

Juneau dance THEATRE

8420 Airport Blvd., Ste. 202

Juneau, AK 99801

Phone: (907) 463-5327

Email: juneaudance@gci.net

www.juneaudance.org

Summer Intensive Student Manual

© Juneau Dance Theatre 2018

Reproduction must be approved by Juneau Dance Theatre

Updated 4/15/18

WELCOME TO JUNEAU DANCE THEATRE

Established in 1975, Juneau Dance Theatre (JDT) is a 501(c)3 nonprofit arts education 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.

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 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 maintains and 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

Please see the JDT website for office hours. If you need assistance and no one is in the office, please call or stop by during posted office hours. You may also leave a message on our answering machine at 907-463-5327 and we will return your call upon return. Please do not conduct business matters with our faculty.

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 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 dressing room. Any items left in the JDT premises will be placed in the lost and found box daily. At the end of the summer program, 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.

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 including emails, in-studio announcements, JDT's website (www.juneaudance.org) and Facebook page, and the bulletin board at the studio. All critical information will be sent via email. Please be sure to "whitelist" and adjust settings to accept emails from Juneau Dance Theatre.

REGISTRATION AND TUITION INFORMATION

Registration

JDT utilizes an online registration system, and a per-student registration fee will apply. If you need assistance with registration, please call or visit the office.

Tuition Payment, Class Make Up, and Refund Policy

Payment for the Summer Intensive is due in full at the time of registration, or no later than July 1. Credit cards, checks, or cash will be accepted. Invoices or statements of accounts may be emailed. If payment is not received by July 1, students risk losing their place in the Summer Intensive Program. Receipts will be provided for ALL cash payments. Accounts must be current in order to register for additional classes.

If a student is not interested after the first class, you may cancel and receive a full refund of the tuition paid, minus the initial, non-refundable deposit and registration fee. 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 extenuating circumstances.

No refunds will be given to students who have been asked to leave the program as a result of disciplinary action.

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 or chaperone may be contacted to pick up the student. If a student has any contagious illness, they will not be allowed to participate in classes.

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.

Late Pick Up Penalties

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

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 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.
- Tights must cover the entire foot for all ballet classes, unless instructed otherwise by faculty.
- Hair must be secured away from face and neck. Female ballet students must have hair in a bun unless length does not permit.
- No jewelry allowed except for modest earrings and rings. No necklaces or bracelets allowed.
- No denim wear allowed.

Female:

Solid black leotard, pink tights, pink technique and pointe shoes (if applicable). Skirts may be worn ONLY for variations class, if instructor permits.

Male:

Gray or black tights and a solid colored fitted tee shirt, preferably white. Black or white technique shoes.

PROFESSIONAL CODE OF CONDUCT

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

JDT faculty and guest faculty are required to behave with integrity in all professional judgments, through honesty, fair dealing, objectivity, courtesy, and consideration for students, families, and other JDT faculty. They will 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 faculty and staff will not tolerate inappropriate or disrespectful behavior or language, including verbal and non-verbal forms. Punctuality and regular attendance is expected for classes. Talking is NOT allowed during class. Students are encouraged to ask questions for clarification when needed, by raising his/her hand. All students are asked to use the bathroom BEFORE classes 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.

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.

If housing in UAS dormitories, hotel or other location, including host families, students are expected to be respectful at all times, and mindful of applicable rules. JDT has high standards for professionalism, and asks all students to hold themselves to high standards, as well.

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.

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.

Class Placement

Students enrolling at JDT for the first time will be placed according to age and ability. Class placement is at the discretion of the JDT Directors.

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