agree that I am bound by all of the provisions in said program as it now exist and may hereafter, be amended. I have read and understand the drug-testing program as set forth in the policy. I hereby consent and agree to the testing of my child as provided in said program. I understand that enrolling at DFWPAC is conditioned upon the voluntary consent and participation in the drug-testing program.

In consideration of the benefits arising to my child and me from this school, I hereby grant permission for my child to participate in this program. I further authorize the officers and/or employees to communicate my child's drug/alcohol test results both orally and in writing to the PAC designated administrators. I understand that this information will become part of my child's permanent record. I understand that no physician/patient relationship is established by the collection of this urine sample by the PAC Administrator, and that no privilege of confidentiality will attach to these results.

**THIS IS A LEGAL CONSENT AND RELEASE FORM. PLEASE READ IT CAREFULLY AND BE SURE YOUR QUESTIONS HAVE BEEN ANSWERED BEFORE SIGNING.**

Executed this \_\_\_\_ day of \_\_\_\_\_, 2017 at Southlake Tarrant County, Texas

\_\_\_\_\_  
Parent/Guardian

I, the student mentioned above acknowledge that I have read the foregoing consent and release and bound by its terms and the terms of the drug testing program.

I understand it and agree to be

\_\_\_\_\_  
Date    Student    Student I.D. Number

In the event that the student is over the age of 18 years, the student is waving his/her rights of privacy and is agreeing to be contractually bound by this release as an adult.

\_\_\_\_\_  
Student

**MUST BE FILLED OUT, SIGNED AND TURNED INTO THE ACADEMIC TEACHER**

If this drug test release form is e-signed all the above (on the drug test release form) applies as well on the e-sign.