

GENERAL POLICIES

STUDIO/BUILDING ETIQUETTE

The School of Ballet Tucson (SBT) is committed to providing a safe, healthy, and productive work environment free of recognized hazards. Any hazards should be immediately reported.

- Only Staff members are authorized to adjust the thermostats.
- DO NOT use glues (including Jet glue) in the studios.
- Please contain rosin to the rosin box areas, removing excess before treading onto the main studio floor. Use rosin sparingly.
- Avoid exposing the floor to baby powder, sunscreen, body lotion, and fabrics that have been treated with fabric softener. These softening agents may create slick spots on the floor.
- If doing floor work, please wear a t-shirt or lay on a towel or yoga mat to avoid sweat or body oils on the floor that may cause slippery spots.
- Please alert teachers to excessively slippery areas of the studios in a timely manner and teachers shall mark them with a small "X" with white or yellow spike tape.
- The use of cell phones during classes and rehearsals is prohibited by all Students; unless directed by a teacher for research and under the teachers supervision.
- The DRESSING ROOMS are to be used for dressing for classes or dressing to go home from classes. Please be mindful and respectful that you are sharing the space with the company dancers. If you arrive early for class, please wait in the lobby until all company dancers have left the dressing area before entering. If you need to get dressed and they have not exited, you may use the bathroom stalls to change. Also, please do not do homework or hang out with your fellow students in the Dressing Rooms; please do this in the lobby, as it is respectful to the people changing.
- NO FOOD IN THE DRESSING ROOMS. Crumbs and leftover open coffee cups and drinks attract pests. Please eat all food and drinks in the lobby at the tables.
- Students are responsible for the disposal of their garbage and are expected to treat facilities, furniture and equipment with respect.
- Vandalism will not be tolerated. Any defacing of lockers, cubbies, benches, walls, floors and bathroom stalls is prohibited and will result in disciplinary action.
- NO RUNNING in the hallway or lobby area. This could cause injury to you or a fellow student/teacher/staff/parent/guardian.
- QUIET in the hallways is expected while classes are being conducted. If students are watching a class or preparing to enter the class room for their class, the hallways need to remain clear and quiet at all times.

- Parents, please do your best to drop off and pick up your students in a timely manor. Students should arrive at least 5 minutes before class begins. Students should be in the classroom and ready to go when the time of their class starts via the schedule. If a student arrives 5 minutes late to class, they will only be able to observe class. This is subject to change depending on the teacher and the circumstance. It is appreciated if you would call the school if you are on your way but running late.
- Students, please wait for your parents/guardians in the lobby to be picked up.

PERSONAL BELONGINGS

All belongings should be kept INSIDE of dance bags. If a student chooses to bring expensive items, such as electronics or jewelry, they should keep those items in their dance bags and bring them into the studio. The School of Ballet Tucson (SBT) is not responsible for lost, stolen, or damaged items. Labeling all personal items with the student's name is recommended. Please check the lost and found for missing items. All items that have not been retrieved from the lost and found within 30 days will be sold at our gently used sales, where you can buy them back.

Theft will not be tolerated. Inform staff immediately if personal belongings have been stolen. Staff will work to help locate the missing item(s) to the best of their abilities. If the staff has concluded that items have been stolen by a student, disciplinary action will be taken.

PHOTOGRAPHY/VIDEOGRAPHY/SOCIAL MEDIA

For the safety, security and privacy of all students attending SBT, photography and videotaping of any classes, rehearsals, demonstrations, and performances, as well as in the locker rooms and bathrooms, is prohibited.

SBT retains the right to photograph and videotape SBT students and to use photos and videos in advertising materials, at events and on social media. Parent(s)/Guardian(s) are encouraged to sign a photography/videography release form. Upon written request by a parent(s)/guardian(s) identifying the specific posts or images, SBT will remove the images of their child/student from its social media.

During Open Observation week, parent(s)/guardian(s) are allowed to take non-flash photography and videotaping of their child/children for personal use only. For the safety, security and privacy of all students, there shall be no posting of videos or photographs online and/or on social media.

ILLNESS/INJURY

If a student becomes ill prior to attending a scheduled class, please inform the School Administrator as soon as possible and it is recommended that they stay home.

If a student becomes ill during class or after their first class and needs to go home, please inform the current teacher you are having class with and the School Administrator that you will be going home for the duration of the day and will be missing the rest of your classes. This will allow your instructor and the School Administrator time to inform your other teachers that you will not be in attendance.

If a student is injured, please notify the School Administrator so that all of the teachers are informed. Injured students, who can not participate in classes, need to present Administrator or School Directors with a Dr.'s note stating the injury they are dealing with, as well as the rest and recovery time/process. It is our job at SBT, to make sure we are following the Dr.'s instructions to best improve the students injury for health and safety purposes. Students are encouraged to continue to attend their classes and take notes while injured unless it is not recommended by a physician.

USE OF PHYSICAL TOUCH BY TEACHERS DURING CLASS

Instructors use physical touch in order to help students find proper alignment, placement and to develop the proper technical and qualitative aspects necessary for classical ballet. If a student feels uncomfortable with this form of instruction, the school must be informed in writing and this should be given to the School Administrator, who will then notify all teachers.

RESOLVING ISSUES

SBT recommends that parents, students and teachers have open communication. If an issue arises, students and/or parent(s)/guardian(s) are encouraged to communicate their issue with the School Administrator, who will notify the School Directors. When appropriate, an appointment with the School Director(s) will be scheduled to discuss concerns.

After an initial meeting with the School Director(s), further meetings may be scheduled to include your child's teacher(s). If the issue still cannot be resolved, the Artistic Director of Ballet Tucson may be brought in to aid in conflict resolution.

The School of Ballet Tucson nurtures an environment and atmosphere of respect and professionalism. The school's expectation is that all faculty, staff, students and parent(s)/guardian(s) behave in a considerate and polite manner towards each other. Any issues between individuals will be discussed in a calm and respectful manner. Parent(s)/Guardian(s) who wish to discuss any issue or policy should direct their

concern to the School Administrator to schedule an appointment either in person or over the phone with the School Director(s).

If an incident occurs when parent(s)/guardian(s) or students behave in an aggressive or disrespectful manner, the School Directors will investigate the complaint and the student(s) and/or parent(s)/guardian(s) may be dismissed from the School of Ballet Tucson. There will be no refunds of tuition if this should occur.

PHASES OF DISCIPLINARY ACTION:

The School of Ballet Tucson will follow the phases of disciplinary action to the best of their ability, but may escalate as needed based on the severity of the incident.

1. Verbal Warning (All warnings will be documented by School Administrator)
2. Written Warning (Email to students parent(s)/guardian(s))
3. Suspension
4. Expulsion

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

SBT prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parent(s)/guardian(s) and any other person affiliated with or doing business with the school. This prohibition includes harassment (verbal, written or physical) for any unlawful discriminatory reason, such as race, gender, national origin, disability, age or religion.

Slurs, jokes, or remarks that are derogatory of a person or groups race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are considered inappropriate for the school's environment. This also includes behavior which could be classified as bullying, whether in person or via social media, and any behavior that is commonly understood to be abusive or disrespectful toward others.

Body-based harassment will not be tolerated. At SBT, we encourage Body Image Positivity. Body-based harassment can lead to serious injuries, disorders, and extreme physical and mental health issues.

Any student who experiences or witnesses any type of harassment, should feel comfortable reporting the incident. The School of Ballet Tucson provides a confidential reporting mechanism to ensure complaints are addressed promptly and effectively. Please notify School Directors, or a trusted adult, of any harassment. Any form of harassment will then be dealt with disciplinary action and/or suspension/expulsion.

PROGRESS MEETINGS

Parents are welcome to schedule meetings via phone or zoom with the School Director(s) regarding their student's progress. The School Director(s) also may request that the student's teacher(s) be present at said meeting.

DRUG FREE POLICY

The School of Ballet Tucson prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Any of the following will be reported immediately to the School Administrator, who will consult with the Director(s) of the School and decide the appropriate disciplinary action.

- **SMOKING/VAPING:** Smoking/Vaping in the state of Arizona is illegal to any persons under the age of eighteen (18) years old. For those individuals eighteen (18) and older, Smoking/Vaping is prohibited inside the building. SBT does not permit smoking/vaping within twenty (20) feet of each entrance or open window.
- **ALCOHOL:** Consumption of alcohol on the premises is prohibited, except in the case of company-sanctioned events, and then only those twenty-one (21) years of age and older.

A violation of any/all of the above will result in, but not limited to the following: Suspension of classes, referral to counseling, unenrollment from the school (there will be no refunds of tuition if this should occur), fines and/or probation.

WEAPONS

Weapons of any kind are prohibited at all times on the SBT property. Violation of this policy will be grounds for immediate expulsion from the school. There will be no refunds of tuition if this should occur.

*This policy aims to ensure a safe and welcoming environment for all students. The School of Ballet Tucson is dedicated to fostering a positive learning experience where students can focus on their passion for ballet.

Policies may be amended or added to during the school year. Any changes made will be posted in the lobby and emailed to parents. Thank you for your cooperation.