



8420 Airport Blvd., Ste. 202
Juneau, AK 99801
Phone: (907) 463-5327 Fax: (907) 463-3601
Email: juneaudance@gci.net
www.juneaudance.com

STUDENT/PARENT MANUAL

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WELCOME TO JUNEAU DANCE THEATRE

Juneau Dance THEATRE (JDT) is a non-profit organization established in 1975 whose mission is to provide quality dance instruction, performance opportunities and the Fine Arts Camp to the Juneau community.

The purpose of this manual is to ensure an understanding of the policies and guidelines for students, instructors, parents, volunteers, and the staff at JDT. This knowledge will help create a positive environment that will assist in our goal to provide a safe, productive, and successful dance experience.

We are committed to providing qualified instruction. Our instructors strive to encourage all students to perform to the best of their ability and are dedicated to teaching in a positive, supportive manner to ensure all students are treated fairly and with respect.

It is imperative that JDT students and their parents/guardians review this manual at the beginning of each JDT semester or prior to our summer program to ensure a complete understanding of these policies. If you have questions regarding this manual or the contents within, please contact the JDT business office.

JDT MEMBERSHIPS

JDT is proud to provide the Juneau community with dance instruction and performance opportunities throughout the year. We are equally proud of the community support we have received throughout our 37 year history. Please help support JDT by becoming a member of our organization by completing a membership form and paying the minimum membership fee. As a JDT member, you can take pride in your commitment to the philosophy that art benefits everyone. The benefits of your JDT membership include receiving member rates for all JDT classes and Fine Arts Camp in the fiscal year you are a member (July 1-June 30). Additionally, members are entitled to participate in and vote at our annual meeting. Members are listed in all JDT performance programs.

DRUG FREE STATEMENT

JDT supports a drug free environment. The presence of alcohol, tobacco, or illegal drugs are prohibited throughout the JDT dance studio and building at 8420 Airport Blvd and at any JDT sponsored performance or program held outside the JDT dance studio. Any JDT student found in possession of alcohol, tobacco, and/or illegal drugs, by consumption and/or physical possession at the locations above faces suspension or dismissal at the discretion of the JDT Board of Directors without refund of class tuition or program/performance fees paid.

Upon approval by the JDT Board of Directors, JDT students may be granted performing privileges for off campus fundraising activities where alcohol may be served. At these activities, alcohol will only be served to ticket holders 21 years of age and older.

DISCRIMINATION DISCLAIMER

JDT will not discriminate in regard to race, sex, age, religion, national origin, sexual orientation, or marital status. These policies are designed to provide equal opportunities for all participants.

GENERAL JDT STUDIO INFORMATION

Office Hours

The business office during weekday afternoons. Please see the website for current hours. However, classes will be ongoing outside of the official office hours. If you need assistance and no one is in the office, please call or stop by during posted office hours. You can also leave a message on our telephone message machine at 463-5327 and we will return your call as soon as possible. Please do not conduct business matters with our dance instructors.

Studio Lobby Phone Use

A phone is available in the dance studio lobby for public use. Phone calls are not to exceed three (3) minutes since incoming calls cannot be received when the lobby phone is in use. No long distance calls will be allowed. The business office phone is not for public use.

Food and Drinks

Students are encouraged to bring filled water bottles to class. No food or drink (other than water) are allowed in the JDT dance studio, lobby, or dressing room except for special occasions approved by the JDT Board of Directors. Students and parents are encouraged to use the kitchen area to consume food and drinks. Students will be allowed to use the refrigerator for food items to be consumed within a day. Items stored in the refrigerator should have the student's name on the item. Unclaimed food items will be disposed of after three (3) days. Vending machines are located inside the front entrance of the building on the right side. Those using the kitchen area are responsible for cleaning up after themselves including the proper disposal of garbage, removal of debris on the floor, cleaning soiled tables, and washing any dishes used. Students are not allowed to chew gum during class. Students should put their name on all food items stored in the kitchen and their water bottle.

Studio Lobby Etiquette

Please keep our studio lobby area clean. Magazines should be placed back into the appropriate container after reading. Items on the table should not be disturbed. We want to provide the best environment for our students in class and make our best effort to avoid disruptions. If parents wait for their student in the lobby and have additional children with them, please do not allow them to hang on or look under the class divider when class is in session, roam into the dressing room and/or business office without supervision, or talk loudly. If your child waiting in the lobby is crying or making loud noises, please take them into the JDT kitchen/commons area or restroom until they quiet down.

Lost and Found

There is a lost and found box in the dressing room. Any items left in the JDT premises will be placed in the lost and found box daily. At the end of each semester, items remaining in the lost and found box will be donated to charity. Students are encouraged to put their name on all dance gear. Students should not leave anything valuable unattended. JDT is not responsible for lost or stolen personal items.

Borrow Boxes

JDT keeps two "borrow boxes" in the dressing room that contain items students may borrow in an emergency. We cannot guarantee that items a student might need are in either box. Borrowed shoes should be returned immediately following class. Borrowed clothing should be returned clean and placed back into the clothing gear box as soon as possible. If laundering of borrowing clothing is not possible, please return the clothing to either the instructor or the office immediately following class. Borrowed clothing and shoes should not be used on a consistent basis. Abuse of this privilege will result in the student not being able to use items from the borrow boxes. Anyone wishing to donate items to the borrow boxes may drop them off at the JDT office.

JDT Friends Communications

The JDT Friends emails, sent several times a month, are the primary source of communications between the JDT office and JDT families. These emails contain pertinent information regarding JDT so it is vital that everyone READ these emails for important announcements and updates. If you are on the JDT email list and change your email address, please contact the JDT office to update your information. If you are not on the email list and would like to be, please contact the JDT office. JDT families are also strongly encouraged to visit the JDT web site www.juneaudance.com often for information and/or to get questions answered. We welcome any ideas you may have for either the JDT Friends emails or web site.

GENERAL STUDENT, CLASS AND TUITION INFORMATION

Class Descriptions

See the JDT web site www.juneaudance.com for class descriptions.

Class Calendar

The first semester of JDT classes runs from September through December. The second semester runs from January through May. Fine Arts Camp is in June. JDT offers several summer programs to help students continue their training. JDT is closed Thanksgiving weekend, winter break, and spring break. JDT is open for all other school in-service days, conference days, and holidays.

Tuition

Class fees for the semester are based on \$13 for 1-hour classes and \$18 for 1 ½ hour classes. Tuition fees are determined by the JDT Board of Directors and can be changed at their discretion. Notice of any tuition changes will be given to JDT families prior to the beginning of each semester. A 15% discount will be given to families with three or more students attending class or a student registering for three or more classes (except for classes with a 15% discount already deducted). Rates for Ballet III and Ballet IV class tuition include a 15% discount. Drop-in class rates are \$17 for a one-hour class and \$27 for a 1 ½ hour class.

Tuition Payment, Class Make Up, and Refund Policy

Payment in full for the semester tuition is due on or before the first day of classes (unless monthly invoicing is requested). If monthly invoicing is requested, a 5% surcharge will be added and the first month's payment must be received prior to the first class. Invoices will be mailed each month and payment is required by the 15th of the following month. If payment is not received by the 15th of the month, a \$10 late fee will be assessed. If a payment is 60 days in arrears, students will not be allowed to take class until payment is made. Accounts must be current in order to register for additional classes.

Credit is not offered for missed classes. Students may attend similar classes to make up for those missed if the absence is excused. Make up classes must be attended within the semester of the absences. If a student is not interested after the first class, you may cancel and receive a full refund of the tuition paid. Refunds requested after the second class require a \$25 administrative fee in addition to the cost for classes already taken. There are no refunds after attending the third class. The JDT Board of Directors will determine refunds due to medical or other emergencies on a case by case basis.

Scholarships

JDT has a scholarship program that funds partial tuition for families in need. Scholarship applications are available from the JDT office and are kept in strict confidence.

Student Absences, Illness, and Injury Policies

If a student will be absent from a class for any reason, please notify the JDT office prior to the beginning of class, so the dance instructor can be alerted to the student's absence and the reason for the absence. Instructors should also be alerted in advance regarding any planned extended absences.

If a student becomes ill during class, he or she will be asked to sit out of class. A parent may be contacted to pick up the student. If a student has any contagious illness, they will not be allowed to participate in class, rehearsals or performances. The student's return to class, rehearsals or performances will be at the discretion of the instructor. When illnesses occur, please use common sense about attending classes, rehearsals or performances to help avoid infecting others.

In the event a student is injured in class, parents will be contacted and informed of the injury as soon as possible. In the event of an emergency or serious injury, JDT staff will call 911 and parents will be notified immediately. If a student complains of an injury after class or is otherwise injured in any way that may affect their dancing, the appropriate instructor(s) should be notified.

Class Cancellation Policy

JDT reserves the right to cancel or reschedule any and all classes. The minimum class size is five (5) students. If a class does not have the required five (5) students, or the class size drops below five (5) students, JDT reserves the right to cancel that class. In special circumstances, a refund may be given with Board of Directors approval. JDT Instructors reserve the right to cancel a class if two or less students show up for class.

Classes may be cancelled due to snow or extreme weather. JDT follows the Juneau School District in closures due to snow. No refunds will be given for classes cancelled due to circumstances beyond our control. Students may make up cancelled classes in a similar class within the same semester.

Occasionally a regularly scheduled class will be cancelled due to an unexpected instructor absence. JDT will make every effort to notify students and/or parents of an unexpected class cancellation. A sign will also be posted on the lobby door.

It is strongly recommended that parents of young children not leave their child without insuring the class is beginning at the scheduled time.

Late Pick Up Penalties

JDT's liability insurance mandates our instructors to remain in the building until all students have departed. When 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 \$25 per 15 minutes for the instructor's time. Invoices will be mailed and prompt payment is expected.

Lice

Lice is a prevalent Southeast Alaska problem. In an effort to curtail the spreading of lice, JDT follows the Juneau School District policy on lice. If a student is sent home from school with lice, they are not eligible to take class until all eggs are gone. All hair brushes and hair accessories found in the JDT premises will be disposed of.

Suspected Abuse

The JDT staff, as mandated to do so, will document and report to the appropriate authorities any suspected abuse of a student enrolled in the JDT dance program.

JDT Dress Code

Students must adhere to the following dress code. This criterion is necessary to allow the instructor a view of the body line for proper correction. Instructors reserve the right to make exceptions as appropriate. Students not adhering to the JDT Dress Code may not be allowed to participate in class. If you have any questions, please ask a JDT staff member.

ALL DANCE CLASSES

- No superfluous clothing may be worn over or tied to the shoulders or waist. Bare midribs or revealing clothing will not be allowed in class.
- All students must have their hair secured off their face and neck. Female ballet students must have their hair in a bun unless the length does not allow it.
- No jewelry allowed except for modest earrings and rings. No necklaces or bracelets allowed.
- No denim wear allowed.

BALLET (including Creative Movement and Studies in Movement)

Female:

- Solid colored leotard—black preferred. No tutus or dress up style skirts.
- Pink tights.
- Pink ballet slippers. Students in the Creative Movement and Studies in Movement classes will be allowed to participate in bare feet.

Male:

- Gray or black tights or loose fitting pants and a solid colored fitted t-shirt, preferably white.
- Black or white technique shoes.
- Long hair should be secured away from the face.

MODERN, THEATRE DANCE & MUSICAL THEATRE

- The dress code for ballet classes is acceptable.
- Multi-colored leotards and unitards, loose fitting pants or exercise wear. Pants should not be worn below the navel or drag on the floor.
- Ballet or jazz technique shoes for jazz. Dancing barefoot is the tradition for Modern dance. Please ask your instructor for recommendations on Modern dance footwear if you prefer to wear shoes.
- Long hair should be secured away from the face.

HIP HOP

- The dress code for Modern, Theatre Dance and Musical Theatre classes is acceptable.
- T-shirts, tank tops, loose fitting pants, shorts.
- No inappropriate graphics or language on clothing.
- Ballet or jazz technique shoes, hip hop shoes, bare feet.

IN SPECIAL CIRCUMSTANCES, INSTRUCTORS RESERVE THE RIGHT TO MAKE EXCEPTIONS TO THE JDT DRESS CODE.

PROFESSIONAL CODE OF CONDUCT

JDT instructors are required to uphold the principles and comply with the Professional Code of Conduct.

- Behave with integrity in all professional judgments, through honesty, fair dealing, objectivity, courtesy and consideration for students, families, and other JDT instructors.
- Carry out his or her professional work with due skill, care, and proper regard for the technical and professional standards expected of him or her.
- Ensure their private, personal, and political interests do not conflict with their professional duties.
- Maintain up-to-date subject knowledge and understanding.
- Respect the confidentiality of students and other JDT instructors.
- Communicate a love of dance and encourage the art of dance.
- Demonstrate professional attitudes, including punctuality, reliability, and responsible care of students.
- Work in a collaborative and cooperative manner with other dance instructors.
- Work in an open and cooperative manner with students and families.
- Develop self-discipline and self motivation in the students.
- Recognize and develop each student's potential and offer appropriate guidance for further progress.
- Recognize physical differences and limitations, and different learning styles of students, modifying the teaching and seeking advice where necessary.
- Ensure that students are not discriminated against based on nationality, race, gender, religion, age, disability, sexual orientation, or other status.
- Ensure that no action or omission on his or her part, or within his or her responsibility, is detrimental to the interests or safety of students.
- Ensure that students and families have ample opportunity for communications.
- Always act in such a manner as to promote and safeguard the interests and well-being of the students.
- Justify student trust and confidence.
- Provide a good learning environment in the JDT dance studio through appropriate planning, addressing individual learning needs through differentiation, and providing constructive feedback to aid learning.
- Comply with all statutory requirements affecting students health and safety.

JDT instructors will correct students using the "hands on" approach, which 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. JDT instructors may place their hands on the student to physically realign or correct body position with regards to proper dance technique. Please contact the JDT office if you have any concerns regarding this approach.

STUDENT CODE OF CONDUCT

Juneau Dance Theatre provides a positive environment for all students to ensure their success. We enforce the following codes of conduct:

- JDT dance instructors and staff will respect all students. In return, all students are expected to respect the JDT staff, their dance instructors and fellow students. JDT will not tolerate inappropriate or disrespectful behavior or language.
- Discipline is an integral part of dance training. Punctuality and regular attendance is expected for classes, rehearsals, and performances. Students should arrive at least 10 minutes prior to class time in order to be ready to begin class at the scheduled time. Students are not allowed to arrive for class more than 30 minutes prior to the scheduled class start time. Since the first 15 minutes of class are crucial to properly warm the muscles, students arriving 15 minutes after class begins, without proper advance notification, will not be allowed to participate in class.
- Students must attend class on a regular basis. Sporadic attendance can cause a student to fall behind and may cause an injury.
- Only appropriate dance attire is to be worn in class and rehearsals. (See JDT Dress Code.)
- Excessive talking is NOT allowed during class or rehearsal.
- Do not talk back to your teacher. Always accept criticism and corrections well. Try to make your teacher's corrections immediately or ask questions if you need clarification.
- All students are asked to use the bathroom BEFORE class, rehearsal and/or performances begin.
- There will be no hanging on the barres at any time.
- No food or beverages, other than water, are allowed in the lobby, dressing room, or dance studio. Special circumstances may be approved by the JDT Board.
- Cell phones are to be turned off. Personal phone calls are not allowed during class unless there is an emergency situation as defined by a JDT staff member.
- Students must follow instructions and directions at all times and are expected to maintain a positive, cooperative attitude.
- JDT teachers will be treated with the utmost respect at all times and properly thanked after each class.
- Students are NOT allowed to bring friends to the dance studio.
- Disruptive or disrespectful behavior will result in the student being required to sit out or be dismissed from class resulting in parental notification.
- Repeated disruptive behavior and/or disrespect to instructors, staff, volunteers, or other students will not be tolerated and will result in disciplinary action.

Major Violations

The following major violations will not be tolerated by Juneau Dance THEATRE. Students will either be put on probation, suspended, or expelled from class and/or rehearsal/performances. Disciplinary actions will be taken immediately.

- Any student who illegally possesses or uses drugs, alcohol and/or tobacco at any JDT function or who is convicted of such action occurring anywhere.
- Any student possessing a firearm or weapon at any JDT function.
- Any student using profane language or obscene gestures.
- Any student whose behavior adversely affects the psychological and/or physical safety of themselves, other students and/or JDT staff.
- Any student repeatedly not in compliance with the JDT Student Code of Conduct during class, rehearsal and/or performances.

Discipline Policy

All JDT instructors will use the following policy when disciplinary actions are deemed necessary. Documentation of violations will be kept in a permanent file in the JDT business office.

First Offense: Students will receive a verbal warning.

Second Offense: A written notice will be sent to the student's parent via email or regular mail and/or the student will be asked to sit out of class.

Third Offense: The student will be removed from the classroom and their parent will be called.

Ongoing discipline problems may result in permanent removal from JDT programs. This policy is in effect for all JDT classes and programs. Appeals to any disciplinary action taken by the JDT staff should be directed to the staff member's immediate supervisor.

Additional Student Guidelines

The following guidelines have been developed to assist our school to function in a positive and safe environment.

- For security reasons, students are to wait inside the building, not outside the building, for parent pick up. Young students (ages 12 and under) are asked to wait in the JDT lobby.
- During class time, students are asked to keep their voices low to avoid class disruptions.
- Keep your personal belongings neatly stored in the dressing room (not in the lobby or kitchen). Do NOT bring valuables to the JDT dance studio.
- Left items will be placed in the lost and found box. Unclaimed items will be donated to an appropriate charity at the end of each semester.

Pointe Policy

Pointe work is an exciting and enjoyable part of ballet training. However, there are possible serious risks involved with going en Pointe too early. The bones of the foot are not fully developed, strengthened, and hardened until some time in the teenage years. Attempting Pointe work too early may result in serious injury and permanent damage to the bone and muscle structure of the foot. To ensure safe and technically correct ballet classes, JDT will enforce the following policies:

- No student should attempt Pointe work prior to the age of 11 years. The pressure of the body's weight on the foot and toes, which are still soft and growing at this age, can cause malformation of the bones and joints. Eleven years old is the MINIMUM age for going en Pointe but JDT students will begin Pointe work ONLY with the recommendation and/or approval by the JDT Artistic Director and/or Ballet Instructor. Approval must also be given by the student's parent.
- The student must have had at least three years of serious training and be currently taking three ballet classes per week. This is the minimum time and preparation needed for a student to develop sufficient technique and strength to prepare the foot for Pointe work.
- Beginning Pointe students often spend months training only at the barre until they build enough strength and the correct technique to begin center work. Students should not dance en Pointe away from the barre until they are permitted to do so by the Ballet Instructor.
- Students and their parent will be notified in writing when they are ready to go en Pointe. Do not buy Pointe shoes before receiving this notification.
- Students working en Pointe must have a positive attitude, focus, and have the ability to work attentively on corrections given by the Ballet Instructor.

It is important for students and parents to understand and accept the Pointe policies. Due to students developing at different rates, it is unlikely an entire class will be ready to attempt Pointe work at the same time. Most students requiring further work on posture, strength, and other requirements will eventually join their fellow students en Pointe. Students must remember that preparing for Pointe requires patience, dedication, and maturity on their part.

Class Placement and Advancement

Students enrolling at JDT for the first time will be placed according to age, previous dance instruction, and ability. The instructor will observe the student in class and if the level chosen is inappropriate, the teacher will recommend a class at a different level. Placement in classes is at the discretion of each JDT dance instructor.

Students will be promoted from one level to the next as determined by, and at the sole discretion of the JDT dance instructors. A class advancement criterion is based on the following:

- Technical skill development in relationship to class level. Included as part of the student's technical accomplishments are: proper alignment and placement, use of turn-out, physical strength, coordination, classical line, musicality, flexibility, cleanliness and clarity of movements and positions, movement quality, and performing skills (in class, rehearsals, and performances).
- Physical development and growth/age.
- Attendance, tardiness and class preparedness. Students are expected to attend every class for which they are scheduled. Students who are absent often may jeopardize their placement and/or any scholarship awarded.
- Positive attitude, self-motivation and desire to dance. Students must bring to class a positive attitude so they will develop a good working relationship with JDT dance instructors and other students, showing a willingness to receive corrections and comments from their instructors.
- Attentiveness.
- Have the ability to work well with groups.

Students are promoted on an individual basis and DO NOT automatically advance to the next level at the end of the year. Some students might be in the same level for several semesters. This is normal and does not have a negative connotation. Students will receive a student placement notice at the end of each semester. If an instructor promotes a student prior to the end of the semester, a written notice will be given to the student and parent.

Standards for Ballet Class Advancement

Creative Movement

Creative Movement is an introductory class. Please see class description.

Studies in Movement

Studies in Movement is also an introductory class. It is recommended that young dancers take Creative Movement before trying Studies in Movement.

To be advanced from Studies in Movement to Ballet Basics a dancer should:

1. Have the ability to execute demi plié and relevé in both first and second positions turned out and with proper body alignment center floor.
2. Show simple port de bras with instructor assistance center floor.
3. Execute simple battement tendu and battement dégagé exercises from parallel and from first position with instructor assistance center floor.
4. Execute simple retiré exercises from first position both to the right and left with instructor assistance center floor.
5. Execute simple grand battement to the front from a parallel standing position with instructor assistance center floor.
6. Have the ability to show a gallop forward, right and left; show a simple skip from a parallel position; show a leap forward with the aid of a prop across the floor

Ballet Basics

Ballet Basics is an introductory class. It is strongly recommended that young dancers have experience in Studies in Movement before trying Ballet Basics.

To be advanced from Ballet Basics to Ballet I a dancer should:

1. Execute demi plié in first, second and fifth positions turned out and with proper body alignment at the ballet barre.
2. Execute simple battement tendu, battement dégagé and retiré exercises from first position at the ballet barre.
3. Execute a simple rond de jambe exercise from first position at the ballet barre.
4. Execute a simple petit battement preparation exercise from first position at the ballet barre.
5. Execute a grand battement exercise from first position at the ballet barre.
6. Show a simple battement tendu exercise with instructor assistance center floor.
7. Show a simple retiré balancing exercise with instructor assistance center floor.
8. Show chassé forward and side (gallops) across the floor.
9. Show pas sauté (skips) moving forward from a parallel position, a retiré position and an arabesque position across the floor.
10. Show grand jeté (leaps) moving forward with the aid of a prop across the floor.

Ballet I

Ballet I is an introductory class. It is strongly recommended that young dancers have some experience in movement classes before trying Ballet I.

To be advanced from Ballet I to Ballet II a dancer should:

1. Execute all of the ballet barre work listed in Ballet Basics turned out and with proper body alignment.
2. Execute petit battement exercises from coupé and sur le cou de pied positions at the ballet barre.
3. Execute grand battement front , side and back at the ballet barre.
4. Show all of the exercises listed for center and across the floor work in Ballet Basics.
5. Show a demi soutenu turn at the ballet barre and a full soutenu turn center.
6. Show sauté, assemblé, changement, soubresaut, échappé and échappé sauté combinations of jumps center floor with strength and ballon.
7. Show chaîné turns across the floor.
8. Show preparation for piqué turns across the floor.
9. Show grand jeté moving forward without the aid of a prop across the floor.

Ballet II

Ballet II is a ballet technique class for young dancers who have had previous ballet experience.

To be advanced from Ballet II to Ballet III a dancer should:

1. Execute all of the ballet barre work listed in Ballet Basics and Ballet I turned out and with proper body alignment AND working the basic exercise sequences from fifth position encroix (front, side, back, side, etc.).
2. Add to the ballet barre the execution of rond de jambe en l'air in the rond de jambe exercises.
3. Add to the ballet barre the execution of fondu exercises.
4. Add to the ballet barre the execution of exercices développé.
5. Add to the ballet barre the execution of pirouette preparation exercises in the retiré exercise sequence.
6. Add to the ballet barre the execution of frappé and entrechat quatre/royale exercises to the petit battement repertoire.

7. Show all of the exercises listed for center and across the floor work in Ballet Basics and Ballet I.
8. Show the exercises for the directional concepts of croisé, en face and effacé center floor.
9. Show the exercises for pirouette turn preparation and single outside pirouette turns to the right and left center floor.
10. Show simple combinations of the following petit allégo movements:
Jeté, pas de bourrée, glissade, assemblé, sauté, soubresaut, changement, pas de chat, saut de chat, échappe, échappe sauté, pas de basque, ballonné.
11. Show chaîné and piqué turn sequences across the floor with strength.
12. Show jeté en tournant exercises across the floor with proper direction and strength.
13. Show combinations of tombé, pirouette and grand jeté movement sequences across the floor with the proper directional changes and strength.
14. Show combinations of chassé and sauté movement sequences across the floor with strength and ballon.

Ballet III

Ballet III is a ballet technique class designed to take the comprehension of dance vocabulary and the execution of ballet technique to the next level.

To be advanced from Ballet III to Ballet IV a dancer should:

1. Execute all of the ballet barre work listed in Ballet Basics, Ballet I, and Ballet II turned out and with proper body alignment.
2. Add to the ballet barre rond de jambe à terre and en l'air in a variety of combinations.
3. Add to the ballet barre fondu exercises at varying heights of extension and in a variety of combinations.
4. Add to the ballet barre développé exercises at varying heights of extension and in a variety of combinations.
5. Execute both single and double frappé combinations and entrechat quatre/royale combinations with varying degrees of difficulty.
6. Show all of the exercises listed for center and across the floor work in Ballet Basics, Ballet I, and Ballet II.
7. Show a variety of battement tendu combinations emphasizing the directional concepts of croisé, en face, effacé and adding écarté and épaulé center floor.
8. Show a variety of combinations for single pirouette turns—both outside (en dehors) and inside (en dedans) center floor and across the floor. Start work on double pirouette turns.
9. Show a variety of combinations with changes of direction for the following petit allégo movements:
Jeté, pas de bourrée, glissade, assemblé, sauté, soubresaut, changement, pas de chat, saut de chat, échappé, échappé sauté, pas de basque, ballonné, ballotté.
10. Demonstrate a basic Adagio combination center floor: include directional and level changes, turns, promenade and balance work, all executed with strength and control.
11. Execute chaîné, piqué and soutenu turns in a variety of combinations on a diagonal across the floor.
12. Execute Grand Allégo sequences that include chaîné, pirouette, piqué, fouetté and soutenu turns; include grand jeté and jeté en tournant, pas de basque, pas de basque en tournant, assemblé en tournant, etc. across the floor with strength and ballon.

Ballet IV

Ballet IV is currently the most advanced ballet level class offered at JDT. Please see class description.

Students and parents are encouraged to purchase the *Technical Manual and Dictionary of Classical Ballet* by Gail Grant.

Junior Company

The JDT Junior Company consists of students who meet the JDT requirements listed below:

- Attend, on a regular basis, all dance classes in which they are enrolled.
- Be enrolled in Ballet III or IV.
- Be a student in 6th-12th grades.
- Audition and receive a major role or roles in Nutcracker and Spring Concert.
- Maintain a positive and cooperative attitude at all times.
- Adhere to the JDT policies and student code of conduct at all times.

Junior Company JDT Studio Use

The JDT Junior Company students are able to use the JDT dance studio to get in shape for audition or performance. Use of the studio must be prearranged with JDT business office. A staff member or parent **MUST** be present for the entire time the studio is being used. Students must obtain proper instruction in the use of the stereo equipment before using the studio. Students must close windows, turn off the stereo equipment, and place barres back in their appropriate location. If a staff member is not present, all doors must be locked when leaving.

PARENTS CODE OF CONDUCT

Parents of JDT students and their involvement are so important to the success of our program. The following codes of conduct for parents will ensure our students have a positive and successful experience in all JDT programs:

- Please respect the expertise and decisions of the JDT faculty and staff.
- Support your dancer at all times.
- Be attentive to people who are around you as you comment. Young dancers are very sensitive. Negative comments or those outside of your expertise can turn the most positive experience into a negative one. Instead, attempt to develop positive solutions and avoid gossip.
- If you have major concerns, see the JDT Artistic Director or Executive Director, rather than discussing them with other parents.
- Be courteous and respectful to staff and students.
- Encourage your dancer to enjoy their training and to have fun.
- Think about the benefit your dancer receives from their dance experience including building strong, healthy bodies, moving to music which is a delightful experience, and making friends with other dancers.

Parent Observation Policy

JDT allows parents and families to observe their student's class the last week of every month. This opportunity allows parents to observe their dancer's progress. Please respect your student's and other students' learning environment by observing quietly without calling your student's name or reprimanding them during class and turning off cell phones. This is a special time for both students and those observing. Enjoy!

Parental Involvement

The overall success of JDT depends on parental involvement. It is important that parents volunteer to help where needed, especially with performances and fundraising. JDT conducts two raffles a year and several special events. Although not mandatory, each student's family is expected to either sell or purchase one book of raffle tickets for both the Holiday Raffle and Spring Raffle. JDT will set up several places and days to sell raffle tickets at locations throughout Juneau. The sign-up sheet will be posted in the JDT lobby. Other special events are held throughout the year and require volunteer assistance. Sign up sheets for volunteering will also be posted in the lobby. Less than 50 percent of JDT's income is generated from tuition, so it is essential that fundraising occur throughout the year.

PERFORMANCES

A part of JDT's mission is to provide performance opportunities to every JDT student. Participating in performances is optional. Performance opportunities may require auditioning. Performances and requirements are:

Nutcracker

- Performances are presented in December.
- Auditions are held in late August or early September.
- Performers must be age 8 years or older.
- Performers must currently be enrolled and regularly attending a dance class either at JDT or a similar dance school (adult performers excluded from this requirement).
- Rehearsals are held weekly and attendance is mandatory. Several dress rehearsals are also held close to performance dates.
- Students participating in Nutcracker will be using JDT's costumes and will be charged a \$35 performance fee. This fee covers cleaning, repairs, maintenance, and replacement of costumes.

Spring Concert

- Performances are presented in late April or early May.
- The intermediate and advanced JDT students will perform.
- Rehearsals will be held weekly, usually on weekends, and/or during regular class at the discretion of the instructor.
- A dress rehearsal is held close to performance dates.
- Students may be required to purchase costumes.

May Recital

- Performances are presented late May.
- Young JDT students will perform (Creative Movement, Studies in Movement, Ballet Basics, Ballet I, Ballet II, Modern/Jazz Fusion I, Modern/Jazz Fusion II, and Children's Hip Hop).
- Students will learn and rehearse during regular class.
- A dress rehearsal is held close to performance dates.

Other Performance Opportunities

There may be other performance opportunities as determined by the JDT Artistic Director.

Thank you for taking the time to review this student/parent manual. The JDT Board of Directors will be reviewing and updating this manual annually. If you have any questions or need clarification on any item contained in the manual, please contact the JDT Artistic Director.

