



Student and Parent Handbook

2019 Summer Intensive Program

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I. Introduction

The Rocky Mountain Ballet Academy Student and Parent Handbook combines dance and school community information and policies. Rocky Mountain Ballet Academy LLC (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

Becca Slavin's Cell (for emergencies, only): 858-925-3622

Email: becca@rockymountainballetacademy.com

Website: rockymountainballetacademy.com

Rocky Mountain Ballet Academy LLC Mission - Achieving perfection of technique and excellence in performance through hard work, dedication, discipline and learning.

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.

At RMBA, 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;
- 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 The Rocky Mountain Ballet Academy Student and Parent 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, if appropriate, which may 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 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: Suspension. Parents and School Directors will be notified. The student (and parents) may be asked meet with the School Directors to discuss the situation
- Third Offense: Additional 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 by the student. 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 2019 Summer Intensive Program.

II. Rocky Mountain Ballet Academy LLC 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 day.

Fire Safety

Failure to evacuate during a fire alarm is illegal. In case of a fire alarm, the students must evacuate the building immediately following the posted fire evacuation instructions. Theft or improper use of a fire alarm is prohibited. 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. There will be a \$200.00 fine and immediate dismissal of any student found pulling a fire alarm when there is no fire or emergency.

Personal Property

RMBA accepts no responsibility for loss/damage of personal property. It is recommended that insurance be obtained to cover a student's valuables.

Food

RMBA does not provide or sell food. It is the responsibility of the student to bring enough food to last throughout the day. RMBA has a refrigerator and microwave in the Office for student use. Students may have to sit on the floor to eat, so please do not pack anything that is too messy. Please mark all tupperware, food storage bags, lunch boxes, etc. with the student's name.

Due to students with allergies, RMBA is a NUT FREE ZONE. Please do not pack nuts of any kind. Also, for this reason, please do 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 daily use in the classroom, as well. There are drinking fountains for refilling.

Dressing Stalls

Dressing stalls 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. Any items left in and around the studio at the end of the day 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 securely in the office. Lost and found items are kept until the end of Summer Intensive. If not claimed by that time, items will be sent to local charity organizations. Students are asked to mark all belongings with their names in permanent ink. Valuables and large sums of money should not be brought to school. RMBA assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, 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. Students may carry cell phones with them throughout the school day but they must be silenced or turned off during classes unless otherwise specified by a teacher. Phone calls can be made only outside of the classrooms. Students are not permitted to leave classes to take phone calls. Please be mindful of the time before making or receiving calls on your phone. In case of an emergency, calls to students can be made via the Office or Becca Slavin's cell. RMBA

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staff will retrieve the student or relay the message. If a student is using their cell phone improperly, they will first receive a warning. Subsequent infractions will result in the completion of an Incident Report. Students who commit more than two infractions of the cell phone use policy may have their cell phone privileges revoked for a period of time.

Drop off and Pick up

RMBA staff is not responsible for any student outside of the studio. We recommend parents park their car and escort dancers to and from the studio entrance. If parents choose to use the drop-off/pick-up area outside of the studio, we require that all dancers wait inside the studio until they receive a text message or phone call from their parent or guardian letting them know that their ride has arrived. No dancer should wait outside for their ride to arrive.

Students must be picked up by the end of the last class each day. RMBA Staff is not responsible for students after 5:00PM. If there is an emergency, please call Becca's cell. If a Staff member must wait with a student due to late pick-up, there will be a \$5 fine for every 5 minutes after 5:00PM and disciplinary action may be taken.

Pets

No pets of any kind are allowed at RMBA.

Fireworks

Fireworks of any kind are illegal in Colorado and therefore prohibited. If fireworks are being stored or found by any student, that student is subject to disciplinary action and/or dismissal from RMBA and violators will be prosecuted. Other incendiary devices including, but not limited to, candles and incense are also strictly prohibited.

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 forms submitted to RMBA.

Medication Policy

As stated in the Medical Form, students may have access to over-the-counter medicines via RMBA staff in the main office. RMBA staff will not remind students to

take medication nor will RMBA have or assume responsibility for any student's failure to take medications. Students are strictly forbidden from sharing, giving away or selling their medications. Doing so constitutes a major infraction.

Medical Attention for Sick or Injured Students

In the event of an emergency (i.e. the student is unconscious, has a broken bone, is uncontrollably bleeding, etc.), RMBA will call 911 or seek emergency medical care.

IV. Class Policies

Level Placement and Advancement

All students are automatically and continually assessed to ensure proper placement in the correct level throughout the Summer Intensive. 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. RMBA faculty will not discuss any request for an individual student's level placement. All level placements and changes made by the School Directors are final.

Please Note: 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.

Student Evaluations and Recommendations

Please do not request student evaluations or recommendations. These are services we cannot provide as part of the Summer Intensive.

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.

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.

Final Performance

Parents, guardians, and relatives of students are invited to view the Final Performance on July 12th at 3:00PM (subject to change). Photography and videography are allowed during this performance. All participants in the Final Performance must have a signed RMBA Photography/Videography Release Form on file.

Casting priority will be given to those enrolled in the full 4-week program.

Many of our Final Performance participants will be issued RMBA costumes to wear. 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 our in-house Costume Manager, Christine Titera.

Dress Guidelines

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

Female students:

- Black Leotards (please refrain from wearing leotards with large cut-outs)
- Pink tights, pink canvas ballet slippers with ribbons, pointe shoes (for those on pointe), jazz shoes (recommended), character shoes (recommended).
- Skirts and warm ups may be worn at the discretion of the instructor.
- Hair must be worn neatly in a secured bun

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Male students:

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

Students may not wear any extraneous or concealing garments during ballet classes. Students with minor injuries may wear close-fitting leg warmers (pink for females, black for males) at barre only. Throughout the Summer Intensive students are scheduled for jazz classes. Students without jazz shoes will either wear ballet shoes or take the class barefoot, at the discretion of the teacher. In situations when students are not dressed in preparation for dance class, students must be dressed in a manner that reflects RMBA's vision and mission, demonstrates respect for the community, and promotes focused teaching and learning. Therefore, 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 their dance attire. It is required 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 RMBA. 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 for the Summer Intensive, students and parents are committing to pay for the program in full. All dance tuition paid to RMBA is non-refundable and non-transferable.

Reserving Your Spot

The RMBA Summer Intensive is 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.

Payment Terms

A non-refundable deposit is due on or before March 15th, 2019

Tuition must be paid in full on or before April 1st, 2019

Payments are accepted via cash or check, only.

Withdrawal from the Summer Intensive

A student withdrawing from the Summer Intensive prior to the start of the program must provide RMBA with written notice of the withdrawal. Pre-existing injuries, chronic, debilitating illnesses, or who are physically incapable of participating fully in the rigorous program of training and performing at RMBA should not enroll. Any student who begins summer 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 to next year's Intensive. 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 without written approval. Approval to defer payment is granted on a case-by-case basis. Payments may only be deferred to the next summer. The student must audition and be accepted for the following Summer's Intensive to apply the deferred payment. Acceptance for the next intensive is not guaranteed.

VI. PRIVACY POLICIES

RMBA is committed to protecting your privacy. RMBA collects personal information, such as your e-mail address, parent contact information, student data, and payment information. 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. RMBA uses a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. 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 Release of Claims and Medical Authorization Form. All medical forms for the Intensive will be shredded and destroyed upon the close of the session. RMBA will not retain any obsolete student medical information or files.