



## **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 confine rosin to the rosin box areas, remove excess before treading onto the main studio floor. Use rosin sparingly.
- Avoid exposing all dance floors 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 in classes, 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 instructors to excessively slippery areas of the studios in a timely manner. Instructors will mark them with a small "X" with white or yellow spike tape to alert the Facilities Manager.
- The use of cell phones during classes and rehearsals is prohibited by all students unless under the instructors' supervision for research.
- 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 and other students of varied ages. If you arrive early for class, please wait in the lobby until Ballet Tucson company dancers have left the dressing area before entering. If you need to get dressed and they have not exited, please knock to alert them that you need to enter or utilize the bathroom stalls to change. Please do not do homework or linger in the dressing rooms. Please study and socialize in the lobby to respect students who need to change.
- NO FOOD is allowed in dressing rooms. Crumbs and leftover open coffee cups and drinks attract pests. Please consume all food and drinks in the lobby at the tables provided and use the trash or recycling receptacles.
- 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. Defacing 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/instructor/staff/parent/guardian.
- **QUIET** in the hallways while classes and rehearsals are being conducted. If students are watching a class or preparing to enter the classroom, the hallways must remain clear and quiet at all times.
- Parents and guardians, please do your best to drop off and pick up your students in a timely manner. Students should arrive at least 5 minutes before class begins. Students should be in the classroom and ready at the time of their classes. If a student arrives 5 or more minutes late to class, they will only be able to observe class. This is subject to the discretion of the instructor and the circumstances surrounding the late arrival. Please **call** (no texting) the school if you are on your way but running late.
- Students, please wait for your parents and guardians in the lobby after class for pick up. Students under 18 years of age will not be permitted to wait outside for safety reasons.

## **PERSONAL BELONGINGS**

All belongings should be kept **INSIDE** of the student's dance bag. If a student chooses to bring expensive items to our facility, 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 classes, rehearsals, demonstrations, and performances, and in the locker rooms and bathrooms, is strictly prohibited.

SBT retains the right to photograph and videotape students for use 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), SBT will remove specific images of their child/student from its social media.

During Open Observation Week, parent(s)/guardian(s) are welcome to take non-flash photography and videos of their child/children for personal use only. For the safety, security and privacy of all students, these photos and videos may not be posted online and/or on social media.

Because not all families wish to have their children's pictures taken, students shall not take pictures or selfies inside of SBT's building or backstage at performances. Parents and guardians may only take pictures of their own child.

## **ILLNESS/INJURY**

If a student becomes ill prior to attending a scheduled class, please inform the School Administrator as soon as possible. It is recommended that they stay home so as not to expose other students and staff.

If a student becomes ill during class or after their first class and needs to go home, please inform the instructor of the class and the School Administrator that you will be going home and will miss the rest of your classes. This allows your instructor and the School Administrator time to inform other instructors that you will not be in attendance.

If a student is injured, please notify the School Administrator so that all relevant instructors are informed. Injured students who cannot participate in classes must present the Administrator with a doctor's note stating the injury and the doctor recommended rest and recovery time. We are firmly committed to the health and safety of our students and will work with each student to ensure they follow their doctor's instructions.

Students are encouraged to continue to attend their classes and take notes while injured unless it is not recommended by a physician. This allows students to be present to hear valuable information shared by their instructors so they can continue to learn.

## **USE OF PHYSICAL TOUCH BY INSTRUCTORS DURING CLASS**

Instructors use physical touch 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 Administrator must be informed in writing by the parent/guardian, and they will notify all instructors.

## **RESOLVING ISSUES**

SBT recommends that parents/guardians, students and instructors maintain clear and open communication. If an issue arises which a student and/or parent/guardian would like to discuss, they are encouraged to communicate with the School Administrator, who will notify the Artistic Staff and schedule a meeting as necessary. Please do not approach instructors before or between classes as they are preparing for their class. If a formal meeting with Artistic Staff occurs, further meetings may be scheduled to include the instructor(s).

The School of Ballet Tucson seeks to provide a nurturing environment emphasizing respect and professionalism. SBT's expectation is that all faculty, staff, students and parent(s)/guardian(s) behave in a considerate and polite manner at all times. Any conflicts between individuals must be discussed calmly and respectfully. Parent(s)/Guardian(s) who wish to express concern over a situation or policy should direct their concern to the School Administrator who will schedule an appointment either in person or over the phone with Artistic Staff.

Should any parent(s)/guardian(s) or students behave in an aggressive or disrespectful manner, Artistic Staff will investigate the situation, and the student(s) and/or parent(s)/guardian(s) may be expelled 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 action 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 harassment of any kind to or by any persons, including instructors, 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 group's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age will not be tolerated. 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 and will not be tolerated.

Any student who experiences or witnesses any type of harassment should report the incident. The School of Ballet Tucson provides a confidential reporting mechanism to ensure complaints are addressed promptly and effectively. Please notify Artistic Staff or the School Administrator. Any form of harassment will be investigated, and appropriate disciplinary action will be taken.

## **PROGRESS MEETINGS**

Parents are welcome to schedule meetings via phone or zoom with the Artistic Staff and instructors regarding their student's progress. The Artistic Staff also may request that the student's instructor(s) be present at said meeting.

Student Evaluations will be held twice annually so that instructors can provide individual feedback that will be helpful for the student's progression. If any questions arise from these evaluations, parent(s)/guardian(s) and students may email the School Administrator for clarification or schedule a meeting with Artistic Staff.

## **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 Ballet Tucson's Artistic Directors to 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 for 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 from classes, referral to counseling, expulsion 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 from the SBT facilities, and from those facilities which SBT rents for school programming. Violation of this policy will be grounds for immediate expulsion from the school. There will be no refunds of tuition if this should occur.

## **SCHOOL POLICIES**

All school policies have been implemented 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 dance.

**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.**