

Juneau dance THEATRE

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STUDENT/PARENT MANUAL

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WELCOME TO JUNEAU DANCE THEATRE

Established in 1975, Juneau Dance Theatre (JDT) is a 501(c)3 nonprofit arts organization whose mission is to nurture self-discipline, confidence, creativity, and mental and physical fitness through classical ballet and other forms of dance instruction. JDT provides performance opportunities and an annual Fine Arts Camp, in which students develop artistic expression and skills in both visual and performing arts. Through these programs, JDT strives to educate, engage, and inspire the Juneau community and foster an appreciation for the art of dance.

The purpose of this manual is to set forth JDT's policies and guidelines to students, faculty, parents, volunteers, and staff. Mutual understanding of these policies 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 excellent instruction. Our faculty 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 the contents of this manual, 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 40+ years of operation. Please help support JDT by becoming a member of our organization by completing a membership form and paying any level of our annual membership fees. 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 is open weekday afternoons. Please see our website for current hours. Classes may be in session 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 conduct business matters with our School Administrator or Executive Director.

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) is allowed in the JDT dance studio, lobby, or dressing room except for special occasions approved by the JDT Board of Directors or Management. Students and parents are encouraged to use the kitchen area to consume food and drinks. Students are permitted 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 days. Individuals using the kitchen area are responsible for cleaning up after themselves including the proper disposal of garbage, removal of debris from the floor, cleaning soiled tables, and washing any dishes used.

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. Reading material is available for check-out upon request with JDT faculty. 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 area or restroom until they quiet down. We share the building with several other businesses, and desire to maintain a good relationship with these entities. Noise control is essential, especially during the weekday business hours.

Lost and Found

There is a lost and found box in the lobby. 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 Box

JDT keeps a “borrow box” in the dressing room that contain shoes students may borrow in an emergency. We cannot guarantee that items a student might need are in the box. Borrowed shoes should be returned 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 our gently used rack may drop them off at the JDT office.

JDT Communications

JDT strives to provide clear and timely communication and information to our dancer families and members. Accordingly, we utilize a variety of methods of communication: JDT Friends emails are sent regularly to all registered dancer families, and 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. Faculty may also communicate directly to families of specific classes, via email. Please contact the JDT office to update your information if it changes. If you are not receiving JDT emails, please be sure to whitelist our addresses, check your spam filters, etc., or contact the JDT office.

Cancelled Class Notifications

For inclement weather or other situations that would cause class cancelations, parents will be notified via email, no later than 2:00pm on weekdays and 8:00am on weekends. It will also be posted on our website and Facebook page. JDT follows the Juneau School District in closures due to snow. In situations of inclement weather, please check the website periodically.

SignUp.com

JDT staff utilizes a free web platform for purposes of communicating volunteer needs and commitments for our fundraising events and performances. Links to SignUp.com may be included within the Friends emails; however there is also a direct link to SignUp.com on our website.

Please respond to requests for volunteers using this interface. We very much appreciate our volunteers and their generosity of time, money, goods and materials. As it is with most arts organizations, we could not mount our productions and events without our valuable volunteers!

Social Media

Facebook or other social media will be used to make public announcements, post photos of our performances and rehearsals, and promote upcoming events. Be sure to “like” us, and please assist us with sharing and reposting JDT news on your page.

Follow us on Instagram @juneaudancetheatre and use #juneaudancetheatre to tag us in your photos.

Communications by the above electronic means will be supplemented with verbal announcements, and/or paper notices sent home with your dancer, and by phone call as needed. Please check your dancer’s bag for documents, and periodically come into the studio, and look at the bulletin boards to ensure you are aware of upcoming events.

GENERAL STUDENT, CLASS AND TUITION INFORMATION

Class Descriptions

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

Class Calendar

The class calendar is posted on our website and generally follows the Juneau School District semesters. The fall semester of JDT classes runs from late August through December. The winter/spring semester runs from January through May. Fine Arts Camp is in June. JDT offers several summer programs to help students continue their training. JDT may be closed Thanksgiving weekend, winter break, and spring break, and may have additional closures during our performance weekends. JDT is open for most school in- service days, conference days, and some holidays, please refer to the semester schedule, and the calendar on our website, for closures.

Registration

JDT utilizes an online registration system. Whenever possible, please register and pay for classes using the online system. If you need assistance with registration, please call or visit the office. A per-student registration fee will apply, and be assessed one-time each semester. Registration fees are determined by the Board of Directors and will be posted on our website.

Tuition

Class tuition is based on hourly rates established by, and subject to the approval of the JDT Board of Directors, and published prior to, or concurrently with semester schedules and registration information. Tuition for Ballet III, IV and V includes a 15% discount. Certain classes may allow for drop-in students, at the discretion, and upon the approval of the instructor. Class rates for drop-in attendance are published on our website and must be paid prior to attending class. Students new to JDT, or current students desiring to add classes after the start of the semester, may do so if space is available, and with instructor approval. Tuition for enrolling after the first week of classes is completed, will be prorated and calculated based on remaining classes in the semester.

Tuition Payment, Class Make Up, and Refund Policy

Payment for the semester tuition is due in full at the time of registration, or no later than the first day of class, unless a monthly payment plan is requested. Families desiring to remit monthly installments may do so by credit card without incurring additional fees. Payment plans must be executed at the JDT office, and must be accompanied by a valid credit card to facilitate automatic payment each month. Automatic payments will be processed approximately on the 15th of each month. If and when a replacement card is issued, please promptly update information with the JDT office to avoid denials and ease administrative burden. If a credit card declines, staff will make a second attempt to process payment, and if it declines a second time for the same payment, you will be contacted and expected to resolve, either by providing another card number or bringing in a paper check. As needed, invoices or statements of accounts will be emailed. If an account becomes 60 days past due, students will not be allowed to take class until payment is made. At any time during the semester, families may remit the balance in full, by check or cash, or request we charge the balance to the credit card on file. Such payments should be made in person, to the JDT office. Receipts will be provided for ALL cash payments. Accounts must be current in order to register for additional classes.

Credit or refund is not offered for missed classes. With instructor approval, students may attend similar classes to make up for excused absences. 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 prorated cost for classes already taken. There are no refunds after attending the third class. The JDT Board of Directors, or Executive Director, will determine refunds due to medical or other factors.

Financial Aid

JDT has a financial aid program that funds partial tuition for families in need. 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. Faculty 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. 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.

Rarely 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 ensuring the class is beginning at the scheduled time.

Lateness/Tardiness Policy

Unless pre-approved by the instructor or through the office, the lateness policy is as follows, and applies to **all regular classes and rehearsals**. Pre-approval is at the discretion of the instructor or office staff.

- Creative Movement - If a dancer is 10 minutes late or later, they will not be permitted to participate.
- All other levels - If a dancer is 15 minutes late or later, they will not be permitted to participate.

This policy is in place to ensure that the dancer is properly warmed up through the progression of the class to prevent injury, and also to avoid distraction during the class or rehearsal in progress.

Late Pick-up / Early Arrival

JDT's liability insurance mandates our faculty 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 emailed and prompt payment is expected.

Students may not arrive for class, more than 30 minutes prior to the start of class or rehearsal. We cannot guarantee JDT personnel will be onsite and/or available to supervise your child outside of our office hours.

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 established dress code below, and posted on our website. This criterion is necessary to allow the instructor a view of the body line for proper correction. Faculty may make exceptions as they determine necessary. Students not adhering to the JDT Dress Code may not be allowed to participate in class. If you have any questions or need suggestions on where and how to purchase ballet attire, please ask a JDT staff member.

ALL DANCE CLASSES

- No superfluous clothing may be worn over or tied to the shoulders or waist. Bare midriffs or revealing clothing will not be allowed in class;
- All students must have their hair secured away from their face and off their 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

Female:

Solid colored leotard, following the schema below:

- **Creative Movement:** Any solid color (pink or black preferred);
- **Pre-Ballet:** pink
- **Ballet 1:** lavender
- **Ballet 2 (a&b):** light blue
- **Ballet 3:** burgundy
- **Ballet 4:** navy
- **Ballet 5:** black

Pink tights and pink ballet slippers for all classes. Please no skirts attached to leotards; ballet style pull on or wrap skirts are ok as long as they don't go below the knee, no dress up style skirts. Students in Creative 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.

MODERN THEATRE DANCE

- 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;
- Dancing barefoot is the tradition for Modern Dance.

Please ask your instructor for recommendations on Modern Dance footwear if you prefer to wear shoes.

HIP HOP, DANCE FITNESS, PILATES MAT, AND TAP

- The dress code for ballet 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, FACULTY MAY MAKE EXCEPTIONS TO THE JDT DRESS CODE.

PROFESSIONAL CODE OF CONDUCT

JDT Faculty 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 faculty;
- 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 faculty;
- 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 faculty may 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 faculty 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 faculty and staff will respect all students. However, staff will not tolerate inappropriate or disrespectful behavior or language, including back-talk and other verbal and non-verbal forms of acting out;
- Punctuality and regular attendance is expected for classes, rehearsals, and performances. Students should arrive at least 10 minutes prior to class time or rehearsals in order to be ready to begin 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 (10 minutes for Creative Movement) are crucial to properly warm the muscles, students arriving 15 minutes after class begins, without prior approval from the JDT personnel, will not be allowed to participate in class. See Tardiness Policy elsewhere in this handbook;
- Students must attend class on a regular basis. Sporadic attendance can cause a student to fall behind and may lead to injury;
- Appropriate dance attire is to be worn in class and rehearsals. (See JDT Dress Code.) Talking is NOT allowed during class or rehearsal;
- Students will accept corrections well, and attempt to apply them immediately. Students are encouraged to ask questions for clarification when needed, by raising his/her hand;
- 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. Students may not chew gum in class;
- Cell phones are to be turned off, and may not be brought into the studio during class. Personal phone calls and texting are not allowed during class unless there is an emergency or permission is otherwise granted by the instructor;
- Students must follow instructions at all times and are expected to maintain a positive, cooperative attitude;
- Ballet students should clap at the conclusion of each class to express appreciation and thanks. This is widely practiced, standard etiquette that students will encounter beyond their studies at JDT;
- 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 faculty, 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 faculty 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 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;
- Students shall keep personal belongings neatly stored in the dressing room;
- Male students should change in the restroom, and may put their belongings in the kitchen while they are in class, if desired;
- Students shall refrain from bringing valuables to JDT;
- 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 sometime 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 faculty. 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, punctuality, 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 faculty and other students, showing a willingness to receive corrections and comments from their faculty;
- 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.

JUNEAU DANCE COMPANY

The Juneau Dance Company (JDC) consists of students who meet the JDT requirements listed below, and who have been invited by the Artistic Director:

- Attend, on a regular basis, all dance classes in which they are enrolled. Be enrolled in Ballet IV or V;
- 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.

Studio Use

JDT 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 **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. 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:

- Be courteous and respectful to JDT staff, students, JDT Board of Directors, parents and volunteers;
- Please respect the expertise and decisions of the JDT management and staff. Support your dancer at all times;
- Be attentive to people who are around you. 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.

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

The opening and closing of the curtain is up to the discretion of the instructor. Please respect the classes and instructors. If the curtain is closed, please do not open the curtain or try to peak around the edges. This is disruptive to both the students and the instructor. Do not allow younger siblings to play with or hang on the curtain as it may fall.

JDT allows parents and families of students in our Creative Movement thru Ballet 1 classes to observe their student's class the last week of each semester. This opportunity allows parents to observe their dancer's progress. Please respect the students' learning environment by observing quietly without calling your student's name, reprimanding or correcting them during class, and by turning off cell phones. This is a special time for both students and those observing. The instructor may use time at the beginning or end of this class to relay brief announcements, or other news, but it will not be the sole method of communicating such information. 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 up to two books 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 online. 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 7 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 expected to comply with all instructions for caring for costumes for the duration of use;

- Performers will be required to read and agree to terms of participation in the Nutcracker. This document will be provided prior to casting, and must be signed and returned prior to the first rehearsal.

Spring Showcase

- Performances will be held in late April.
- All registered JDT students will have the opportunity to perform in the Spring Showcase.
- All dancers who wish to participate will sign a Dancer Agreement form early in the spring semester, in which they agree to commit to rehearsals and performances.
- Some students may learn and rehearse their choreography during regular class times.
- Students will be required to attend rehearsals on the weekends when called. The schedule will be posted no later than Wednesday for that weekend's rehearsals;
- Some students may be required to purchase costumes, which they can keep when the performances are finished;
- Dress rehearsal will be held at the studio the weekend prior to opening night, and at the theater the evening before opening night;

Other Performance Opportunities

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

PHOTOGRAPHY POLICY

Photos and Videos

During JDT registration, each parent/guardian is required to sign/acknowledge the following Photo/Video Release:

I give my permission to Juneau Dance Theatre (JDT) to use photos and/or videos taken of my child in any promotional or fundraising efforts, including the JDT web site (names will not be used on the web site). I understand that photos and/or videos may be taken of my child any time during JDT's classes, camps, and/or performances and they become the property of JDT.

In order to ensure the safety of our students, copyright permissions, and the desires of our parents and students we ask for your assistance in enforcing the following photo/video guidelines:

- Flash photography is prohibited during all classes, rehearsals and performances;
- At the JDT studio, if the curtain is open, parents may take video or photos. (No flash) Parents may not enter the studio, and will make best efforts to be discreet, as to not disrupt the class.

Parents may NOT open the curtain to take video or photos. The opening and closing of the curtain is up to the discretion of the instructor.

- Photos and videos are not allowed during any performances unless authorized by the Artistic Director;
- The Artistic Director, with the assistance of the Board of Directors, may enter into a written agreement with a professional photographer or skilled volunteer to take pictures during pre-set dates and times. The agreement will include date and method of delivery of digital files as well as cost per picture;
- The Artistic Director, contracts with a professional videographer or skilled volunteer to film performances to produce a DVD for purchase from the JDT office. The videographer will work with the Artistic Director to determine the best location for equipment placement in the theater;
- Parents may take pictures from the audience during dress rehearsal. Reminders of this opportunity will be sent via email to parents prior to the dress rehearsal;
- Parents will have access to photos taken during the dress rehearsal, if taken by a professional photographer a charge per picture may apply;
- If photos will be used for public display (such as newspaper articles or Facebook, etc.) they must be approved by the Artistic Director prior to release.

DVD's of the performance will be available for purchase.

Refusal to follow and enforce the above guidelines may result in being asked to leave the performance venue.

The photo and video guidelines are part of JDT registration, included in the student/parent manual, and will be announced prior to each performance in hopes of meeting the needs of all our members and insuring minimal audience distraction during performances.

Thank you for taking the time to review this student/parent manual. If you have any questions or need clarification on any item contained in the manual, please contact the JDT Executive Director.