

Ketchikan Theatre Ballet Parent & Student Handbook



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Welcome to Ketchikan Theatre Ballet

Ketchikan has the honor of housing the oldest ballet school in the state of Alaska, and we are pleased you have chosen to become a part of our history.

The purpose of this handbook is to ensure an understanding of the policies, rules, and guidelines for students, instructors, and staff of Ketchikan Theatre Ballet. Our goal is to create an environment that will guarantee a safe and productive year. It is imperative that both parents and students review this handbook to have a complete understanding of these policies.

If you have questions regarding this manual, please contact the KTB Office Manager or the KTB Board of Directors.

Ketchikan Theatre Ballet Mission Statement

The mission of Ketchikan Theatre Ballet is to provide high-quality dance instruction to foster each student's creativity and talents while developing a strong sense of confidence and self-discipline. Ketchikan Theatre Ballet provides the community with cultural experiences in the form of student performances that involve participants and audiences of all ages.

Drug & Alcohol Free Statement

Ketchikan Theatre Ballet School of Dance supports a Drug-Free Environment. The presence or use of alcohol, marijuana, vapes, and/or illegal drugs or tobacco on school property or at any KTB function is prohibited. Any student found in possession of alcohol, marijuana, vapes, and/or illegal drugs or tobacco, by consumption and/or physical possession on campus, faces suspension.

Upon approval by the KTB Board of Directors, KTB dancers will be granted performing privileges for dinner theatre presentations where alcohol may be served in an off-campus setting.

Ketchikan Theatre Ballet is located in a non-smoking building. Smoking is not allowed at any KTB function, in any studios, or in the bathrooms.

Discrimination Disclaimer

Ketchikan Theatre Ballet will not discriminate based on race, color, sex, age, sexual orientation, disability, religion, national origin, or marital status. These policies are designed to provide equal opportunity to all participants.

Professional Code of Conduct

KTB instructors are expected to always conduct themselves in a professional manner. Regarding correcting students, the "hands-on" approach is a universally practiced technique of

correcting a student's body placement in terms of bones, muscles, and general alignment. This is comparable to instruction practiced in other physical activities such as gymnastics or swimming. Instructors may place their hands on the student to physically realign or correct body position regarding proper dance technique. Please contact the office if you have any concerns regarding this approach.

General Information

- **Business Office Hours:** Office hours will be posted outside of the office, on our website, and on each of the outside doors. Any posted changes will be communicated through multiple channels.
- **Quiet Zone:** KTB encourages parents with small children to wait quietly in one of our seating areas while their child is in class. Loud noises and excessive movement in the hallway or staircase are detrimental to our learning environment.
- **Cell Phone Use:** Students must turn off or silence their phones while in class or rehearsal. The use of personal cell phones in class and/or rehearsal is prohibited. Upper-level students may be allowed, at the discretion of the instructor, to use their smartphone solely as a tool for documenting choreography, etc.
- **Food/Drink:** No food will be allowed in the studios at any time. Food and drink will be allowed in the hallway and common areas. Students must bring their own water bottles which may be refilled in the Studio C Lobby. Only water will be permitted in the studios.
- **Lost and Found:** Any items left in the studios/lobby will be placed in the Lost and Found. Each school year the Lost and Found bin is cleaned out, and all items not claimed are donated to a charitable organization. Please put your student's name on all dance gear. **KTB IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.**
- **Scholarships:** A limited amount of scholarship assistance may be available. Please contact the Office Manager for more information.
- **Dress Code:** All students must always adhere to the KTB Dress Code. This includes hair and shoes. Instructor discretion may be used in special circumstances. The Dress Code will be provided to parents at the beginning of each year, and posted on the website.
- **Junior Company:** The KTB Junior Company is made up of our dancers enrolled in Ballet VIII and at least one other discipline.
- **Senior Company:** The KTB Senior Company is made up of our highest level dancers who are enrolled in Ballet IX and at least one other discipline.

Parent Volunteer Hours Requirements

KTB requires families to complete 4 volunteer hours. Junior and Senior Company members and families may have additional expectations which will be communicated in the Junior and Senior Company contracts. Without parental help, the productions cannot run smoothly. The opportunity to sign up for volunteer hours will be via an online sign-up sheet. You must actively participate and remain for your entire shift. Students may not be sent in place of parents but may accompany parents when appropriate. All parents must always adhere to the KTB Code of Conduct while serving. Incomplete hours as of May 15th will be billed at \$25 per hour.

Fundraising Requirements

Each family is required to fundraise \$300/year by selling raffle tickets. There are two raffles each year, one taking place in conjunction with the Nutcracker, and the other in conjunction with Spring Gala. Families are required to sell one book of 15 tickets for each raffle. This is a school-wide fundraising effort. All families, including Company members, are required to participate in this fundraiser.

EXCEPTION: Families with students in only Creative Movement or Pre-Ballet are not required to participate in fundraising but are encouraged to do so.

Accounts will be billed a Fundraising Fee of \$150 in November and again in April. Accounts will be credited for the amount of tickets sold once tickets and funds are turned in. Any unsold tickets will remain due on the account.

Communication Expectations

We encourage parents to take an active role in keeping up to date with studio information. Communication between staff, students, and parents is important in maintaining a positive environment for all concerned. We have many opportunities to reach out to staff in the event of questions or concerns.

The Staff of Ketchikan Theatre Ballet will use the following methods of communication to keep parents informed:

- Email: Our primary mode of communication is email. Please update your email in your Parent Portal. If you have a concern or question, you are welcome to reach out to staff via email. All staff emails are available on the website.
- KTB App: The KTB App will be used to send out reminders about rehearsals and/or performances, closures, or if an important email is sent out. The KTB App is available for both Apple and Android users.
- Remind Texts: Remind texts will be used to send out reminders about rehearsals and/or performances, closures, or if an important email is sent out. Sign-up for these texts is optional.
- Website: Our website, www.ketchikantheatreballet.com will be kept up to date with activities throughout the year.

If you have any suggestions, problems, or questions, please reach out to your instructor so that you can work together to come up with a solution. While instructors are often busy between classes, you are welcome to email an instructor to set up a private meeting to go over questions or concerns. Without input from parents, we are unable to make changes and continue to allow KTB to grow.

Student Participation Policy

Parents must acknowledge, understand and agree to the program under which the student shall participate and accept the program together with the instructor and method of teaching

that will be employed at KTB. Participation in any KTB program requires that the student follow the course curriculum and instruction as presented by the KTB instructor.

Student Records

Confidential files are kept on each student. These files contain registration information, comments and concerns from instructors, any incident reports, copies of student evaluation forms, and records of contact with parents. These files are confidential and can be reviewed only by KTB staff or the student's parents. Students will not have access to the files. If you have a question about your student's confidential file, please contact your instructor, or the Office Manager.

Student Code of Conduct

Students are expected to adhere to the Code of Conduct listed below. Parents must acknowledge, understand, and agree to the Student Code of Conduct.

- Students **must** be on time for class, rehearsal and performance. A student who arrives 10 or more minutes late may not be allowed to participate. For safety reasons, instructors must ensure students have a proper warm-up. (Instructor discretion may be used in special circumstances.)
- Students **must** attend class regularly. It is imperative that all students attend class on a regular basis. Choreography is learned in class. It is difficult for the class to perform well if dancers are absent. Failure to attend $\frac{2}{3}$ of rehearsals and/or classes may result in the dancer's removal from the program and/or performance.
- Students **must** attend all rehearsals. If a dancer misses $\frac{1}{3}$ of the group rehearsals, he/she may be removed from the performance. If extenuating circumstances arise, parents must contact their student's instructor.
- Students **must** be attentive. Excessive talking is **NOT** allowed during class or rehearsal.
- All students are asked to go to the bathroom **before** class, rehearsal, and performance begins.
- Food is **NOT** allowed in either the Studio or the high school auditorium.
- Only water is permitted in the studios. Water must be in a container that can close.
- **NO GUM** is allowed at any time in the studio or the high school auditorium.
- Students **must** follow instructions and directions at all times.
- Students are expected to maintain a positive, cooperative attitude.
- Students may not bring friends or siblings into the studio.
- Repeated disruptive behavior and/or disrespect to instructors, staff, volunteers, or other students will not be tolerated and will result in disciplinary action up to and including expulsion.
- Students must follow the dress code at all times.

Discipline Policy

All KTB instructors will use the following policy when disciplinary actions are deemed necessary. Documentation of violations will go into the student's permanent file.

- **First offense:** The student will receive a verbal warning.
- **Second offense:** An email will be sent to the parent and/or the student will be asked to sit out of class. The email is a tool for informational purposes only.
- **Third offense:** The student will be removed from the classroom and the parent or guardian will be contacted via phone/email to schedule a meeting with the student's instructor.

Ongoing discipline problems may be grounds for expulsion.

Major Infractions

The following major infractions will not be tolerated by KTB, and the appropriate actions, up to and including expulsion from class and/or rehearsal/performance, will be taken immediately.

- Any student illegally possessing or using drugs, alcohol, and/or tobacco at any KTB function, or who is convicted of such action occurring anywhere.
- Any student possessing a firearm or weapon at the Studio, rehearsal/performance hall, or any KTB-sponsored function.
- Any student whose behavior or condition adversely affects the psychological and/or physical safety of themselves, other students, and/or staff.
- Any student repeatedly not in compliance with the KTB Student Code of Conduct during class, rehearsal, and/or performance.
- Any student found to be participating in or encouraging of the bullying of another student.

Social Media Policy

When using ALL forms of Social Media (including but not limited to Facebook, Instagram, Snapchat, Twitter, and TikTok) all students, parents/guardians, volunteers, and staff must adhere to the following Ketchikan Theatre Ballet Social Media Policy. Please remember that anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images, or videos identify students at KTB.

- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards KTB staff, students, or families is expressly prohibited, and may subject the owner to disciplinary or legal action.
- Engagement on Social Media while identifying as a dancer, parent/guardian, volunteer, or employee, must only be done so with integrity, respect, and with adherence to the privacy and confidentiality policy. Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography), must be observed by all studio patrons when posting online. This includes but not limited to manuals, forms, handbooks, and curriculum.

- KTB will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All concerns pertaining directly to the studio, whether it be fees, scheduling, placements or performance opportunities, may not be communicated via Social Media. KTB has an open door policy and encourages all communication, complaints and feedback to be communicated directly, to the instructor, Office Manager, or to the Board.
- Social Media is not to be used to communicate attendance. This must be done via email or by phone through the KTB Office Manager or the instructor.
- KTB discourages parents/students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. KTB considers all studio members to be family and as such feels the obligation to respect and monitor personal boundaries.
- Photos or Videos taken from classes, rehearsals and performances may NOT be posted online without permission from KTB.
- Photographs/videos that feature multiple KTB dancers must not be posted online without proven consent from the parent/guardian.
- Identifying information of any featured minors, including names, ages or location, must be removed when posting on Social Media.
- Any and all choreography taught by KTB staff remains the property of KTB. Should any material be posted to Social Media (in agreement with this policy) credit must be given to KTB.
- Failure to abide by all of the above may result in disciplinary action.

Student Drop Off/Pick-Up Policy

Students are not to arrive at the Studio earlier than 30 minutes before their scheduled class times and are to be picked up promptly, no later than 15 minutes after their last class is dismissed. Students must always adhere to the KTB Quiet Zone policy.

Late Pick-Up Penalties

Liability insurance mandates that the instructors cannot leave the building until all students have gone. After class is over, if an instructor has to stay longer than 15 minutes with a student waiting to be picked up, **parents will be billed an additional \$25.00 per 15 minutes for the instructor's time.** This fee will be assessed on the next tuition bill.

Suspected Abuse

KTB staff and instructors are mandated reporters and will document and report to the appropriate authorities of any suspected abuse of a student enrolled in the KTB dance program.

Student Drop Policy

If a KTB student drops a class, no refund will be provided for the current billing period, but no further tuition will be billed to the account. **Students dropping a class after January 15th will be unable to receive a refund on their Spring Gala costume.**

Student Illness and Injury Policy

If a student becomes ill during class, he or she will be asked to sit out of class. A guardian will be contacted to pick up the student as soon as possible. If your student has any contagious illnesses, he or she will not be allowed to participate in class, rehearsals, or performances. When illnesses occur, please keep your student home so that they can rest and to avoid infecting others.

Illness Notification: In the event that a student is ill and will be missing class, please notify the instructor or Office Manager as soon as possible.

- **Illness:** Any dancer or instructor who is sick, has a persistent cough or fever, or is displaying any symptoms suggesting illness, will be prohibited from attending classes.
- **Lice:** In an effort to curtail the spreading of lice, KTB has a no nit policy. If a child is found with lice, he/she is not eligible to take class until all of the eggs are gone. Any hair brushes or hair accessories found in a studio will be thrown away to prevent the spread of lice.
- **Chicken Pox:** In the case of Chicken Pox, students may return to class only after lesions have crusted over.

Injury: In the event a student is injured in class, the parents will be contacted and informed of the injury. If a student complains of an injury after class or is otherwise injured in any way that may affect his or her dancing, we ask that parents please contact the Studio.

Inclement Weather/Power Failure/Emergencies

Classes may be canceled due to inclement weather, power failure, or other emergencies. No refunds will be given for classes canceled due to circumstances beyond our control (please refer to the Class Make-up Policy.) We will do our best to send notice of closures via our established communication methods and post on our social media.

Class Make-up and Class Cancellation Policy

There will be no refund made on tuition if a student misses a class due to vacation, illness or any conflict with another activity. Students may be able to make up classes by attending an alternate class as designated by the instructor(s).

KTB reserves the right to cancel or reschedule all classes. In special circumstances, a refund may be given.

School Closure Policy

It is the practice of KTB to follow the school district in regards to school closures due to weather or other emergencies. Families will be notified via our established communication methods when closures are deemed necessary.

Placement Policy

Placement of a student into a dance class is an involved process. Students who enroll for the first time will be placed according to age and ability. Instructors hold the right to reevaluate students, and placement can change throughout the year. Students **DO NOT** automatically advance to the next level at the end of the school year. In many cases, it is best for a dancer to be in one level for at least two years to allow for optimum growth. All instructors jointly decide on placement for each student in each dance discipline.

Evaluations

Evaluations for each student will be emailed in December and in May. These evaluations provide students and parents insight into each student's strengths and areas for personal growth. The rating system is designed to show how each student is progressing with regard to the teacher's expectations for their class. It also provides parents a chance to discuss dance class with their students. Class placement recommendations for the following year will be included in the May evaluation. Each instructor takes great care to reflect on each individual student and his/her progress. Each instructor's evaluation is held in confidence, and they believe that these will be positive tools for understanding and encouraging your student's growth.

The Purpose of the Evaluation:

- Identification of individual's strengths and weaknesses based on daily observation in class;
- Clear communication of these observations to the student and parent charting progress of the student over time;
- Placement of the student each year in the most appropriate & beneficial class.

Applying the evaluation: We ask that parents talk through each criterion and each comment with their students and ask their students to demonstrate or explain comments to them.

Please make an appointment with your dancer's instructor to discuss questions or concerns that require more than a brief interaction. To make an appointment, please contact the instructor directly.

Substitution Policy

There may be occasions on which regular instructors will be absent. Instructors may arrange for a substitute instructor or may reschedule classes when this occurs.

Parent Watch Policy

Regular parental observation of class is not permitted at KTB. This is to maximize student concentration and reduce distractions during class time. However, there will be one week in the fall semester and one week in the spring semester that will be designated as parent watch weeks, and these will be indicated on the school year calendar. During these weeks, parents are invited to attend their student's classes and observe their progress. This is a great opportunity for parents to take pictures and videos of their children as videography is not allowed at KTB performances.

Parent/Guardian Code of Conduct

This Code of Conduct is an unsigned agreement between the Parent(s), Guardians, and Ketchikan Theatre Ballet.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents and guardians on studio premises and at other facilities for productions or Ketchikan Theatre Ballet activities. This code aims to clarify the types of behavior that will not be tolerated and seeks parental agreement to these expectations. This code of conduct also communicates the actions the studio may take should this code be violated.

We are committed to resolving difficulties in a constructive manner through an open and positive dialogue. We understand, however, that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, we ask that you please follow the studio's complaints procedure outlined below.

1. If you have a concern with your student's instructor, please make an appointment with them to try to come to a resolution.
2. If you have met with your student's instructor and have not gotten the resolution you would like, please reach out the Vice President of the KTB Board of Directors at: humanresources@ketchikantheatreballet.com.

Major Infractions:

- Exhibiting disruptive behavior that interferes or threatens to interfere with any of the studio's normal operations or activities anywhere on the studio premises or any non-KTB facility during a studio function.
- Using loud or offensive language or displaying a temper.
- Threatening a staff member, visitor, parent/guardian or child in any way.
- Damaging or destroying studio property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the studio community.

Using defamatory, offensive, or derogatory comments regarding the studio or any of the students/parents/staff/board of directors at the studio, online, or on social media.

- Using physical, verbal, or written aggression towards another adult or child. This includes physical punishment of your own child on studio premises.
- Approaching someone else's child in order to chastise him or her because of the actions of this child towards your own child. (Such an approach to a child may be seen as an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs, or the consumption of marijuana or alcohol on studio premises.
- Identifying or posting images/videos of children without consent on social media.
- Circulating or sending emails with abusive or personal comments about staff or children.

It is important for parents and guardians to make sure individuals picking up their children are aware of this policy. Together we create a positive and uplifting environment not only for the children but also for all who work in the studio.

In the event a parent/guardian or visitor of the studio breaks this code, the following actions will be taken:

First Offense: A phone call will be made to the individual who broke the code of conduct.

Second Offense: A certified letter and/or email will be sent detailing the offense and requesting a meeting with KTB Staff and Board Members.

Third Offense: The individual will be barred from attendance at the KTB Studio or event space, and their student may no longer be allowed to take classes at Ketchikan Theatre Ballet.

The above steps may be skipped if the offense is deemed serious enough. In the case of a serious situation, police will be contacted.

Productions

Each year, Ketchikan Theatre Ballet presents four productions featuring Ketchikan Theatre Ballet Students. *Autumn Showcase* will feature Company members along with our tap and jazz students. *The Nutcracker* will feature Company members and other dancers as cast by the production team. *An Evening of Dance* will feature Company members and dancers in our higher-level classes. The *Spring Gala* will feature dancers from the entire school.

Autumn Showcase is a Ketchikan Theatre Ballet production and will be held in early October. This event also includes a fundraising auction and dinner. There will be a participation fee to help pay for costs associated with the production, including venue rental, costume cleaning fees, technical support fees, set/prop upkeep, etc. Billing for the participation fee will be added to your family account.

The Nutcracker is a Ketchikan Theatre Ballet production and will be held in early December. There will be a matinee performance and two evening performances. There will be a participation fee to help pay for costs associated with the production, including venue rental,

costume cleaning fees, technical support fees, set/prop upkeep, etc. Billing for the participation fee will be added to our family account.

An Evening of Dance is a KTB Company performance. Other KTB classes and/or individuals may be asked to participate. *An Evening of Dance* performances will be held in February. This is a great performance for younger students to attend, as it gives them an idea of what to look forward to as they advance in levels of ballet, jazz, & tap!

Spring Gala is a KTB production and will be held in early May. All classes are eligible to perform. There will be a matinee performance for younger dancers and two evening performances for older dancers. Costumes will be special ordered for each dancer in the middle part of January. After the performance, costumes and tights are the dancers to keep. For costume fees, see the Appendix. ***If your student is unable to participate in the performance, notice must be given no later than January 15 to avoid paying the costume fee.***

***** Performance details are subject to change.***

Rehearsal Attendance

Failure to attend $\frac{2}{3}$ of classes could result in the dancer's removal from the program and/ or any performance. It is encouraged to make up any missed classes in another level (generally the level below) of the same discipline by the end of the semester. Please receive instructor approval prior to attending a make-up class.

It is mandatory that dancers attend all rehearsals. If a dancer misses $\frac{1}{3}$ of the group rehearsals, they may be removed from the performance. If extenuating circumstances arise, parents must contact their student's instructor.

Stage Makeup

Makeup and hair requirements will be set individually for each production and/or dance. Details will be provided in advance.

Photography/Videos

DUE TO CHOREOGRAPHIC AND MUSICAL COPYRIGHTS, VIDEO RECORDING IS PROHIBITED DURING PERFORMANCES AND REHEARSALS.

Currently, KTB is licensed under ASCAP (American Society of Composers, Authors and Publishers) and BMI (Broadcast Music, Inc.), giving us permission to use recorded music in the classroom and for performances **only**. Under our agreement, we can record one copy of each performance for archival purposes only.

While we understand the desire of parents to have a record of their child's accomplishments, KTB will continue to enforce the policy of no video recording at any rehearsal or performance.

Still photos are allowed at any KTB rehearsal. We ask that you do not post photos of your child in costume until after the first performance has taken place.

Professional photos will be available for purchase. Information will be provided following each performance as to how parents can purchase photos.

Tuition, Fees & Payment

Tuition: Annual tuition for each class is billed monthly in 9-monthly installments. Company rehearsal time is included in the Annual Company Fee. There is a multi-class discount of 15% off each additional class for dancers enrolled in two or more classes.

A registration fee of \$25 per dancer will be due at time of registration.

Tuition Payments: Annual tuition will be billed in 9-monthly installments on the first of each month, with payments due by the 15th of each month. The first installment is due upon enrollment in August, with installments due on the 15th of each month, September through April. Payment is late on the 20th of each month. *It is highly recommended that families enroll in auto pay in order to avoid late fees.*

Participation Fees: (Covers expenses such as venue rental, costume cleaning, etc.)

Autumn Showcase: \$50/dancer

Nutcracker: \$50/dancer

Evening of Dance: \$50/dancer

Spring Gala Costume Fees:

\$60 - Creative Movement, Pre-Ballet, and Ballet I

\$70 - Ballet II-Ballet VII, Jazz I-V, and Tap I-IV

\$80 - Ballet VIII & IX, Jazz VI, and Tap V-VI

Additional Fees That May Be Assessed:

Late Payment Fees: Accounts not paid by the 20th of each month will be assessed at \$25.

Late Pick-Up Fees: \$25 per 15-minute period after the end of class or rehearsal.

*****Any student accounts that are past due may result in the student being unable to dance until the account is current. In April, accounts must be current to pick up costumes for Spring Gala.***