



BALLETSANANGELO

ACADEMY STUDENT HANDBOOK

Thank you for choosing Ballet San Angelo!

BSA was founded in 1983 as a 501(c)3 arts non-profit. Our organization serves to nurture and generate original works, and all programs are grounded in the educational, artistic and therapeutic potential of dance.

Our vision is ***Empowerment through Movement***, and our mission is to foster creativity, self-esteem and discipline through dance, helping people reach their full potential, reducing barriers to involvement, and serving our area with the highest level of training, community outreach programs and productions.

The following policies and procedures are intended to support the fulfillment of the Ballet San Angelo mission in a fair and efficient manner.

STUDIO/FACILITIES/THEATRE ETIQUETTE:

All students, clients, parents, grandparents, and siblings present in the facilities utilized by Ballet San Angelo are expected to treat those facilities with the type of respect they would treat their own homes. Pick up after yourself, keep a quiet tone of voice and be mindful of those around you.

- Be responsible for your own belongings.
- No food may be eaten in the locker rooms.
- Clean up after yourself-Leave the space at least as clean as you found it.
- No talking during class except to ask questions.
- Don't lean on the barres.
- Respect your instructors and other students.
- Carry a good attitude and engage with students of all levels.
- Please do not loiter at the front desk-our staff is very busy and though we love to visit with you, we have work to accomplish.
- Kitchen facilities are for Staff only and the Staff restroom is to be utilized by the Staff only.
- The back door of the BSA facilities is to be used by the staff only and in case of fire. Please do not enter or exit through this door. **For the safety of our students and staff it is imperative that you follow this rule without exception. Violations of this rule are grounds for expulsion.**
- Parking for BSA patrons is provided in the north lot of SAPAC and street spaces only. **Do not park in the lot behind the building.** That lot is not the property of BSA and any violators will be towed at their own expense by that lots' owner. **Do not park directly in front of SAPAC at any time. This is for drop-off only.**
- Anyone violating these policies will be asked to leave the facility.

CELL PHONE POLICY:

- All student (Academy and Children's Division) cell phones must be silenced and left in your dance bag.
- Phones are not be used during class time.
- If you need to use your phone to contact your parents during class time, please get permission from your instructor.
- Do not ask reception to charge your phone.
- This policy is to retain focus on training and minimize potential bullying while at BSA.

DRESSING ROOM POLICY:

- Boys and men only in the Men's locker room. Girls and women only in the Ladies Locker room. Violators will be asked to leave the facility.
- No food in the locker rooms. Food may be eaten only in the lobby or hallway.
- Keep it clean! Pick up after yourself.
- No loitering in the lockers rooms. Once you are dressed, come into the lobby or hallway to wait for your class. The locker room is not a clubhouse and students are encouraged to interact with all levels while waiting for classes in order to encourage comradery and mentoring. Higher level students are encouraged to model behavior for the lower levels and show them what they are working toward. Education is not only in the classroom.

ATTENDANCE POLICY:

- Students are expected to attend their required and scheduled classes. Consistent attendance ensures that the student will gain the most benefit from their education.
- Please inform reception if your child is unable to attend their scheduled class.
- Students are expected to observe class if they are ill or injured except in the case of fever, diarrhea, or vomiting or confirmed flu. Please be prepared to provide a doctor's note.
- Students observing class will be required to take notes as requested by the instructor. (Level 1 and up).
- Tuition is for the academic year and withdrawal from classes will only be recognized when notified in writing. Should a student withdraw from classes, re-admittance will be evaluated on a case by case basis. It is important for training and getting the most out your BSA experience that students/parents commit to the full academic year. Teaching the importance of follow through with a commitment is a valuable lesson.
- Students must be on time for class and it is the instructor's discretion whether to admit a student when late. In instances when you know you'll be late, call reception or inform your instructor and should be the exception and not the rule.
- If students are demoted a level in the Academy, they will not be able to participate in productions.
- Rehearsals:
 - Follow the same rules as class.
 - Absences will not be accepted during tech weeks.
 - Maximum allowed absences:
 - Nutracker-3
 - Contemporary Works-1
 - Children's Ballet-2
 - Students will be removed from the performance should they miss more than the maximum allowed. This is a team effort and your absence affects your team mates.

BSA PE Credit Requirements

- Students need to be at all BSA classes for their level to receive PE Credit. We are not grading on hours but attendance.
- Rehearsals will not be counted for PE Credits.
- Students may miss classes due to illness (must turn in a Doctor's note), emergencies, or school related extra-curricular activity trips. If missing for an extra-curricular school trip, please see make-up policy below.
- Make-up policy: When a student misses classes and they want to make it up, they can ask to be assigned extra work that might include; typing and emailing the class combinations done in a specific class, writing reports about ballet history/dancers, etc. (All assignments will be given by an Instructor and will have a date when they must be turned in.) Students must ask to make-up. They will not be assigned an assignment unless they ask.
- When a student knows he/she will miss class they must email Office, Erin, and Victoria at least 1 week in advance. They must also give the reason why they will be missing.
- Level 4/PPL's may only miss 9 unexcused times in the 9 weeks before they will be demoted to a lower level for 9 weeks. Level 3's may miss 8 unexcused times in the 9 weeks before they will be demoted to a lower level for 9 weeks. Level 2's can only miss 7 unexcused times in 9 weeks and Level 1's can only miss 6.
- If students are demoted a level in the Academy, they will not be able to participate in productions.

PPL Contract

What is PPL?

BSA's Pre-Professional Level began in order to provide more training to students with goals of dancing professionally. Previous Artistic Director, Meghann Bridgeman, worked hard to establish a relationship with SAISD that would allow students to leave school an hour early in order to train. This program was not designed for students to go home early. PPL students should be the first at the studio every day and the last to go home every night.

Being in PPL will mean sacrifice. We expect Pre-Professional Level students to respect the privileges awarded to them through this program, and to set a great example for everyone around them.

Attendance

- You may miss up to 3 times a month (without a Dr.'s note). Missing more than 3 times a month for two months in a row will result in demotion to level 4. This may also affect your role in performances.
- Each class will be counted separately. IE: A student may attend the 4:00-5:00PM class on Monday. Failure to come to the 5:00-7:00PM class will count as an absence.

Level 5

- Level 5 is still an option. Level 5 students will come to the level 4/PPL class. They will have PPL status and be able to wear any color leotard. They are not held to the same attendance requirements for classes or do not have to participate in every production as a PPL.
- If this is something you are interested in, please let us know.

Summer Intensives

- Auditioning for and being accepted into a summer intensive is a requirement. After you have been accepted, please forward your acceptance letter to Victoria. Failure to be accepted into a summer intensive will result in demotion to level 4.
- If the student does not attend a summer intensive, we ask that they attend least 3 weeks of BSA's summer classes to stay in shape. Failure to attend classes will result in demotion to level 4.

Performances

- PPL students are required to be in all BSA productions. This includes Batteries Not Included, Nutcracker, Contemporary Works, Spring Children's Ballet, and Spring Showcase.
- Failure to meet the absent requirement for each production will result in removal from the production and demotion to level 4.

Assisting

- PPL students are required to assist lower levels. It is currently not on the schedule this year but could be added at any point.
- Students are expected to be completely silent. If there is an issue, students should raise their hand to tell Victoria. Students need to come prepared for their class. Hair done, tights, leotard, and flat shoes. No jewelry. No skirts. They are meant to be examples to the younger dancers. Please do not make us get on to you in front of the younger dancers. This is a privilege to assist.
- Students must tell Victoria 1 week in advance if they will not be at the class.

PICK UP AND DROP OFF:

While your child's well-being is our top priority, BSA is not intended to be a day care facility. Our staff is very busy with the responsibilities of running a business and educating your child and therefore do not have the time to "baby sit" unsupervised children. Registration at BSA entitles your student to class instruction, rehearsals with instructor(s), dressing rooms to prepare for class, warm-up areas for pre-class stretching, etc. **There is never a scenario in which your student, of any age, shall be dropped off at our facilities, unattended, when they have no scheduled class or rehearsal. BSA is not responsible for your child should they be dropped off on days that we are scheduled to be closed.** It is the parents' responsibility to stay abreast of all scheduled closings.

- **No child from Level 2 and lower** is allowed to be dropped off for their class any more than 10 minutes before their scheduled class time. Should you desire to bring your child at these levels earlier, you must wait with your child in the BSA facilities and supervise their behavior.
- Pick up is expected at the end of their class or rehearsal time (**all levels in the Academy and Children's Division.**) A late charge of \$1.00/minute will be assessed to your tuition for late pick up. Please call if there are extenuating circumstances, as exceptions can be made. **There is a 10 minute grace period after each class.**
- Make sure your child is securely in the building before leaving and **no students** are allowed to wait outside of SAPAC.
- Make sure your child is wearing a skirt, pants or shorts, a top and street shoes entering and exiting the building- **all levels and genders, Academy and Children's Division.** This will help keep a safe and professional environment around the SAPAC campus.

LEVEL PLACEMENT:

Initial class placement for new students is based on age and experience. Final placement is at the discretion of the instructor.

For existing students, class placement advances as the student demonstrates mastery of required technique and knowledge. Please note that a student's level does not necessarily change yearly. Consideration for advancement requires regular attendance during the academic year and summer sessions and level regression may occur with excessive absences. Failure to regularly attend classes impugns the physical requirements necessary to maintain level placement.

DRESS CODE:

All students in the Academy and Children's Division are required to adhere to the following dress code. Violators will not be allowed in class. **Exceptions will not be made.** A part of dance education is adherence to rules, respect, etiquette and focusing on the education itself. The following dress code is meant to support these aspects by leveling the "playing field". Students do have the ability to express their individuality in the diversity of leotard styles provided while still respecting the value of "team participation".

- Hair must be in a neat bun for ballet classes and/or a ponytail for contemporary and pulled back for Children's Division.
- Hair accessories must be of appropriate size and not distracting.
- Only stud earrings and **NO OTHER JEWELRY.**

Children's Division:

Creative Movement I: Any color leotard, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Creative Movement II: Any color leotard, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Primary A: BSA approved pink dance dress, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Primary B: BSA approved lavender dance dress, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Primary C: BSA approved lavender dance dress, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Girls in CMI and CMII may wear appropriate dance skirts/tutus.

Boys in all of above: black shorts, BSA or white t-shirt, black ballet shoes.

The Children's Division dress code is meant as a base to which dancers may add their own personal "flair". This includes apparel and accessories that enhance the creative dance experience for the child. The instructor can guide you in your choices.

Academy:

Level 1: buttercup leotard, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Level 2: light blue leotard, pink tights/pink ballet shoes or flesh tone tights/flesh tone ballet shoes.

Level 3: purple leotard, pink tights/pink ballet and pointe shoes or flesh tone tights/flesh tone ballet and pointe shoes.

Level 4: red leotard (with low or high bun) or black leotard (must have high-bun), pink tights/pink ballet and pointe shoes or flesh tone tights/flesh tone ballet and pointe shoes.

Level 5, 6, 7 and PPL: any color leotard, pink tights/pink ballet and pointe shoes or flesh tone tights/flesh tone ballet and pointe shoes.

*Appropriate dance skirts may be worn for **pointe only** and at the teacher's discretion.*

Boys in all of above: black tights, black, gray or white t-shirt, black ballet shoes. PPL any color T-shirt.

Contemporary all levels: any color leotard, black tights or leggings, no shoes.

TUITION POLICY:

Ballet San Angelo is funded partially by tuition, to which donations, sponsorships and grants are added to remain operational. Our cost to maintain healthy and accessible programs run by a professionally trained staff far exceed the cost of your tuition. Several times during the year, you will be given the opportunity to join our donor family. If you are financially able, we welcome your support of our mission in the community. If a family is unable or chooses not to give, it will have no impact whatsoever on a student's education.

Tuition is for the academic year with the option of paying in 9 equal installments. Payment for the full year in one payment will receive a 10% discount. Tuition is based on a 35 week academic year which does not include Thanksgiving,

Christmas or Spring Break as well as Labor Day and Good Friday. It does not matter how many classes there are in a given month as holidays have been factored into the 9 installment option. DO NOT ask for tuition adjustments based on the number of classes in a month. Credits will not be given for missed classes due to illness, snow days or personal commitments and students are expected to make-up missed classes. Tuition remains due and payable until BSA is notified **IN WRITING** that a student is withdrawing and re-admittance will be evaluated on a case by case basis.

BSA follows the SAISD School Calendar.

- Tuition is due on the 15th of each month.
- A late charge of \$30 will be assessed after the 20th of each month.
- Auto pay is the **PREFERRED** payment method. Consistent late payment will result in **mandatory** conversion to auto pay.
- The first tuition installment and registration fee are due the first day of classes and must be accompanied by a completed registration form.
- Registration fees for the academic year are as follows and are due the first day of class:
 - \$25 for first child
 - \$20 for second child
 - \$15 for any child thereafter
- Summer registration is \$15 for new students.
- A sibling discount of \$10 off each installment is available but cannot be applied in conjunction with the family cap.
- A fee of \$35 will be charged for all returned checks and for declined credit cards used for auto pay.
- All students at the Academy level may take an extra class per week at a lower level, free of charge. Please notify the instructor prior to attending the class. Academy students also may take an extra class per week at a higher level for \$10 each class, **only with the approval of the Artistic Director**. The student must commit to the number of extra classes per week and adhere to that commitment.
- Students are permitted and highly encouraged to take bonus lower level classes, at no additional charge.
- **Failure to pay tuition in a timely manner will result in your child's removal from classes/performances. Please contact the front desk for payment arrangements, if necessary.**

WITHDRAWAL POLICY:

Ballet San Angelo must be notified in writing of a student's withdrawal. **Parents will be charged tuition until the office is notified.** Student withdrawing mid-installment period or later will still be charged the full installment's tuition.

If a student needs to withdraw temporarily, his/her class place may be filled by another student and re-admittance will be only at the discretion of the Artistic Director, **UNLESS** the parent/guardian wishes to pay full tuition during the withdrawal period.

TUITION ASSISTANCE PROGRAM:

Ballet San Angelo is committed to reducing barriers to involvement in the art of dance. BSA provides need-based tuition assistance for BSA classes in both the Academy and Children's Division. Applications are available at front reception or can be requested by email (office@balletsanangelo.org) and are accepted throughout the year. If tuition assistance is granted, it applies for the duration of the corresponding academic semester and summer classes, excluding workshops/intensives, as long as the student remains in good standing. All applications and resulting assistance are kept completely confidential.

Once tuition assistance is granted, parents of the student will be asked to sign an Acceptance Agreement, which will list the amount of assistance and will outline requirements of both student and parents. In order for a student to maintain Tuition Assistance, he/she must demonstrate a desire to learn, appropriate classroom behavior, and regular attendance.

The BSA office must be notified by phone or email prior to all absences. **Unexcused absences or excessive excused absences will result in withdrawal of assistance.**

The tuition assistance application may be requested at reception.

PRIVATE CLASSES AND COACHING:

Private instruction may be scheduled with individual instructors or the Artistic Director as time and schedule permit and may not conflict with any regularly scheduled classes for that student. Rates are at the discretion of the instructor and are due and payable at the time of instruction/coaching and must be scheduled directly through that instructor.

PARENT OBSERVATION WEEK:

A parent observation week will be held once during the Fall and once during the Spring Semester. Parents are allowed to sit in the classroom and watch your child's class. No photography or videography is allowed during these times.

Parents will be notified of the observation date via email/website.

LOST AND FOUND:

Any items left in the BSA studios will be placed in Lost and Found. Items remaining in Lost and Found will periodically be donated to charity but not until a notice is posted.

PHOTOGRAPHY AND VIDEOGRAPHY:

No personal videography or photography is permitted during any class instruction. Any photographs taken backstage or out of the classroom setting may not be posted on any social media site without the consent of all minors' families in the photograph.

Photographs and videos required for auditions to outside programs may be arranged with the instructor at their private instruction fee and at their convenience. Student/parent will be responsible for arranging to have said product sent to the requesting institution.

PRODUCTIONS:

As a nonprofit organization, we ask parents to partner with us in support of this organization. In order to help underwrite the substantial costs of our productions we must charge all audience members for tickets.

Each year we will bring at least three productions to stage: the Nutcracker, the Contemporary Works series, and the Spring Production. Students must be in Level 1 to participate in the Nutcracker, at least Level 4 to be in the Contemporary Works production and at the Academy level, to participate in the Spring Production. A special Children's Division showcase performance will take place on the morning of the Spring Production Saturday show on the stage. For those students registering in BSA classes after the first week of January, participation in the Children's Production is at the discretion of the Artistic Director.

VOLUNTEERS: As a 501(c)3 Texas arts non-profit entity, we are dependent on robust volunteerism, especially for productions. Production volunteers are coordinated by Victoria McKneely, Ballet Mistress, victoria@balletsanangelo.org. Please look for her calls for help sent via email through Sign-Up Genius before almost every production, so that you can choose the time slot that best suits your schedule. Roughly, we need at least one main caretaker/parent per family to take a volunteer assignment during productions. Please note that Victoria will be assigning female volunteers to most of the backstage stations because of the gender composition of our casts.

VOLUNTEER TICKETS: If a parent is willing to volunteer a minimum of three (3) times in the course of a production, one

(1) complimentary ticket in the general admission section is provided. The parent must volunteer with Ballet San Angelo a minimum of three times during that production tech week and/or performances to qualify for the ticket. BSA will alert SAPAC, who will have that ticket ready for claiming at the SAPAC box office under the volunteer's name. There has been some confusion in the past, and we welcome your questions if this is unclear. We know productions fall at very busy times of year and we appreciate your support and dedication to the shows and our organization!

Finally, to clarify, the San Angelo Performing Arts Center (SAPAC) also has a volunteer program, which is separate from BSA. You are welcome to volunteer for both organizations, but each has its own parameters. SAPAC will have designated seats set aside for volunteers to view productions. Volunteers will not be able to select their own seats.

STATEMENT OF UNDERSTANDING:

Standard training for a dancer includes physical contact between teacher and student, student and student, and student and self. Touch may be used in connection with instruction and BSA activities as a part of training and education to facilitate improved alignment, identification and release of habitual holding patterns and areas of tension, and increased flexibility, mobility and strength. Physical contact may also be required in choreography and partnering in class, rehearsal and performance between teacher and student, guest performing artist and student, student and student and student and self.

CODE OF CONDUCT:

Ballet San Angelo believes in the development of the whole student. We seek to foster and nurture a love of dance and movement in all students through our professionally based curriculum. Skill acquisition and refinement, and artistic development are a partnership between faculty and student based on mutual respect, hard work and personal commitment to excellence. Maintaining the integrity of this principle depends on the personal and professional integrity of the parties in that partnership. BSA is committed to upholding high standards in the organization and promotes the development of the same within the student body. These goals facilitate the development of an accomplished dancer, artist, and whole human being.

Ballet San Angelo is a tobacco, drug, alcohol and violence/crime free campus. This includes the BSA facilities and any and all venues used by the ballet for performance, training, outreach and fitness. The following list of "no's" is not meant to be exhaustive and intends to mirror common sense policies used by similar educational facilities.

BSA "NO'S": Smoking, vaping, alcohol, drugs, illicit substances, weapons, theft, vandalism, false alarms, sex, bullying or violence, unwanted invasions of personal space, combustibles and solicitation.

In order to provide a positive environment for all participants, it is expected that each student will conduct him/herself with respect for the instructors, all staff and fellow students adhering to this BSA Code of Conduct. Like behavior is expected of all family members of those students. Inappropriate or disrespectful behavior and violations of this code will not be tolerated, and may be grounds for dismissal. Violations are noted, will be discussed with student and parent,

and consequences instituted in a fair and individual manner. Consequences for behavioral infractions are meant to keep students safe and teach personal responsibility.

SOCIAL MEDIA, ELECTRONIC MEDIA AND OTHER CONTACT POLICY:

Parents and students are expected to stay abreast of all studio postings and emails. You are responsible for any and all information that is disseminated by BSA. Should we have incorrect contact information, it is your responsibility to inform us of changes.

It is the policy of Ballet San Angelo (BSA) that none of its staff, faculty or representatives shall have any personal relationship through any social or electronic media device/site with any current student of BSA. All communications with students shall be through BSA provided vehicles, and at no time will the BSA staff, faculty or representative accept or solicit any invitation on social media (any and all). This policy shall remain in place for the duration of the student's time registered/enrolled at BSA. Upon graduation or exit from BSA for any reason, the staff, faculty or representative may engage in a social media relationship with that student if they have reached the age of 18.

In addition, all outside social activities between BSA staff, faculty and representatives and current students must be approved by the BSA Artistic Director or be sponsored by BSA itself. This is for the protection of both student and BSA employees.

Registration and enrollment at Ballet San Angelo, and receipt of this policies and procedures statement, constitute acceptance of those policies and procedures by the registrant/enrollee.