



Parent and Student Handbook

2017-18

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I. Introduction

The Rocky Mountain Ballet Academy (RMBA) Parent and Student Handbook combines dance and school community information and policies. RMBA reserves the right to terminate, amend, or modify its policies at any time, for any reason, and with or without prior notice. RMBA will attempt to provide reasonable notice of any changes or additions to the policy. Any questions or comments about the contents of this book should be directed to the School Directors or Administration.

School Contact Information

Office: 720-693-0101

Email: info@rockymountainballetacademy.com

Website: rockymountainballetacademy.com

Rocky Mountain Ballet Academy Mission -

Rocky Mountain Ballet Academy (RMBA) promotes excellence and access to the art form of ballet through dance education. RMBA strives to produce dancers possessing a strong, clean, classical technique with emphasis on artistry, musicality, and purity of line. We offer comprehensive classical ballet training in the Vaganova Method – a curriculum based on the finest traditions of Russia’s Imperial Ballet School and the Mariinsky Theatre.

At Rocky Mountain Ballet Academy, the students are our only priority. With class sizes that allow for individual attention to all students, each one will get the necessary feedback to grow in technique, musicality, and artistry.

Statement of Community and Code of Conduct

The RMBA community is based on a philosophy of respect and cooperation. All members of RMBA community – students, parents, faculty, staff, trustees, and alumni -- are expected to abide by the RMBA community standards for behavior as articulated in this handbook and to act respectfully toward each other. When students are respectful of other people and their property, serious about their classes and their activities, and safety-conscious, they will rarely come into conflict with our social expectations. The RMBA community is founded on the belief that young people are building skills for life in an environment where honesty, integrity, and respect are taken seriously. All students are asked to abide by the following guidelines in all of their endeavors at RMBA:

- I will resolve all conflicts peacefully;

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- I will deal honestly and respectfully with all members of RMBA;
- I will demonstrate stewardship of the RMBA environment. This includes all school property, areas and buildings around RMBA and the personal property of others;
- I will abide by the principles of this code and the policies outlined in Rocky Mountain Ballet Academy Parent and Student Handbook.

Student/Parent Conduct

Students are expected to act respectfully towards fellow students, visitors, faculty, and staff members. All members of the community should speak courteously to each other at all times. Any rude or aggressive behavior from students or parents will not be tolerated. Any use of offensive language or harassment of RMBA employees will result in dismissal without refund. Parents are prohibited from disciplining any child besides their own. They are to report any questionable student behavior directly to a RMBA employee.

Reporting Incidents

Students and Staff are mutually responsible for reporting any incidents that occur in and around RMBA. Once aware of an incident, students must inform the appropriate RMBA staff member. An incident report will be completed, which will be forwarded to the School Directors, parents, and any other parties deemed necessary.

Disciplinary Process

RMBA is a community based on trust. We expect our students to act in a manner that exemplifies courtesy, concern for others, responsibility, and respect for property. RMBA may take disciplinary action or require the withdrawal of a student for failure to comply with the rules of conduct, or because of disregard of other major school regulations, violations of the law, or lack of parental cooperation. Disciplinary action may result in fines, community service, and depending on the degree of the infraction, detention, suspension, or dismissal from RMBA. The level of disciplinary action is the sole discretion of the School Directors. Generally, the RMBA Staff will respond to infractions in the following fashion:

- First Offense: Verbal and/or Written Warning.
- Second Offense: Detention and/or Suspension. Parents will be notified. The student (and parents) may be asked meet with the School Directors to discuss the situation.
- Third Offense: Additional Detention, Suspension, or Expulsion.

RMBA is not required to provide prior warnings to students and may, in its sole discretion, advance to more severe actions, including immediate expulsion.

RMBA reserves the right to immediately dismiss any student whose attitude, class attendance, work habits, interrelations with fellow students and School staff, or

general conduct is deemed by the School Directors to be unsatisfactory or unacceptable. It is the practice of RMBA to summon police authorities to manage situations involving illegal activity on or off the school premises by any student or individual. All tuition, registration fees and down payments paid to RMBA on behalf of any discharged student are forfeited. Persons unwilling or (due to pre-existing injury or chronic illness) unable to fully commit themselves to the daily regimen of a model student, and to conform to reasonable and accepted standards of discipline are advised not to enroll in Rocky Mountain Ballet Academy's Programs.

II. Rocky Mountain Ballet Academy Policies and Expectations

Building Security Procedures and Protocols

Students under 18 may not leave the building after being dropped off (unless in an emergency) and must be picked up by a parent/guardian on time by the end of each class. Only with the permission of a parent/guardian may students under the age of 18 leave the building after being dropped off. RMBA is not responsible for any student outside of the classroom.

Fire Safety

Failure to evacuate during a fire alarm is illegal. In case of a fire alarm, the students must evacuate the building immediately. Tampering with fire equipment, including the fire extinguisher, exit signs, smoke detectors, fire alarms, and fire doors is a serious violation of Colorado law and RMBA regulations.

Personal Property

Rocky Mountain Ballet Academy accepts no responsibility for loss/damage of personal property. It is recommended that insurance be obtained to cover a student's valuables. Personal locks on dance bags is suggested.

Food

If the student is at the studio for an extended period of time, it is the responsibility of the student to bring enough food to last throughout the day/rehearsal.

Due to students with allergies, RMBA is a NUT FREE ZONE. Please do not pack nut products of any kind. Students should not share food.

We expect students to respect the space provided. If a student makes a mess, it is expected that s/he clean it up. Trash should not be left on the floor. There are trash bins in several areas for student use.

It is recommended that each student bring a large water bottle for use in the classroom. There are drinking fountains for refilling.

Dressing Rooms

Dressing rooms are available to all levels of students. RMBA reserves the right to open and search a student's belongings if there is a concern regarding students' safety, knowledge of weapons, contraband (i.e. alcohol, drugs, or drug paraphernalia), or stolen materials. Dressing rooms must be emptied at the end of the each day; any items left in the dressing rooms at that time may be thrown away or placed in Lost and Found.

Lost and Found

Lost and found items are collected in a designated place at RMBA. Items such as keys, glasses, or electronics will be kept at the office. Students are asked to mark all belongings with their names in permanent ink. Valuables and money should not be brought to the studio. RMBA assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, cell phones, or other personal items that are left unattended at the RMBA building.

Use of Cell Phones and Other Electronic Devices

Students are prohibited from using ALL electronic devices while in the studio during class time; this includes but is not limited to cell phones, music devices, gaming systems, and video/digital cameras. School faculty reserves the right to confiscate any and all devices during class, to be returned to the student at the completion of the class. Having and using a cellular phone at RMBA is a privilege, which can be revoked by the School Directors at any time. Phone calls can be made only outside of the classrooms. In case of an emergency, calls to students can be made via the Office or a faculty/staff member's cell. RMBA staff will retrieve the student or relay the message.

Drop off and Pick up

RMBA staff is not responsible for any student outside of the studio classroom.

We recommend parents park their car and escort dancers to and from their first studio classroom if the student is alone. Parents are more than welcome to go to the studio doors to drop off and pick up students. We ask that students not wait on the 1st floor to be picked up. If a student is old enough to walk down to the 1st level alone, we ask that the parent call or text the student to let him/her know that their ride is at the building and waiting, prior to them walking down to the 1st floor.

Students must be picked up by the end of their class each day. RMBA Staff is not responsible for students after class. However, any RMBA teacher who must stay late

due to a tardy pick-up, the student's parent/guardian is responsible for paying \$1 per minute, unless in case of emergency.

Pets

Out of respect to those who are allergic or have a fear of animals, no pets of any kind are allowed at RMBA.

III. Medical Release and Care Waiver

Medical Release Forms

Medical Release Forms are required to be on file for all students. These forms will be made available to any and all treating medical personnel. The parent(s) or guardian(s) of minor students will be contacted prior to seeking medical attention, except in the case of medical emergencies. No student is permitted to begin class without their medical form submitted to RMBA.

Medication Policy

Students are responsible for keeping all medications in a safe place and not accessible to other RMBA students. RMBA staff will not remind students to take medication nor will the RMBA staff assume responsibility for any student's failure to take medications. Students are strictly forbidden from sharing, giving away or selling their medications.

Medical Attention for Sick or Injured Students

In the event of an emergency (i.e. the student is unconscious, has a broken bone, is bleeding uncontrollably, etc.), the student will be taken immediately to an emergency room.

IV. Class Policies

Level Placement, Advancement and Exams

All students are continually assessed to ensure proper placement in the correct level throughout the year. In some cases, students may be moved to a higher level. It is rare, although possible, that a student may be moved to a lower level. All level placements and changes made by the School Directors are final.

Annual Exams, held between in the Spring for Levels 4 and up, allows our Directors and Faculty to give a final assessment of student progress. A successful Exam does not necessarily guarantee advancement to the next Level. However, Exams are weighted heavily and official Certificates of Achievement are awarded.

Please Note: It is not uncommon for students to spend more than one year in a level. Students do not automatically advance to the next level each year. Emotional maturity, physical development, comprehension, competency of execution, correct body positioning, and adequate body strength may require additional years of training at any given level. Age is considered for placement of young dancers in beginning levels.

Class Attendance and Tardiness

Students are required to attend all assigned classes and rehearsals, either as full participants or, in cases of minor illness or injury, as attentive observers seated inside the studios. Irregular class attendance constitutes grounds for dismissal. A student will be excused from class or rehearsal only in the case of serious illness or injury or genuine emergency. If a student is sick or injured and will miss class, RMBA staff must be notified immediately. Students are expected to arrive at RMBA with sufficient time to properly prepare for the start of their dance classes and rehearsals. In the interest of injury prevention, RMBA reserves the right to bar any student who arrives for class late from participating in the class other than as an observer. Chronic lateness constitutes grounds for dismissal from RMBA.

Inclement Weather and School Closings

RMBA is not responsible for classes canceled as a result of extreme weather conditions or other circumstances beyond the control of RMBA. RMBA's Facebook page and website will be updated to reflect changes to the daily schedule due to inclement weather. RMBA follows the Denver Public School's decision for cancellations, as well as all holiday closures.

Instructor-Student Contact

RMBA strives to offer teaching that is individual and "hands-on." It is appropriate for a member of the faculty to manually and physically position a pupil to expound a point of instruction or to pinpoint for an individual flaw in his or her technique. RMBA neither condones nor tolerates any touching of students by instructors that is harmful, professionally reckless, or that violates generally accepted tenets of propriety. Before enrolling a student, please consider that it is RMBA's School policy to correct children with physical contact. If a student or parent/guardian is uncomfortable with this policy, they may wish to reconsider enrolling the student.

Photography/Videography Release

All RMBA students must have a signed signed Photography/Videography Release form on file.

Performances

RMBA offers performance opportunities during the year. Auditions are held and casting decisions are left to the discretion of our Directors and Faculty. Performance fees are separate from monthly tuition fees and must be paid on the date they are due in order to participate.

Costume Care/Rental

Many of our students will be issued RMBA costumes to wear during performances and other events. It is the responsibility of each student to take care of the costume s/he has been assigned. There is to be no eating or drinking (other than water) while in costume and all costumes must be immediately hung up after use. Any damage to a costume must be immediately reported to the RMBA staff immediately.

Dress Guidelines

Students are expected to follow the following dress code in dance classes:

Female students in Levels 1 and up:

- Black Camisole Leotard (underwear should not be worn under the leotard); Colored leotards are at the discretion of the teacher.
- Ballet pink tights (name brand, such as Capezio or Bloch - please no tights from Target). Levels 4 and up must have Transition Tights (ones with a hole at the bottom of the foot).
- Pink canvas ballet slippers (with ribbons for Levels 4 and up) pointe shoes (for those on pointe), black jazz shoes (for those taking Jazz), black character shoes (for those taking Character).
- Skirts and warm ups may be worn at the discretion of the teacher.
- Hair must be worn neatly in a secured bun



Female students in Pre-Ballet and Tap:

- Leotard of any color (underwear should not be worn under the leotard)
- Pink tights (name brand such as Capezio or Bloch - please no tights from Target), pink canvas or leather ballet slippers, tap shoes (for those taking Tap).
- Skirts are allowed, but not required
- Hair should be pulled back and out of the face



Male ballet students:

- White fitted t-shirts
- Black tights and white ballet slippers
- Warm ups may be worn at the discretion of the instructor



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- Levels 7 and up: Men's dance belt

Students may not wear any extraneous or concealing garments during ballet classes. Students with minor injuries may wear close-fitting leg warmers. In situations when students are not dressed in preparation for dance class, students must be dressed in a manner that reflects respect for the RMBA community, and promotes focused teaching and learning.

Therefore, when outside of the classroom, clothing must completely cover the chest, stomach, back, and buttocks at all times. Footwear must be worn at all times. Clothing must not:

- Contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs.
- Reveal undergarments.

Students may not leave RMBA in just their dance attire. It is recommended that students have a t-shirt, sweatpants or shorts and a light jacket to either change into after class or put over their dance attire when leaving the building. Students who do not follow these guidelines or who do not follow reasonable standards of decency in their choice of school attire may be asked to change clothes, dismissed from class, or be sent home. Repeated or intentional violations will result in further discipline. RMBA reserves the right to interpret the dress code as needed.

V. TUITION AND OTHER PAYMENT INFORMATION

Tuition Payment Agreement

By registering in any class at Rocky Mountain Ballet Academy, students and parents are committing to pay tuition in full by the 1st of each month. Any additional fees (performance fees, DVD orders, Summer Intensive fees, costume rentals for competitions, etc.) must be paid by the due date assigned.

There will be a \$25 late fee charge for tuition not paid by the 5th of each month.

There will be a \$25 fee for any returned checks. If a check is returned, the Directors will require all future payments be made by credit card, cash or money order.

Students who are not current on tuition and fees by the 5th of the month may not attend class or rehearsals until all fees are paid.

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All dance tuition paid to RMBA is non-refundable and non-transferable.

Chronic lateness of tuition payment is grounds for dismissal from RMBA.

Registration

RMBA classes are filled on a first come, first served basis. The program has a limited capacity and it is important to complete the registration process in a timely manner to reserve a space. Registration is not considered complete until payment has been submitted. Tuition must be paid on time to continue to reserve the student's spot.

Registration for the 2017-18 fall classes begins July 26th, 2017.

Payment Terms

Payments are accepted via credit card, cash, money order or check. RMBA uses the Mindbody Software Program. Tuition may be paid online. Instructions will be given on how to access the Mindbody site. Setting up an automatic charge on the 1st of each month is an option.

Monthly payment schedule for the 2016-17 studio year:

July 26th:	Registration opens \$25 Registration Fee First monthly tuition fee to be paid to secure a spot Classes begin August 14th
Sept. 1st:	No tuition due
Oct. 1st:	Monthly tuition due
Nov. 1st:	Monthly tuition due
Dec. 1st:	Monthly tuition due (no exceptions)
Jan. 1st:	Monthly tuition due
Feb. 1st:	Monthly tuition due
Mar. 1st:	Monthly tuition due
Apr. 1st:	Monthly tuition due
May 1st:	Monthly tuition due

Performance fees are in addition to the monthly tuition. Fees range in price, dependent upon the level the student is in. Performing in shows is not a requirement, but it is highly encouraged. Part of a dancer's successful training at RMBA includes the importance of performance.

Withdrawal from RMBA

Tuition or payments already made to RMBA are non-refundable. Pre-existing injuries, chronic, debilitating illnesses, or those who are physically incapable of participating

fully in the rigorous program of training and performing at RMBA, should not enroll. Any student who begins training but is found to have a pre-existing injury or illness requiring him/her to go home will not receive tuition refunds.

If a student has to withdraw due to an unforeseen injury or illness, money paid toward tuition may be deferred. In addition to written notification of the withdrawal, RMBA must receive documentation from the student's physician confirming the injury or illness. Payment for administrative fees (i.e. Registration Fees, Deposit Fees) cannot be deferred. Approval to defer payment is granted on a case-by-case basis.

Scholarships and Financial Assistance

RMBA is proud to offer scholarships and financial assistance to fully registered students. Scholarships and financial assistance are provided to recognize talent and create access to dance training for those students who might not otherwise be financially able to participate.

Students apply to RMBA for financial assistance and are awarded assistance based on merit as well as financial need. Assistance can range from partial to full tuition assistance. Assistance is for one studio year, and does not include summer programs. Students must apply anew each year.

Recipients of scholarships or financial assistance are expected to present themselves in exemplary fashion. Unacceptable behavior or poor attendance will result in the immediate revocation of the scholarship or financial assistance.

Tax returns (2016) and a completed RMBA Scholarships Policy and Application Form are required if applying for financial assistance.

VI. PRIVACY POLICIES

Rocky Mountain Ballet Academy is committed to protecting your privacy. RMBA collects personal information, such as your e-mail address, parent contact information, student data, etc. Information collected by RMBA is used solely for the purpose of billing and completing student registration based on your purchase.

Use of your Personal Information

RMBA and its operational service partners, collect and use your personal information to process billing based on class registration requests. This includes issuing billing statements and invoices. RMBA will also use personal information to inform you of school-affiliated events and notices. RMBA may contact you via surveys to conduct research about your opinion of current programs or potential new programs that may

be offered. RMBA does not sell or lease its customer lists to third parties. RMBA may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to (a) conform to the edicts of the law; (b) protect and defend the rights or property of RMBA including its Tuition, Admission & Registration webpages; or (c) act under exigent circumstances to protect the personal safety of users of RMBA or the public.

Control your Personal Information

To stop the delivery of future e-mail notices from RMBA, you may respond directly to any email you receive with a request to remove you from the mailing list.

Security of your Personal Information

RMBA is committed to protecting the security of your personal information. When transmitting highly confidential information (such as a credit card number) over the Internet, RMBA uses a secure payment gateway so your information is protected.

Changes to this Statement

RMBA will occasionally update the Statement of Privacy to reflect School and customer feedback. If there are material changes to the Statement or in how RMBA will use your personal information, RMBA will prominently post such changes prior to implementing the change. RMBA encourages you to periodically review this Statement to be informed of how RMBA is protecting your information.

Medical Form Statement of Privacy

RMBA takes great care in protecting medical information of all students. Student medical forms are securely stored at RMBA and only made available to authorized staff members on a need to know basis. Medical forms are made available to medical authorities in case of emergency per RMBA's Medical Release Form. RMBA will not retain any obsolete student medical information or files.