

THE SCHOOL OF
Ballet Tucson

Student & Parent/Guardian Handbook

2026/2027 School Year



www.ballettucson.org/school
(520) 623-3373
school@ballettucson.org

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Artistic & Administrative Staff

Margaret Mullin, Artistic Director

Chieko Imada, Associate Artistic Director and School Principal

Danielle Corte, School Vice Principal

Sarah Maxwell, School Vice Principal

June Mullin, School Administrator
school@ballettucson.org

Lisa Robinson, Managing Director

Caitlin DuBrule, Operations Manager

Casey Johnson, Wardrobe Manager

SBT Contact Information

Phone: (520) 623-3373

Email: school@ballettucson.org

Web: www.ballettucson.org/school

School Hours

Monday - Friday 3:00PM - 7:30 PM

Saturday 9:00AM - 2:00PM

SBT Social Media

Follow us on Instagram and Facebook: [@schoolofballettucson](#) and [@ballettucson](#)

Youtube: youtube.com/@ballettucson

Subscribe to our Ballet Tucson e-newsletter: ballettucson.org/stay-connected

Introduction

Welcome to The School of Ballet Tucson!

In this handbook, you will find important information that will help you understand how the School functions and how to make the most of your year. The policies set forth in this handbook serve to ensure a safe, healthy, and constructive learning environment for all.

The School of Ballet Tucson (SBT) is the official school of Ballet Tucson, a professional ballet company and school rooted in Southern Arizona. Our mission is to provide high-quality dance education and performance opportunities to students of all ages, and to enrich our diverse community through artistic excellence, outreach, and engagement.

SBT is committed to fostering a positive learning experience where students can focus on their passion for dance. We are proud of the legacy our alumni carry into the professional world and look forward to supporting every student on their individual journey.

Thank you for being part of The School of Ballet Tucson family!

Non-Discrimination & Non-Harassment Policy

The School of Ballet Tucson admits students of any race, color, religion, gender, gender expression, age, sexual orientation, national or ethnic origin, or disability to all programs and activities.

SBT prohibits harassment of any kind to or by any persons, including instructors, staff, students, parents/guardians, and any other persons affiliated with or doing business with the school. This prohibition includes harassment that is 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 includes behavior classified as bullying, whether in person or via social media.

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 report the incident immediately to the School Administrator or Artistic Staff. All reports will be investigated and appropriate disciplinary action will be taken.

Code of Conduct

Everyone

In order for The School of Ballet Tucson to achieve its mission and goals, we need the cooperation of everyone involved: students, families, friends, staff, and volunteers. Everyone is expected to conduct themselves in a positive and professional manner at all times.

Negative behavior such as yelling, fighting, stealing, destroying or defacing property, using profanity or offensive language, playing pranks or practical jokes, engaging in horseplay, or being disrespectful or confrontational may result in disciplinary action, including suspension and/or expulsion from the school.

Illegal possession or use of alcohol, tobacco, or drugs at any SBT function will not be tolerated. Weapons of any kind are strictly prohibited in SBT facilities and at SBT functions.

Staff

All staff will act honestly, professionally, objectively, positively, fairly, and courteously when interacting with students, families, volunteers, and other staff. Each staff member will carry out their work with skill, care, and regard for the technical and professional standards expected of them.

Parents/Guardians & Families

We ask that you:

- Respect the expertise and decisions of SBT's Artistic Staff including the Artistic Director, School Principal, and the entire faculty.
- Support your dancer/student at all times.
- Be courteous and respectful to faculty, students, staff, and other parents/guardians.
- Direct any comments or concerns to the School Administrator.
- Please do not approach instructors before or between classes, as they are preparing for their class. To speak with a faculty or staff member, schedule a meeting through the School Administrator.
- Parents/guardians who wish to express concern over a situation or policy should direct their concern to the School Administrator, who will schedule a meeting with Artistic Staff
- Should any parent/guardian or student behave in an aggressive or disrespectful manner, Artistic Staff will investigate and the student and/or parent/guardian may be expelled from SBT. There will be no refunds of tuition if this occurs.
- 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.
- Due to limited parking, please plan to arrive 5–10 minutes after the conclusion of your student's final class. Do not park in spaces owned by adjacent businesses as you may be towed.
- Please do not wait in your car for the duration of class, as parking spaces are needed for students driving themselves and pickup and drop-off.

Code of Conduct Continued

Students

Attendance

Good attendance is an integral part of ballet training and is expected of all students in order to achieve correct technical and physical development. Students or their families should notify SBT of absences prior to class time by calling (520) 623-3373. Please call, do not text.

Students must be on time for class. If a student arrives 10 or more minutes late to class, they will only be permitted to observe. This is subject to the discretion of the instructor and the circumstances surrounding the late arrival. If a student must leave class early, please notify the instructor before the start of class.

Students must wait for parents/guardians in the lobby after class for pick up and must exit the building in street clothes, not dance attire. Dance shoes are not permitted to be worn outside of the dance studio. Students under 18 years of age will not be permitted to wait outside for safety reasons.

Studio Behavior: Classes & Rehearsals

- Arrive with enough time to adequately prepare for class and to warm up properly
- Follow the SBT mandatory dress code, including footwear, hair and jewelry policies
- Ask permission to join class if you are late and please wait for the combination to end before entering the studio
- Raise your hand to ask a question in class
- Do not bring open food or beverages other than water into the studio
- Do not chew gum in class
- Do not lean on the barres during any class or rehearsal
- Cell phones are not allowed in the studio during classes or rehearsals, unless under the instructor's supervision for research
- Avoid conversations with peers during class
- Be respectful to your instructor and fellow students at all times
- Verbal or physical conduct that has the effect of creating an intimidating, hostile, or offensive environment for others will not be tolerated
- Harassment or hazing of any sort is not allowed and will result in serious disciplinary action
- Be quiet in the hallways at all times
- If you are watching a class or preparing to enter, the hallways must remain clear and quiet at all times
- Do not linger in the dressing rooms. Once dressed, students may wait in the lobby, hallways, or the studio they will have class in if it is free.
- You are at SBT to learn and have fun!

Discipline & Anti-Bullying Procedures

Phases of Disciplinary Action

SBT will follow the phases of disciplinary action to the best of its ability and may escalate action as needed based on the severity of the incident.

1. Verbal warning — all warnings will be documented by the School Administrator
2. Written warning — email to the student's parent(s)/guardian(s)
3. Suspension — there will be no refunds of tuition should this occur
4. Expulsion — immediate expulsion from SBT classes and performances. There will be no refunds of tuition should this occur

Anti-Bullying Procedure

Bullying or accusations of bullying will be dealt with promptly and seriously. We maintain a zero-tolerance policy for bullying, harassment, intimidation, or any behavior that compromises the safety and well being of our students. If at any time your student is feeling unsafe, please do not hesitate to contact the School Administrator so that the School Principal and Vice Principals may begin an investigation.

Bullying on the internet, social media, and verbally in the studio is not tolerated. Bullying on social media that directly impacts the SBT community will also be addressed.

1. Initial incident — students will be brought in to discuss the accusations from both sides
2. Second offense — student aggressor and guardian will meet with the School Principal and Vice Principals; behavior will be monitored and performance opportunities may be suspended or removed
3. Third and final offense — immediate expulsion from SBT classes and performances. There will be no refunds of tuition should this occur

Student & Instructor Interaction

Contact between Students and Instructors

Social media contact, or obtaining personal contact information between faculty/staff and students is not permitted. If you need to communicate with a faculty or staff member, please go through the School Administrator. This is for the protection of each party.

Use of Physical Touch by Instructors

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 or parent/guardian feels uncomfortable with this form of instruction, the School Administrator must be informed in writing, and all relevant instructors will be notified.

All instructors, staff, and volunteers must sign and adhere to the Ballet Tucson Adult Conduct with Students Policy.

General Building Policies

Studio

- Only staff members are authorized to adjust thermostats.
- Do not use glues (including Jet Glue) in the studios.
- Confine rosin to the rosin box areas; remove excess before stepping onto the main floor. Use rosin sparingly.
- Avoid exposing dance floors to baby powder, sunscreen, body lotion, topical muscle relief products, and fabrics treated with fabric softener — these can create slick spots.
- If doing floor work, wear a t-shirt or lay on a towel or yoga mat to avoid slippery spots caused by sweat or body oils.
- Alert instructors to slippery areas promptly; instructors will mark them with spike tape to notify the Facilities Manager.
- Ballet shoes are NEVER to be worn outside the building or in the parking lot.
- Street shoes are not allowed in the studios, as grit may damage the marley floors.

Dressing Rooms

- Dressing rooms are to be used for changing for classes or dressing to go home — not for socializing or homework. Please study and socialize in the lobby.
- Students may use the cubbies in the dressing room while they are at the studios. Please refrain from leaving and storing items in the dressing room overnight and on weekends. The dressing room will be cleaned routinely and items that are not claimed will be put in the lost and found.
- Please be mindful and respectful that the dressing room is a shared space used by both Ballet Tucson company dancers and students of various ages. While the room is divided into separate areas, all students, dancers, and families are expected to maintain respectful conversations and behavior at all times. Inappropriate language, offensive remarks, or discussions not suitable for children are not permitted in the dressing room. We appreciate your cooperation in helping us maintain a positive, professional, and welcoming environment for everyone.
- No food is allowed in dressing rooms. Crumbs and open drinks attract pests. Please consume all food and drinks in the lobby.
- Do not linger in the dressing rooms. Once dressed, students may wait in the lobby, hallways, or the studio they will have class in if it is free.
- Students and their parents/guardians are not permitted to enter the Company side of the dressing rooms at any time.

General

- Please pick up after yourself; students are responsible for the disposal of their garbage.
- Please refrain from bringing snacks that contain nuts and/or seeds, as some students and company dancers have severe allergies. **Please indicate if your dancer has any severe food allergies on your emergency contact form.**
- Treat all facilities, furniture, and equipment with respect.
- Vandalism, including defacing lockers, cubbies, benches, walls, floors, and bathroom stalls — is prohibited and will result in disciplinary action.
- No running in the hallways or lobby area.
- Smoking/Vaping: Prohibited inside the building and within 20 feet of each entrance or open window. In Arizona, smoking/vaping is illegal for persons under 18.

General Building Policies Continued

Lost and Found

- Items turned into the school's Lost and Found area will be held for a period of two (2) weeks. After this time, unclaimed items will be donated to the Gently Used Clothes Sale, benefiting The School of Ballet Tucson.
- Students and families are encouraged to check the Lost and Found promptly if an item is missing. You may also contact the school administrator to inquire whether the item has been turned in.

Personal Belongings

- All belongings should be kept inside the student's dance bag.
- Students may leave their bags in cubbies in the dressing room during classes or may bring their bags to the studios.
- For students enrolled in consecutive classes, please bring all necessary items to the first class. Limiting trips to the dressing room helps ensure a smooth transition between classes and allows us to make the most of class time.
- If a student brings expensive items such as cell phones or electronics, those should be kept in their dance bag.
- SBT is not responsible for lost, stolen, or damaged items.
- Labeling all personal items with the student's name or initials is recommended. This includes leotards, tights, skirts, shirts, shoes, bags, etc.
- Theft will not be tolerated. Inform staff immediately if personal belongings have been stolen. If staff conclude items were stolen by a student, disciplinary action will be taken.

Dress Code

All students must adhere to the mandatory SBT dress code. Please see our school website for full details and level-specific requirements. Students who do not adhere to the school dress code may be asked to observe class.

Photography, Videography & Social Media

For the safety, security, and privacy of all students, photography and videotaping of classes, rehearsals, demonstrations, and performances by any parties other than SBT staff is strictly prohibited.

- Photography and videotaping in dressing rooms and bathrooms is strictly prohibited.
- SBT retains the right to photograph and videotape students for use in advertising, fundraising, and social media. Parent(s)/Guardian(s) must sign a photography/videography release form to indicate if they approve or disapprove of media content of their student being captured.
- Upon written request by a parent/guardian, SBT will remove specific images of their child from its social media.
- During Family Observation Week, parents/guardians are welcome to take non-flash photos and videos of their own child only, for personal use. These may not be posted online or on social media.
- Students shall not take photos or videos inside of SBT's building or backstage at performances
- SBT reserves exclusive rights to sell all performance videos. Students and families may purchase performance videos, but agree not to publicly post them without permission from the Artistic Director. Videos of The Nutcracker are not available for purchase due to music licensing agreements.

Illness & Injury Policy

Students

Students experiencing any of the following symptoms should NOT attend class and should stay home:

- New onset or worsening cough or shortness of breath
- Fever, chills, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, or nausea
- Undiagnosed rash, discharge from eyes or ears, profuse nasal discharge, or severe cold symptoms

If a student becomes ill prior to attending a scheduled class, please inform the School Administrator as soon as possible by phone at (520) 623-3373. If a student becomes ill during class, the instructor and School Administrator should be notified.

If a student attending class exhibits any of the above symptoms, the parent/guardian will be contacted for immediate pick up. Students exhibiting symptoms will be supervised and isolated from the group.

Injury

If a student is injured, please notify the School Administrator so that all relevant instructors are informed. If pain, discomfort, or other symptoms persist for more than 7–10 days, worsen over time, or affect a student's ability to participate safely, the student should seek evaluation from a qualified healthcare provider. Injured students who cannot participate in classes should present the School Administrator with a doctor's note stating the injury and the recommended rest and recovery time.

Students are encouraged to continue to attend classes and take notes while injured unless a physician advises otherwise. This allows students to continue learning while they recover.

Progress Meetings & Evaluations

Parents/Guardians are welcome to schedule meetings through the School Administrator — in person, via phone, or via Zoom — with the School Principal, Vice Principals, and instructors regarding their student's progress. The School Principal and Vice Principals may also request that instructor(s) be present.

Written Student Evaluations will be issued twice annually so that instructors can provide individual feedback to support each student's progression. If any questions arise from these evaluations, parents/guardians and students may email the School Administrator for clarification and to schedule a meeting.

Resolving Issues

SBT seeks to aid parents/guardians, students, and instructors in maintaining clear and open communication. If an issue arises, students and/or parents/guardians are encouraged to communicate with the School Administrator, who will notify the School Principal and Vice Principals and schedule a meeting as necessary.

- Please request to schedule a meeting through the School Administrator instead of approaching instructors directly.
- SBT seeks to provide a nurturing environment emphasizing respect and professionalism. All faculty, staff, students, and parents/guardians are expected to behave in a considerate and polite manner at all times.

Drug Free Policy

SBT prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Any violation should be reported immediately to the School Administrator.

- Smoking/Vaping: Prohibited inside the building and within 20 feet of each entrance or open window. In Arizona, smoking/vaping is illegal for persons under 18.
- Alcohol: Consumption of alcohol on the premises is prohibited, except at company-sanctioned events for those 21 and older.

A violation of any of the above will result in: suspension from classes, referral to counseling, expulsion from the school, fines and/or probation. There will be no refunds of tuition should this occur.

Weapons Policy

Weapons of any kind are prohibited from SBT facilities and from any facilities rented for SBT or company programming. Violation of this policy will be grounds for immediate expulsion from the school. There will be no refunds of tuition should this occur.

Payment Policy

All tuition payments are non-refundable and non-transferable. A \$30 registration fee is required upon enrollment. Accepted payment methods include credit cards (American Express and Discover included), checks, and in-person cash payments. A \$35 fee will be applied for any returned funds. Monthly tuition is due on the first day of each month with the exception of August as the new school year begins. A \$50 late fee will be assessed on the 15th of the month for any unpaid balance.

All outstanding tuition for the 2025–2026 school year must be paid in full by August 1, 2026. Returning students will not be permitted to enroll in the following school year unless the prior year's tuition has been paid in full.

Additional audition fees for productions and summer programs may apply based on participation; exact amounts are subject to change.

Students seeking financial aid may submit an application to SBT, available on our website.

Acknowledgment

Student and Parent/Guardian Agreement with SBT

I have read and fully understand all the policies, procedures, rules, and information in The School of Ballet Tucson's 2026/2027 Student & Parent/Guardian Handbook. I understand that all students will be held accountable for their behavior and may be subject to the disciplinary actions listed in this handbook.

By signing this document, I acknowledge that I have received and read the contents of this handbook for the 2026/2027 school year and agree to abide by all policies.

Printed Name Student

Signature of Student

Printed Name Parent/Guardian

Signature of Parent/Guardian

Student Signature (if over 18 years of age)