

***Ketchikan
Theatre Ballet
School of Dance***



**Student/Parent
Handbook**

Adopted by the KTB Board of Directors: August 2016

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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 the staff of Ketchikan Theatre Ballet. This knowledge will create an environment that will guarantee a safe and productive year. It is imperative that both parents and students review this handbook in order to have a complete understanding of these policies.

If you have questions regarding this manual, please contact the KTB office at 225-9311 or email at ktbbusiness@gmail.com.

Ketchikan Theatre Ballet Mission Statement

Ketchikan Theatre Ballet is a private non-profit organization and exists solely for the purpose of providing educational opportunities in ballet and other forms of dance, as well as providing cultural experiences and student performances, which involve participants and audiences of all ages.

Drug Free Statement

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

Upon approval by the KTB Board of Directors, KTB Company 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 of the Studio's or the bathrooms.

Discrimination Disclaimer

Ketchikan Theatre Ballet will not discriminate in regard to race, sex, age, religion, national origin, or marital status. These policies are designed to provide equal opportunity to all participants.

Professional Code of Conduct

KTB instructors follow a professional code of conduct with regards to 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 re-align or correct body position with regards to proper dance technique. Please contact the office if you have any concerns regarding this approach.

General Information

- **Business Office Hours:** 11:30 am - 6:30 pm, Monday-Friday
- **Quiet Zone:** KTB encourages parents with small children to wait quietly in one of our seating areas while your child is in class. Loud noises and excessive movement in the hallway or staircase is detrimental to our learning environment.
- **Student Phone Use:** Students may only use the phone in the Studio A lobby. Calls must not exceed 2 minutes.
- **Cell Phone Use:** Please turn off or silence your phone 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 smart phone solely as a tool for the purpose of documenting choreography, etc.
- **Food/Drink:** A small refrigerator is available for student use. Students may eat in the lobby areas only. Under no circumstances is there to be food or drink in the dance studios. Please remember to clean up after yourself properly (disposing trash, etc.)
- **Lost and Found:** Any items left in the studios/lobby will be placed in the Lost and Found. Each school semester the Lost and Found 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.**
- **Student Basket Rental:** KTB has a limited number of baskets available for rental by students. These wire baskets come with a lock and cost \$45 for the 9-month school year. Contact the KTB Office for rental information.
- **Dress Code:** All students must adhere to the KTB Dress Code at all times. This includes hair and shoes. Instructor discretion may be used in special circumstances.
- **Borrow Box:** KTB keeps a "Borrow Box" in the office that contains items students may borrow in an emergency. We cannot guarantee that the items a student might need will be in the box. Borrowed items should be returned to the instructor or the office after class. **Borrowed clothing is not to be taken home and should not be used on a constant basis.** Abuse of this may result in the student losing Borrow Box privileges. Anyone wishing to donate items to the Borrow Box may drop them off at the KTB Office.
- **Monthly Newsletter:** KTB publishes a monthly newsletter, FOOTNOTES, and releases it through email. It is our chief source of communication with parents. **Any pertinent KTB information that you should need is published in the newsletter.**
- **Scholarships:** KTB awards some partial scholarships. Please contact the KTB Office for further information.

KTB Program Fundraising & Parent Volunteer Requirements:

Parents must understand and agree to specifications as set by KTB with regard to the dance program in which their child participates.

- KTB requires all parents and guardians to participate at least once during every production in which their student dances. Parents will have the opportunity to sign up for a variety of positions and are required to actively participate and remain for their entire shift. Parents cannot send their students in their place. If they are unable or unwilling to volunteer, a \$50.00 charge will be assessed. This money allows KTB to hire someone to take their place. All parents must adhere to the KTB Code of Conduct and Dress Code at all times while serving as a volunteer.
- Each family will be billed a Fundraising Fee of \$150 in November and again in April. This is a school-wide fundraising effort. You may either:
 - Sell one book of 15 raffle tickets (\$10 each) in November and again in April to offset the cost
 - Sell a portion of the raffle tickets and pay the difference in cost
 - Pay the \$150 fee in November and \$150 in April

Additional Fees That May Be Assessed

Late Fees: Accounts with balances on the 21st of the month will be assessed a \$25.00 late fee.

Late Pick-Up Fees: \$25.00 per 15 minute period after the end of a class/rehearsal (**see page 9**).

NSF Check: Any check returned to KTB for Non-Sufficient Funds is subject to a \$25.00 service fee.

Nutcracker Participation Fee: Dancers participating in The Nutcracker will be charged a \$50 participation fee (Senior Company will be charged \$60).

An Evening of Dance Participation Fee: Dancers participating in An Evening of Dance will be charged a \$50 participation fee (Senior Company will be charged \$60).

Volunteer Fee: See KTB Program Requirements.

Fundraising Fee: See KTB Program Requirements.

Spring Gala Costume Fee:

\$60.00 –Pre-Dance 1 & 2, Kinder Ballet & Kinder Jazz/Tap

\$70.00 – Beg. Ballet I – Int. Ballet, Beg. Jazz I – Beg. Int. Jazz, Beg. Tap I – Beg. Int. Tap

\$80.00 – Adv. Int. Ballet – Advanced Ballet, Intermediate Jazz – Advanced Jazz, Intermediate Tap – Advanced Tap

Please remember that Costume fees includes the costume, tights, and shipping and handling. Billing for these costumes will be added to your December statement and due January 20th. If you would like your costume fee amortized into your monthly payments, please contact the office.

Student Participation Policy

KTB encourages all students to participate in every capacity of our school i.e. classes, performances, and promotional events, but reserves the right to discontinue a student from further participation in any KTB event for any reason or no reason, at the sole discretion of the Board. The following policies are to protect the rights of and provide a safe environment, both physically and mentally, for all KTB students and staff.

Parents must acknowledge, understand and agree to the program under which the student shall participate and accepts 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 Files

Confidential files are kept on each student. These files contain registration forms, 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 parent. Students will not have access to the files. If you have a question about your student's confidential file, please contact the office.

Student Code of Conduct

- Students **must** be on time for class, rehearsal and performance. Any 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 can be used in special circumstances.)
- It is imperative that all students attend class on a regular basis. Choreography for performance is learned in class. It is difficult for the class to perform well if dancers are absent. Failure to attend 2/3rds of rehearsals and/or classes could result in the dancer's removal from the program and/or performance.
- It is mandatory that dancers attend all rehearsals. If a dancer misses 1/3rd of the group rehearsals they may be removed from the performance. If extenuating circumstances arise parents must contact the Artist Director.
- Excessive talking is **NOT** allowed during class or rehearsal.
- All students are asked to go to the bathroom **before** class, rehearsal and/or performance begins.
- Food or drink is **NOT** allowed in either the Studio or the high school auditorium. **NO GUM** is allowed.
- Students **must** follow instructions and directions at all times.
- Students are expected to maintain a positive, cooperative attitude.
- Students are asked not to bring friends or siblings to 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 dress code at all times. (see posted dress code)

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:** Student will receive a verbal warning.
 - **Second offense:** A pink slip will be sent home and/or the student will be asked to sit out of class. A pink slip is a tool for informational purposes only. We ask parents to sign and return the form.
 - **Third offense:** The student will be removed from the classroom and their parent will be called.
- Ongoing discipline problems may be grounds for expulsion. This policy is in effect for all classes.**

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 who illegally possesses or uses 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.

Student Drop Off/Pick-Up Policy

Students are to arrive at the Studio no sooner than 15 minutes before their scheduled class times and are to be picked up promptly, no later than 15 minutes after their last class is dismissed.

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 show up on the next tuition bill.

Suspected Abuse

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

Student Drop Policy

KTB requires a 30-day **written** notice to drop a student from class. **Students dropping class after January 10 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 may be contacted to pick up the student as soon as possible. If your student has any contagious illnesses they will not be allowed to participate in class, rehearsals or performances. The student's return to class, rehearsal or performance will be at the discretion of the instructor. When illnesses occurs, please use common sense to help avoid infecting others.

Illness Notification: In the event that a student is ill and will be missing class, please call the KTB Office as soon as possible.

- **Lice:** Lice is a prevalent southeast Alaska problem. 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 their dancing, we ask that parents please contact the Studio and let instructors know.

Inclement Weather/Power Failure/Emergencies

Classes may be cancelled due to inclement weather, power failure or other emergency. 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 to the local radio stations and on our website <http://ktbdance.com>. Notice of closure will also be on the office voicemail.

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 are encouraged 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. Minimum class size is six (6) students. If a class does not have the required six (6) students, or the class size drops below six (6) students, KTB reserves the right to cancel that class. In special circumstances, a refund may be given with board approval. Instructors reserve the right to cancel a class if two or less students show up for class.

There may be occasions on which regular instructors will be absent. Instructors arrange for their substitutes with the approval of the Artistic Director. Due to the lack of dance instructors in Ketchikan, KTB Senior Company students and/or Teacher Assistants may be asked to teach in the event no other instructor can be found.

Placement Policy

Placement of a student into a dance class is a very involved process. Students who are enrolling 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 on each student will be mailed out in December and in May. These evaluations give students and parent an idea of each student's strengths and areas for personal growth. The rating system is designed to show how each student is doing with regard to the teacher's expectations for their class. It also gives parents a chance to discuss dance class with their students. Class placement recommendation 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 confident, and they feel 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 and beneficial class

Applying the evaluation:

We ask that you talk through each criterion and each comment with your student. Be sure to ask your student to demonstrate or explain comments to you.

Parent Watch Week

The last week of classes before Christmas Vacation is designated Parent Watch Week. During this week, parents are invited to attend their student's class and observe their progress. This is a great opportunity for parents to take pictures and videotapes of their child as no videotaping is allowed at any KTB performance.

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 call the studio and leave a message on the voicemail of your dancer's instructor. If it is an emergency, please contact the KTB Office.

Productions

During each season, Ketchikan Theatre Ballet will present three major productions featuring KTB Company and School of Dance Students. Students and Company Members participating in The Nutcracker and An Evening of Dance will be using KTB costumes and will be charged a **participation fee (see page 5)**. This fee helps cover the cost of auditorium rental, technical support fees, set/prop upkeep, costume replacement and the many other expenses attributed with producing a fantastic show. Billing for the participation fee will be added to your bill. If you would like your participation fees amortized into your monthly payments, please contact the office.

The Nutcracker

Nutcracker is a KTB Company production. Other classes from the School of Dance and/or individuals may be invited by the Artistic Director to participate in The Nutcracker. Pre-Primary classes are not eligible for this production. All casting is at the discretion of the Artistic Director. Casting Auditions will be held the second weekend of September. Dancers who are eligible to participate in The Nutcracker but who do not wish to participate due to religion or conflicting events are asked to notify the Artistic Director prior to Sept. 1.

Beginning Ballet through Advanced Ballet Levels will be cast during regular class time. Intermediate Ballet through Beg. Advanced Ballet may audition for the role of Clara & Fritz on Saturday. The role of Clara may or may not be performed on pointe. JR & SR Company Members may attend casting audition for lead parts on Saturday. A list of eligible parts will be posted prior to auditions. All Jazz, Tap, and Teen/Adult classes are invited to attend Sunday's Open Casting Audition for Character Roles.

Please note there will be a mandatory spacing rehearsal for the entire cast at the theatre on Saturday of Thanksgiving weekend prior to the performances the following weekend.

An Evening of Dance

An Evening of Dance is a KTB Company performance. Other KTB classes and/or individuals may be asked by the Artistic Director to participate. All performers will have a contract to abide by. The An Evening of Dance performances will be held in February. This is a great performance for the 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

Spring Performance is a KTB School of Dance 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. Other persons may be used at the Artistic Director's discretion. Costumes will be special ordered for each dancer the middle part of January. After the performance, the costume and any tights are the dancer's to keep. For costume fees, **see page 5**. If for some reason your student is unable to participate in the performance, notice must be given no later than January 10, before costume orders are placed.

****Autumn Showcase***

Autumn Showcase will be held in mid-October and is a KTB School of Dance showcase for our mid- to upper-level jazz and tap students. This event, though held at a smaller venue in an informal setting, is a great opportunity to showcase these very talented students and guests.

Rehearsal Attendance

- Failure to attend 2/3rds 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 before attending a make-up class.
- It is mandatory that dancers attend all rehearsals. If a dancer misses 1/3 of the group rehearsals they may be removed from the performance. If extenuating circumstances arise parents must contact the Artist Director.

Stage Makeup

KTB will apply stage makeup to all dancers in order to achieve a look that is uniform and complementary with the stage lighting. Any dancer arriving at a performance with pre-applied makeup will be asked to remove it so proper stage makeup can be applied. Only dancers with KTB-applied makeup will be allowed on stage. Under the direction of the Artistic Director, KTB Junior and Senior Company members have earned the privilege of applying their own stage makeup. Should your dancer have allergies to makeup or special skin care needs, please contact the studio prior to the performance so special arrangements can be made. Every effort is made to maintain sanitary application of makeup.

Photographs/Videos

VIDEO TAPING PROHIBITED DURING PERFORMANCES OR DRESS REHEARSALS DUE TO CHOREOGRAPHIC AND MUSICAL COPYRIGHTS.

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.

The Ketchikan Theatre Ballet Board of Directors, while understanding the desire of parents to have a record of their child's accomplishments, will continue to enforce the policy of no videotaping at any rehearsal or performance. KTB has a flyer better explaining the copyright system. If you would like a copy, please call the office.

Flash photography and still photos are allowed at any KTB rehearsal. Parents may video tape their child's class on those days during "Parent Watch Week" or with special permission from the instructor.

Ketchikan Theatre Ballet
Business Hours -
11:30 am - 6:30 pm, Monday-Friday
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