

# IBCFW HANDBOOK 2020/2021

**Our Goal** BCFW Academy strives to provide our students an academically rigorous education in a nurturing environment where students can grow as dancers while pursuing high academic achievement.

**Admission** New and re-enrolling families are required to submit an online application with a yearly, non-refundable registration fee of \$40, sign a handbook agreement, update student forms, and sign a tuition payment agreement. New families then schedule an enrollment meeting before being considered for admission at BCFW Academy.

If your student is accepted, a yearly, per-student deposit of \$500 is due by June 15th to hold your student's spot and complete enrollment for the new school year. This deposit will go toward your annual tuition. All fees are then due according to our tuition payment plan.

**Tuition/Fees** After the enrollment fee, the \*tuition can be paid in full, broken into two installments, or paid monthly. Paying the complete tuition cost by July 1st will result in a discount on your full account balance.

Three Payment Schedule Options:

## 1. Annual Payment

- Discounted yearly \*tuition of \$6,850
- Yearly, non-refundable registration fee of \$40
- \$500 Deposit due by June 15th (to go towards tuition of \$6,850)
- 6,350 paid in full by July 1st (discounted)

## 2. Semester Payments

- Yearly \*tuition of \$6,900
- Yearly, non-refundable registration fee of \$40
- \$500 Deposit due by June 15th (to go towards tuition of \$6,900)
- Two installments of \$3,200 due August 17, 2020 & January 7, 2021

## 3. Monthly Payments:

- Yearly \*tuition of \$7,000
- Yearly, non-refundable registration fee of \$40
- \$500 Deposit due by June 15th (deducted from first month's tuition)
- First month tuition of \$200 due by August 10th
- \$700 due at the start of every month and considered late after the 10th of the month. Late fee of \$15 will be applied to a late payment.

\*Tuition includes unlimited dance classes at the studio. It does not cover the recital or costume fees, Ballet Frontier Company Fees, Nutcracker Fees, or YAGP costs (all optional activities).

## Optional Activities Payment Schedule:

- Recital fee \$70 by November 10th
- Costume fee \$75 for ballet due by October 13th
- Extra dances \$75 by January 7, 2021

**Late Payment** Timely payment according to the payment deadlines is required. Please communicate any potential problems with the Academy before the payment is due. Continued tardiness with payments can result in un-enrollment of your student.

## Academy Schedule and Calendar

### BCFW Academy Schedule:

Doors Open: 7:30 a.m. Morning Activities: 8:00 a.m. Coursework Begins: 8:30 a.m. Dance Classes: 9:30 a.m.-12:30 p.m. Lunch: 12:30- 1:00 p.m. Coursework: 1:00 – 4:00 p.m.

Enrichment classes such as art, music, costume design, etc. will meet on Friday afternoons following lunch.

The Academy follows the Fort Worth ISD calendar for academy days in session but will follow the schedule of the academic program chosen (e.g., iUniversity Prep) for semester deadlines and class assignment schedules.

BCFW Academy offers two 16 week semesters. We have scheduled breaks for Thanksgiving, Christmas and Spring Break.

**Drop Off and Pick Up** Students are not allowed to leave the Academy during class or lunch under any circumstances. If you need to pick up a

student for an appointment, email the BCFW Academy staff.

The family can authorize students to be released

without a person present if specified on the student's profile. BCFW Academy is not responsible for your child after courses have ended when you have given these authorizations through your student's profile.

If your child intends to stay for evening classes, they may wait for the next class in the lobby or work on homework in the classroom. Your student will not be under the supervision of BCFW Academy staff after 4:00 p.m., but there will be a front office staff available if they need assistance.

We value your time and ask that you value ours as well. BCFW Academy staff have specific duties that they need to perform; forethought, time management, planning, and common courtesies are expected.

**Snow or Bad Weather Days** If Fort Worth I.S.D. closes or has late starting time due to snow or other hazardous weather conditions, BCFW Academy will follow suit. Please listen to local TV and radio stations and check your email for weather announcements. BCFW Academy will send an email via Outlook at 6:30 a.m. to notify families of the closure.

BCFW Academy reserves the right to close school for the day, begin school later, or close the school early if Academy administration believes the driving conditions are dangerous or becoming dangerous, regardless of FWISD closures. BCFW Academy will send an email at 6:30 a.m. to notify families of the closure. Students are still expected to continue with the scheduled lesson plans and attend live lessons.

**Security** The doors to the BCFW building will be locked at 8:00 a.m - 3:30 p.m. If a student is

**Health and Medical** Each student must complete a student profile form that gives medical and emergency treatment authorization. Parents are responsible for keeping their student's profile current with the name of the child's physician, as well as the name of the person to contact in an emergency in case a parent cannot be reached. Parents are responsible for notifying administration by email at [BCFWacademy@outlook.com](mailto:BCFWacademy@outlook.com) if they are going to be unavailable by phone and for providing an alternate contact.

In the event of an accident or illness requiring medical attention, BCFW staff will call the student's parents immediately. If parents cannot be reached, depending on the situation, a staff member will take the student to

running late, it is his/her responsibility to text or call the academic facilitator ahead of time and again upon arrival.

**Do not disturb classes by banging on the front or side doors.**

### *Handbook Agreement 2020-2021*

This family handbook is to be used as the guide in all policy matters affecting Ballet Center of Fort Worth Academy. All enrolled students, parents, and staff agree to abide by the rules set forth in this handbook. All enrolled students, parents, and staff are responsible for knowing the handbook's contents and understand that it subject to change at any time, with administrative discretion. Families and staff will be notified immediately if any changes are made.

I acknowledge that I have received, read, and understand the BCFW Academy Handbook policies and procedures.

**Please Sign and Date:**

\_\_\_\_\_  
Parent (Signature & Printed Name) Date

\_\_\_\_\_  
Parent (Signature & Printed Name) Date

\_\_\_\_\_  
Child (Signature & Printed Name) Date

**Family Name (Printed):** \_\_\_\_\_

the emergency room specified on your emergency forms or to the nearest hospital.

Should your student sustain a minor injury while in our care (skinned knee, bumped head, insect bite, etc...) first aid will be rendered as needed. As long as your student is consolable and able to finish out the day, you will be notified of the incident via email.

**Illness Policy** Students may not be brought to school if they have any symptoms of illness. We depend on you to help us maintain this policy. Parents will be notified to pick up their student immediately if signs of illness occur during the day. A student must not be brought to school if one or more of the following exists:

- The illness/injury prevents the student from participating comfortably in a classroom setting.
- The student has any of the following:
- Temperature 100.4 degrees or greater.
- Behavior changes or other signs or symptoms of illness, unless medical evaluation indicates that the child can attend BCFW Academy.

After an illness, the student must be free from fever, diarrhea and/or vomiting for 24 hours without the aid of medication before they may return to the Academy. Vomiting will necessitate our sending your student home immediately.

If lice are found, your student will be sent home immediately.

If your student has been diagnosed with a communicable disease, the student will not be able to return until a medical evaluation determines that the student is no longer contagious and is able to participate in the BCFW Academy's activities. You will be responsible for providing the staff with a doctor's note.

If circumstances have resulted in your student requiring special care or restrictions due to broken bones, stitches, IV fluids, or respiratory aid, BCFW Academy will need to receive a full medical release from your student's physician before returning to school and/or dance classes.

A sick student may not return to school until twenty-four hours after he/she is free of fever and other symptoms without the aid of medication. If in doubt, it is best to keep your student home for the protection of your student as well as the rest the academy.

If your student misses school due to an illness, injury, or a doctor's appointment, check Connexus for your student's assignments. Because all assignment information is posted online, the student is still responsible as reasonable for the scheduled work in the event of an absence. If you

have any questions, please promptly email, webmail, or text the teacher for clarification.

**Medication** BCFW Academy staff may not administer medication to a student. Please do not ask BCFW staff to give prescription medication. All medications must be given by the parent.

EXCEPTIONS: Only office staff may administer or oversee the following medications:

- External medications such as eye or ear drops, triple antibiotic, or rash medication (hydrocortisone)
- Breathing treatments for asthma
- Medication to counteract an allergic reaction: Benadryl, Epipen

## Absences and Make-Up Work

The full tuition is due whether a student is present or not. There are no refunds or discounts due to absences. Please understand that we can make no exceptions.

Students and staff are to remain in the safe area until the all clear has been given. Parents will be notified of the situation and its current status as

staff is able to do so.

## Complaints and Concerns

If you have a complaint or concern, express it promptly to the appropriate person. Keeping it to yourself or speaking to uninvolved parties can cause ill-feelings and friction, which decreases our educational partnership effectiveness.

1. Make your complaint in such a way that it will result in the betterment of your student's learning and BCFW Academy. Academy staff and parents should always strive to be an example to our students in handling any conflicts.

2. Address the correct person.

- Concerns regarding BCFW Academy policy or operations should be expressed directly to the Academic Facilitator.
- Concerns about classroom operations or teaching should first be expressed to your student's teacher, the Academic Facilitator, or the Academic Advisor. Then, if not satisfied, express your concerns to the

\*If you have any questions or concerns regarding the Family Handbook, please contact the Administration via email at [BCFWacademy@outlook.com](mailto:BCFWacademy@outlook.com)

Parents are responsible for providing their student with a lunch that **does not need to be heated**. We discourage unhealthy items such as candy bars and sodas.

Due to food allergies and family choices, students are **not** allowed to share food with their peers.

Students will not be permitted to bring food or drinks into the classroom, with the exception of water. All lunch boxes must be left outside on the shelves in the lobby during classes.

## Emergency

**FIRE** Teachers will make sure that the students in their care get safely outside and away from the building. All students will be supervised outside until the "all clear" sign is given to re-enter the building. In the case of an actual fire, parents will be notified to pick up their students.

Academy Administration.

3. Express your concern clearly and calmly. Make sure the person to whom you are expressing your concern knows all the details of the situation, exactly what you are concerned about, and why.

## Dismissal From the Academy

BCFW Academy reserves the right to dismiss a student for serious behavior problems, non-compliance of school policies, or non-payment of fees. Dismissal may result immediately if the Administrator feels that BCFW Academy is in jeopardy, or parents have not followed policy.

## Withdrawal From the Academy

If the need arises to withdraw your child before the end of the year, the parent is responsible for giving a written notice to the Academy. Your student's academic program may have its own withdrawal policies that parents are required to follow.

**TORNADO** In the event of a tornado warning in which taking cover is advised, academic facilitators will take the students in their care to the designated tornado shelter. All staff and students should protect themselves once they are in the designated shelter area by:

1. Sitting on the floor, face turned down. 2. Drawing their knees up under them. 3. Covering the back of their head with their hands.

Students will be closely supervised in the tornado shelter area until the "all clear" signal is given.

**LOCKDOWN PROCEDURE** Lockdown procedures could be initiated by either the police department or BCFW Academy staff if they feel that a lockdown would be in the best interest of the students.

The following is the procedure for a lockdown:

1. Shut and lock the classroom door. 2. Keep

students as calm and quiet as possible.

All absences will be unexcused until an email has been sent to the Outlook account. **Please send an email to [BCFWacademy@outlook.com](mailto:BCFWacademy@outlook.com) by 8:30 a.m. if your child will not be attending school.**

Visit Connexus to find assignments as well as missing course work. If additional clarity is needed, the student can contact the teacher via email, webmail, or by text.

In the event of outside performances or auditions, vacations, academic or extracurricular activities, please email the BCFW staff *prior to the absence*.

BCFW Academy understands that situations arise that may require you to check your student out before the end of the school day. If this need arises, please email the academic facilitator by at least the morning of the early dismissal need. Please clearly explain the reason in the email. If an emergency arises where prior notice is not possible, please text or call the Academic Facilitator as soon as possible, and send an email when convenient. Please understand that the Academy seeks to provide a productive learning environment for all our students. During school hours, please wait in the lobby for your student.

## Grades

Grades are monitored to help assure academic success. If concerns arise regarding coursework or grades, the Academic Facilitator will communicate with parents and steps will be taken to assist the student (see the section on Academic Performance). Grades are not given by BCFW Academy but by the student's chosen program.

iUniversity Prep iUniversity Prep teachers grade their student's work and log these grades. Teachers may also grade participation in live lessons. While students are not training, they are required to tune in for live lessons. If a live lesson is missed due to training, the student is required to watch the recordings of missed live lessons. In some cases a student will need to miss dance classes to attend a live lesson. This determination will be made by the iUniversity Prep teachers and BCFW Academy staff

iUniversity Prep is designed to help shape your child into a self-sufficient and self-motivated student. While it is the student's responsibility to actively follow their progress on Connexus, BCFW Academy's academic facilitator and tutors will equip your students with the tools to communicate effectively, work diligently, and utilize time wisely. In accordance with the parental partnership, tests that are not given in class **MUST** follow the Academy's test policy. **Parents must monitor their student taking the test and adhere to the instructions, such as open-book or closed-book and time requirements.**

While monitoring student's grades on Connexus, if an academic facilitator, parent, or student is unhappy with a course's grade, the student is encouraged to email the teacher to ask if he/she can retake low-scoring assignments. It is at the teacher's discretion to allow students to retake assignments. Many teachers will request that the student meet with them online for a tutorial before doing so.

Approved Homeschool Curriculum Though BCFW Academy is willing to consider admitting a student using an independent curriculum besides iUniversity Prep, this is at the discretion of the BCFW Academy Director and the Academic Advisor and will be considered on a case-by-case basis. The Academy will not grade assignments, record grades, or create lesson plans. BCFW Academy will tutor the student as needed with coursework prescribed by the parent, proctor quizzes and tests, mark attendance, document dance hours, and communicate progress or concerns to parents. The parent is ultimately responsible for the academic success of the student.

## Students with Learning Challenges

If your child has challenges that make learning in the classroom difficult due to a disability, please notify the BCFW Academy staff to schedule a meeting to discuss your child's particular needs.

## Academic Performance

BCFW Academy expects all enrolled students to strive for excellence in their academics. To uphold a rigorous classroom environment, where all students can grow to their full potential, it is crucial that all students give their best effort, attitude, and attention to their academic studies.

**Academic Probation** In accordance with this goal, students who maintain a grade of 69 or lower or maintain a C average will be subject to academic probation. During academic probation, a student is given an outline of goals to guide them back to success in their coursework. Academic facilitators will notify parents if a student is failing.

- Student may be suspended from BCFW Academy. Further action may be called for. During any suspension your student is still required to fulfill all assigned coursework

Automatic suspension or expulsion can be issued at any time if the student is found to be physically or verbally aggressive, participating in bullying behavior either on campus or online, using profanity, or in possession or under the influence of illicit drugs or alcohol, in possession of tobacco or tobacco related products, or weapons of any kind.

Parents should honor a teacher's disciplinary decisions, especially in front of and to your student; strife causes dissension between staff and students. If at any time a misunderstanding or disagreement develops, it becomes the obligation of both parties to resolve the situation by going directly to the parties involved for clarification and explanation. Should further assistance be warranted, email for a conference.

## Dance Classes and Dress Code

All students enrolled in the Academy are expected, unless suggested by the Academic Facilitator to attend all the dance classes included in this program. While students do not receive grades in dance classes, we are expecting all the students to consider the dance training as part of their Academic goals and they will receive an evaluation and feedback at the end of each Semester

Ladies are required to wear:

- Motionwear leotard style 2201, color shadow gray
- Pink, split-sole, canvas ballet shoes
- CAPEZIO 9 tights in Classical Pink color
- Leotard color in accordance to placement level at BCFW
- Hair in a well-kept ballet bun Gentlemen are required to wear:
- White split sole canvas ballet shoes.
- WearMoi Men's Microfiber Footed Tight
- WearMoi Zip Front Short Sleeved Leo with Built-in Thong Dance Belt Tan jazz shoes will be required for Jazz, barefoot for Modern. No jewelry is permitted in dance classes.

**Lunch/Food** The Academy does not provide lunch.

5. Always be where you are supposed to be. 6. Take care of the studio, your belongings, and the belongings of others.

**School Guidelines** (on campus or during school sponsored events) :

1. Tobacco or tobacco related items, illicit drugs, alcohol, fireworks, or weapons, including replicas and pocket knives of any size, are not allowed on campus.
2. The use of profanity is not acceptable.
3. Inappropriate conduct, in-person or online, including social media, text messaging, etc. is unacceptable.
4. Zero tolerance will be given for bullying through words or actions.

### Classroom and Technology Guidelines:

1. Bring all required books and supplies to class.
2. Have your supplies out and ready to work when class begins.
3. Raise your hand to speak if you require assistance.
4. Stay on task and topic during class.
5. Do not pass notes or messages fellow students on any digital platform during school time.
6. Do not leave the class without expressed permission from the academic facilitator.
7. Cell phones may only be used to contact a teacher after expressed permission from the academic facilitator.
- 8.

Websites visited should be related to schoolwork or be websites pre-approved for use by academy staff.

**Minor Consequence** (issued at discretion of BCFW Academy staff):

- Student will hand write a sincere apology letter to the offended party •
- Student will be required to sit out of Academy ballet class or classes and write detailed notes
- Parent will be notified by email by academy staff

**Major Consequence** (issued at discretion of BCFW Academy staff)

- Student will hand-write an sincere apology letter to the offended party
  - Parent will be called by teacher or administration
- At times a grade will appear as failing when it is actually just temporary zeros for behind work. In these cases, parents and tutors will work together to discuss the best plan and schedule to help the student get back on track.

**No Pass, No Play** The student will be required to sit out of Academy dance classes until failed grades are above passing. This encourages the student to focus their time and energy on their coursework. Students may choose to attend dance classes in the evening (all dance classes are unlimited and are included with tuition).

## Technology

Students and their families must have access to the following:

- A computer with regular internet access. Chromebooks' processors are not compatible with iUniversity Prep's curriculum and should not be purchased. Each computer must have:
  - Microsoft Office or access to Google Docs
  - A file for saving digital copies of all school documents.
- Safe web protection (such as: K9 protection, Covenant Eyes, etc...)
- Email account that is checked on a daily basis for

teacher and school communication

BCFW Academy highly recommends that families install safe web protection software or a utilize a monitoring service for electronic devices. Please contact the Academy if you need a list of resources for securing your student's devices. Students' screens are monitored as possible, but tutors are often actively helping students with coursework. Students are expected to follow BCFW's technology policy at all times (see *Code of Conduct*).

BCFW Academy will support and expect compliance with iUprep' Technology Policies which states:

Students shall not—

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber bullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or website to engage in or encourage illegal behavior or threaten school safety, including

off school property if the conduct causes a substantial disruption to the educational environment. (Student Code of Conduct, pg. 10.)

Students and parents will be asked to sign GCISD Acceptable Use Policy Administrative Regulation for Acceptable Use of Technology Resources (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Technology agreements and Policies can be found here: <http://www.gcisd-k12.org/Page/766>

**Unacceptable and Inappropriate Use of Technology Resources** Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are ***abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal***. This prohibition also applies to conduct ***off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment***. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an 48 educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text;' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

**Communication** Communication is an important link between families and the Academy.

It is important that communications are sincere and thoughtful. Parents should feel open to communicate any issue or needs with the academic facilitators and iUprep teachers. Parents are encouraged to email with academic facilitators and teachers about non-emotional issues and contact us when more serious concerns arise. Please respect BCFW Academy staff's family time by understanding the staff may need to leave promptly after school hours and can be available by appointment or phone. Should your situation warrant a more in depth conversation, academic facilitators will schedule an in-person meeting with you.

Teachers and BCFW tutors may communicate with you via email in regards to details about student's assignments. It is imperative that you respond promptly and diligently to these requests.

Academic Facilitators, Academic Advisor, and tutors are eager to discuss any school-time concerns or question you have. Please respect Enrica's busy schedule by addressing all academic concerns to BCFW academic staff. If you have non-academic concerns related to dance training, please make an appointment to meet with Enrica. If a group meeting is needed with both academic and dance staff, an appointment can be arranged.

Please relay any special needs of your family, such as information about illness, hospitalization, death, etc. via email. As a small community, we would like to provide as much assistance for your student and family in these times of need.

## Code of Conduct

The goal of the Academy is to direct students toward acceptable behavior that helps develop self-control and to maintain the order necessary to accomplish the academic, artistic and social growth desired. We do not see discipline as punishment, but rather as correction. Students will be corrected for displaying inappropriate behavior and decisions.

### Academy Code:

1. Show respect to every student and every adult.
2. Treat fellow students kindness and compassion.
3. Use words that compliment, help, and show support.
4. Settle differences peacefully, together.