

Juneau dance THEATRE

Office and JDT Studio
8420 Airport Blvd., Ste. 202
Juneau, AK 99801
Phone: (907) 463-5327
Email: Jdtoffice@juneaudance.org
www.juneaudance.org

Lemon Creek Studio
5422 Shaune Dr. #C6
Juneau, AK 99801

Student and Parent Handbook

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ABOUT 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 handbook 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 handbook at the beginning of each JDT semester or prior to our summer program, or dance team season, to ensure a complete understanding of these policies. If you have questions regarding the contents of this handbook please contact the JDT business office. Policies apply to all divisions of JDT: Ballet, Dance Team, Adult and Recreational.

GENERAL INFORMATION

DRUG, ALCOHOL & TOBACCO POLICY

JDT supports a drug free environment. Students will not use, purchase, sell, distribute, be under the influence of or possess alcoholic beverages or controlled substances as defined by state law. This prohibition includes, but is not limited to, marijuana, narcotics, tobacco products, vapes or e-cigarettes, anabolic steroids, counterfeit or imitation controlled substances and drug paraphernalia. The presence of such items is prohibited throughout JDT facilities; and at any JDT sponsored performance or program held off site. Any JDT student found in possession of prohibited items, by consumption and/or physical possession at the locations above, faces suspension or dismissal at the discretion of the JDT Directors without refund of class tuition or fees paid.

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

NON-DISCRIMINATION & NON-HARASSMENT POLICY

JDT believes in the respectful treatment of all people in an environment free from harassment or discrimination. JDT prohibits harassment of any kind to or by any persons including but not exclusive to teachers, staff, students, parents and those doing business with JDT. This prohibition includes harassment for any unlawful or discriminatory reason such as race, gender, national origin, disability, age or religion. Slurs, jokes, gestures, comments or rumors which are derogatory of a person's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are inappropriate for any JDT related event or activity. This policy extends beyond verbal and physical harassment to include any form of online or digital harassment or bullying. The subject of bullying

need not be aware of commentary, threats or intimidation for such actions to be construed as bullying. Each person is responsible for exercising their own good judgment to avoid engaging in conduct which may be in violation of this policy. A person who believes themselves to be the victim of discrimination or harassment or a person aware of discrimination or harassment of another person has an obligation to report the incident to a JDT Director. The matter will be dealt with confidentially with disclosure only to the extent necessary for fair resolution of the matter and only to those requiring immediate knowledge. Failure to comply with this policy will result in disciplinary action which may include removal from the program.

STUDENT SAFETY POLICY (Late pick-up/early drop off)

For security reasons, students are to wait inside the building, not outside, for pick up; young students are asked to wait upstairs in the JDT lobby. At no time should students wander in the parking lot, unattended, or wait alone, outdoors.

Student safety is our priority, and JDT's liability insurance mandates our faculty remain in the building until all students have departed. If an instructor has to stay longer than 15 minutes after class or rehearsal, waiting for a student 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.

Under no circumstance, may students arrive for class more than 15 minutes prior to the start of class or rehearsal, nor may students be dropped off to wait outside the building entrance or lobby, if JDT staff is not present. We cannot guarantee JDT personnel will be on site and/or available to supervise your child outside of our posted hours. Due to safety and security concerns for our students, **this policy will be strictly enforced**. If a child is left unaccompanied by a parent or guardian, we will send a reminder of the policy, as a courtesy. If it happens again, we will request you make alternate arrangements for your child's transportation or otherwise rectify.

This policy applies to classes and rehearsals at the JDT studio, the Lemon Creek studio, as well as at the theatre or other performance venue. Students may NOT be left without adult supervision, outside of our call times for rehearsals and performances. Please read all class and rehearsal schedules carefully to prevent your dancer from being left alone.

SUSPECTED ABUSE

The JDT faculty or staff, will document and report to the appropriate authorities any suspected abuse of a student enrolled in the JDT dance program.

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 45+ years of operation. Families automatically become or renew membership to JDT, at time of enrollment, usually fall semester. Individuals not enrolling in classes, but who wish to support the organization through membership, may use the form on our website to become a member. 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 regular programming (not including Fine Arts Camp) in the membership year (July 1-June 30). Additionally, members are entitled to participate in and vote at our annual meeting; they also receive invitations to attend special in-studio performances, discounted or early access to show tickets, when possible, and are acknowledged in all JDT performance programs.

OFFICE HOURS

Please visit the JDT website for our current office hours. If you need assistance outside of business hours, or if we are unavailable, please send an email to Jdtooffice@juneaudance.org. You may also leave a message at 907-463-5327 and we will return your call. Please do not disrupt or delay class in attempt to conduct business matters with our instructional faculty. In case of emergency, contact our Executive Director at 907-321-6234.

JDT COMMUNICATIONS

JDT strives to provide clear communication and information to our dancer families and members. Accordingly, we utilize a variety of methods of communication including emails, text reminders, in-studio announcements, JDT's website (www.juneaudance.org) and social media pages (see below), and the bulletin board at the studio. Other means, such as group/community apps, may be employed in appropriate circumstances, such as for the Dance Team, especially while traveling. All critical information will be sent via email. Please be sure to mark JDT as a safe-sender and adjust settings to accept emails from Juneau Dance Theatre (Jdtooffice@juneaudance.org). If time permits, same-day class cancellations or scheduling changes may also be sent via text or phone call, in addition to email. Remember to check your spam folders regularly, so you do not miss important information from JDT.

SOCIAL MEDIA

Facebook, Instagram, or other social media is used to make public announcements, share photos of our performances and rehearsals, and promote upcoming events. Please help us make the most of our online presence by regularly engaging with our posts, liking/following/sharing, etc. We're proud of our students and hope you're proud to be part of the JDT family!

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

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

CLASS CALENDAR

The class calendar is posted on our website and generally follows the Juneau School District semesters for closures and holidays. The fall semester of JDT classes runs from mid-late August through December. Spring semester runs from January through May. The Dance Team season runs continuously from the fall semester through spring semester (August-May). Fine Arts Camp runs multiple weeks in June. Summer programs may be offered to help students continue their training. JDT is 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.

CLASS DESCRIPTIONS

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

COVID-19

JDT is committed to keeping your child and our faculty safe from potential spread of the COVID-19 virus. If necessary, based on the current public health climate, or in the event government mandates require, JDT may institute any number of mitigation procedures previously established and set forth in our mitigation plan dated May 17, 2020. Such procedures will be communicated to families via email.

LICE

Lice is a prevalent problem in Southeast Alaska. 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 on the JDT premises will be disposed of.

REGISTRATION AND TUITION

REGISTRATION

JDT utilizes an online registration system, “Active”. Please register and pay for classes online through our website. If you need assistance with registration, please call or visit the office and our registrar will be happy to assist in completing your registration. A per-student registration fee may be assessed once each semester, and included in tuition. 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. “Active” offers a paid subscription for guaranteed refunds and other features. Note, any fees paid to become part of the “Active Network”, are above and beyond the tuition payments collected by JDT. JDT does not receive, nor control “Active Refund” or “Active Membership” fees. JDT does not require you to be a member of “Active”, in order to register for our classes. Please use care when checking out and remitting payment, so that you do not inadvertently sign up for something you do not want or need.

TUITION

Class tuition (including dance team classes), is calculated based on hours of instruction in the semester. Rates are 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 Levels 4, 5 and 6 include a built-in discount of 15%. Certain classes may be designed as, or allow for drop-in students. Drop-in eligible classes will be identified on our website, along with per-class tuition and/or punch card options. Sibling discounts will calculate automatically, provided the siblings are registered at the same time, on the same order. A per student tuition cap, may also apply in certain situations.

DANCE TEAM FEES

In addition to instructional tuition, dance team members are responsible for costume fees, competition and convention fees, team jacket, and travel costs (optional). All competition-related costs will be communicated to families prior to committing to a competition. Payments for competition-related expenses must be paid at time of registration, and prior to traveling to competition. Detailed cost information for dance team, can be found in the Dance Team Handbook, provided to each team member at the beginning of the season.

PAYMENT OPTIONS

Payment for 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. **ACCOUNTS MUST BE IN GOOD STANDING, WITH TIMELY PAYMENT HISTORY**, to be approved for a monthly payment plan. 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 or cash. When necessary, 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, and by request for other methods of payment. Accounts must be current in order to register for additional classes. Payment for drop-in classes must be made prior to attending class, through our home page, or at the door. QR codes may be provided for your convenience.

CLASS MAKE-UPS

Credit or refund is not offered for missed classes. With instructor approval, students may, and should, attend classes in any lower level, to make up for excused absences. Make up classes must be attended within the semester of the absences.

REFUNDS

If a student is not interested in continuing after attending the first class of the semester, you may cancel and receive a full refund of the tuition paid. Refunds requested after the second class has occurred, require a \$25 administrative fee in addition to the prorated cost for classes already having occurred (whether or not the student attended). There are no refunds if a student drops after the third class of the semester has occurred, regardless of whether or not the student attended. Refunds due to withdrawal for medical or extenuating circumstances, will be at the discretion of the Executive Director. Such requests must be made in writing and, in the event of illness or injury, must be accompanied by a doctor's note. **No refunds will be issued to students who are asked to leave the program as a result of disciplinary action.**

FINANCIAL AID AND SCHOLARSHIPS

JDT offers a financial aid program that funds partial tuition for families in need. Applications are available from the JDT office and may be submitted up until the deadline, which shall be the **end of the first week of class** (ie. Sunday after start of the semester) for fall and spring semesters* The Executive Committee of the Board of Directors will review and award Financial Aid Scholarships after the submission deadline has passed. Applicants must be enrolled for the semester for financial aid applications to be considered.

Late Applications

If funding remains, after awards are made, The Committee may consider late applications submitted for up to seven days after the deadline. Applications will not be accepted after the late application period has expired (ie. two weeks into the semester).

*Note: Fine Arts Camp and all summer programming including Summer Intensive will have set deadlines for submitting Financial Aid applications. Each of these deadlines shall be published with registration information for those programs.

STUDENT AND CLASS POLICIES

ATTENDANCE

Students are expected to attend and participate in all scheduled classes. Sporadic attendance can cause a student to fall behind and may lead to injury. If a student will be absent from a class for any reason,

notification must be made to the JDT office prior to the beginning of class, so the instructor can be alerted to the absence and the reason for the absence. Faculty should also be alerted in advance regarding any planned and/or extended absences or travel. If a student becomes ill during class, they will be asked to sit out of class. Staff may contact a parent or guardian to pick up the student, if necessary. If a student is recovering from an injury, but otherwise in good health, instructors may assign a written assignment or other work for the student to complete during class time. Students are expected to attend class and observe, even if not participating, except in the case of contagious illness.

CLASS CANCELTATION

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 minimum, or if the number of enrolled students drops below five, that class may be canceled. In certain circumstances, a refund or make-up or substitute class may be offered.

Parents of very young children **MUST** escort their child into the building, and do not leave without ensuring class is taking place as scheduled. (ie. No drop-and-drive).

For inclement weather or other situations causing class cancellations, parents will be notified via email, no later than 2:00pm on weekdays and 8:00am on weekends. We will also post class cancellations on our Facebook and Instagram pages, and send text messages to the number used with registration, as time permits. JDT follows the Juneau School District for closures due to snow. No refunds will be given for classes cancelled due to inclement weather or circumstances beyond our control; however we will consider the feasibility of scheduling make-up classes. Refer to our class make-up policy; students are encouraged to attend classes of another level, to make up any missed classes.

Rarely, there may be an unexpected instructor absence. When possible, faculty will assign a qualified substitute teacher. Substitutes may include an advanced level 6 student, or a teacher of another style of dance. Students are expected to attend and participate per their regular class schedule. In the event a substitute is unavailable, class will be cancelled and students and/or parents will be notified as quickly as possible, using multiple means of communication.

COSTUME POLICY AND HYGIENE STANDARDS

JDT invests significant time and money in the construction, purchase, and maintenance of our costumes. We often debut exciting new costumes in *The Nutcracker*, while some others have been in use for over a decade! In order to care for, and extend the life of our costumes, we employ a strict policy with regard to dancer hygiene. This policy applies to **all costume fittings, dress rehearsals, and performances**. Dancers are expected to shower/bathe regularly, wear clean leotard and tights, and be free of body odor. Dancers will be denied access to costumes if basic hygiene standards are not met. We will speak with the dancer about the issue and schedule a new time for a fitting. If the problem persists, we will request a meeting with the dancer and parent(s). Please shower, use deodorant, and pack supplies to freshen up as needed, after class, during long rehearsals, and in between performances.

ILLNESS

If a student has a 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 good judgment and common sense, to help avoid infecting others.

INJURY

Students should inform a faculty member immediately about any injury. Depending on the severity of the injury, faculty may encourage students (and parent) to be seen by a medical professional. In the event a student is injured while participating in class, parents will be contacted and informed of the injury as soon as possible, and first aid may be administered on site, if appropriate. In the event of an emergency or serious injury, JDT staff will call 911 and parents will be notified immediately.

TARDINESS POLICY

Unless pre-approved by the instructor or through the office, the following lateness 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.

DRESS CODE

JDT DRESS CODE

Students must adhere to the established dress code. Simple and consistent uniforms allow the instructor a view of the body line for proper alignment and 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. Students shall keep personal belongings neatly stored in the dressing room, hallway, or along the perimeter of the studio, whichever is appropriate. To the extent possible, please arrive ready for class, as we have limited areas in which to change. If you have questions or need assistance with fitting or purchasing ballet attire, please contact the office.

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;
- All students must have their hair secured away from their face and off their neck. Girls must have their hair in a bun unless the length does not allow it;
- Jewelry is not allowed except for modest earrings and rings. No necklaces or bracelets – students will be asked to remove these items before class.
- Denim wear is not allowed.

Ballet

Girls:

Solid colored leotard, following the schema below:

- **Creative Movement:** Light pink or black
- **Studies in Movement:** Light pink
- **Pre-Ballet:** Light pink
- **Level 1:** Lavender
- **Level 2 (A & B):** Light blue
- **Level 3:** Burgundy

- **Level 4:** Forest/hunter green
- **Level 5:** Navy (any solid color on Saturdays)
- **Level 6:** Black (any solid color on Saturdays)

Pink tights, pink technique and pointe shoes (if applicable). Tights must be worn down around the foot, and underneath the leotard, unless instructed otherwise by faculty. With instructor permission, skirts (ballet pull-on or wrap) may be worn for variations and pointe classes, only. No skirts attached to leotards; no dress up style skirts, tutus or costumes. Students in Creative Movement classes may participate in bare feet.

Boys:

Black tights and a white fitted T-shirt. Black or white socks if tights are not footed. Black or white technique shoes.

Dance Team classes (other than ballet)
Jazz, Tap, Acro, Contemporary, Hip Hop

Girls:

The basic team uniform pieces are a solid, dark purple/eggplant colored leo and nude, convertible tights. (optional: fitted black leggings and/or black dance shorts).

Boys:

The basic team uniform pieces are the same as for ballet class: black tights (optional: black leggings may be substituted for tights), and a white fitted T-shirt. Black socks if tights are not footed.

All team members:

Additional apparel and shoes may be required for hip hop, tap, jazz, contemporary, and acro. Specific shoe requirements will be provided at team orientation.

Other Styles

Including any of the above styles offered for non-team members,

Acro*, Ballroom*, Hip Hop*, Jazz*, Pilates, Modern, Tap*, Theatre Dance, All Adult classes

Specific dancewear may be required for our recreational and adult division classes. In general, youth students must wear a solid color leotard, (any color), and nude convertible tights. Black leggings and/or black dance shorts optional. Adults may wear a leotard and tights, or other fitted clothing that moves well, such as leggings, T-shirts, tank tops, shorts, and socks. Clothing must be free from sharp or rough embellishments, such as rhinestones, zippers and snaps. JDT logo apparel is encouraged! Dance styles above, with an (*) have specific shoe requirements. Details will be provided at time of enrollment.

FACILITY POLICIES

DANCEWEAR SHOP

JDT stocks limited quantities of dress code items and shoes, in the *Dancewear Shop* at our Airport Blvd. location. We cannot guarantee availability of items. “Gently Used” items consist of donated apparel (primarily leotards, some shoes), available for purchase at deeply discounted prices. Proceeds from our “Gently Used” sales, help fund our financial aid program. Individuals wishing to donate items may drop them off at the JDT office. No used tights, please. New apparel is typically purchased at the beginning of each semester. Leotards, shoes and tights are available, and priced individually. Look for signs on the racks in the dancewear shop, or ask staff for pricing information.

FOOD AND BEVERAGES

Students are encouraged to bring filled water bottles to all classes at the JDT and Lemon Creek studios. No food or drink, other than water, is allowed on the dance floors, in the JDT lobby, or dressing room, except for special occasions approved by the JDT Board of Directors or Management. Students may use the kitchen area at JDT to consume snacks, when needed, or in a designated area of the Lemon Creek facility. Students are permitted to use the JDT refrigerator for food items to be consumed within a day. Items stored in the refrigerator should be labeled with the student's name. Unclaimed food items will be disposed of after three days. Individuals are responsible for cleaning up after themselves including properly disposing of garbage, wiping or mopping floor as appropriate, cleaning soiled tables, and washing any dishes used.

LOBBY AND HALLWAY ETIQUETTE

Please keep our studio lobby area tidy. Magazines should be placed back into the appropriate container after reading. 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. Parents waiting in the lobby may not allow younger siblings to hang on or peek under the curtain 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.

The Lemon Creek studio does not have a lobby or waiting area for parents. We ask parents to wait outside at pick-up time.

LOST AND FOUND

Please refrain from bringing valuables to the JDT studios. Personal items left at either location will be placed in a lost and found box. Items of apparent value such as purses, phones or other electronics, will be stored in the business office, and staff will make every reasonable effort to identify and contact the owner. Items remaining in the lost and found box at end of semester, will be donated to charity. Students are encouraged to put their name on all dance gear and accessories. Students should not leave anything valuable unattended. JDT is not responsible for lost or stolen personal items.

PARKING

JDT studio: Parents may park along either side of the JDT parking lot – either facing the Aspen Hotel, or facing AK Litho, noting designated or prohibited spaces. However, please do not BACK in to your parking spot to wait for your child, if you intend to leave your car running. We are regularly reminded by management of the Aspen Hotel, and by our landlord, to refrain from doing this, as exhaust from vehicles wafts into the hotel rooms and entrances.

The Lemon Creek studio has limited parking. There are two long spots, designated for our two units, C6 and C7. Please do not park in any other unit's designated spots. Please DO pull forward in the spot, so that others may park behind you – two vehicles should be able to fit in each spot. Overflow parking may be available at the end of the building. At no time, may vehicles be parked along the front of the building.

RESTRICTED AREAS

Storage areas at both facilities are off-limits to students, unless assisting faculty or staff. These areas include the storage room, offices and kitchen - behind the blue curtain - at JDT, and upstairs, at the Lemon Creek studio.

TELEPHONE USE

Students are prohibited from using ALL electronic devices during class time – this includes, but is not limited to, cell phones, Apple watches, Fitbits, gaming devices, music devices and cameras. Students found to be using cell phones or any other electronic media to intimidate, threaten, bully or harass another student or instructor will be subject to disciplinary action which may include dismissal from the program.

BEHAVIOR EXPECTATIONS

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in a courteous and respectful manner at all times and to adhere to the following:

Respect for Others: Students are expected to respect other's space, property, rights, well-being and dignity.

Respect for Authority: Students must listen to and follow instructions given by JDT Faculty and Staff, including guest faculty, and adult volunteers.

Respect for Self: Students are expected to care well for themselves and to refrain from any activity that could threaten their physical, emotional or mental health.

Class Etiquette

- Punctuality and regular attendance are expected for classes, rehearsals, and performances;
- 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, and immediately attempt to apply, unless directed not to. Students may ask questions for clarification when needed, by raising their hand;
- Students should use the bathroom BEFORE class, rehearsal and/or performances begin.
- Do not hang on the barres, slouch or sit during ballet class, unless instructed to do so.
- Chewing gum is never allowed;
- Students must follow instructions at all times and are expected to maintain a positive, cooperative attitude;
- It is customary for ballet students to clap at the conclusion of each class, and curtsy or bow in the direction of the instructor, to express appreciation. This is widely practiced, standard etiquette that students will encounter beyond their studies at JDT;
- Students are NOT allowed to bring friends to the studio to watch class, unless prior approval was obtained from the instructor;
- JDT dance faculty and staff will not tolerate inappropriate or disrespectful behavior or language, including back-talk and other verbal and non-verbal forms of acting out;
- Disruptive or disrespectful students will be asked to sit out or be dismissed from class;
- Repeated disruptive behavior and/or disrespect to faculty, staff, volunteers, or other students will not be tolerated and will result in disciplinary action.

Prohibited Behavior

Students are forbidden from engaging in the following behavior:

Theft (<i>zero tolerance</i>)	Drug or alcohol use or possession
Verbal, written, online or physical harassment	Smoking
Threatening behavior or intimidation	Possession of firearms, weapons, fireworks or explosives
Sexual harassment	Swearing, cursing or yelling
Self-destructive or endangering behavior	Gambling
Lying or cheating	Filming or photographing in changing areas or restrooms
Destruction of property	Violation of any law
Bullying	
Sexual activity or contact	

Disciplinary Action

Students found in violation of the student conduct policy may be subject to any one of the following disciplinary actions:

Verbal or written warnings	Loss of scholarship
Early curfew and grounding at the dorm	Suspension from classes
Parent conferences	Probation
Suspension or dismissal from the dorm	Expulsion

The level of disciplinary action is at the sole discretion of JDT faculty. Serious infractions may result in immediate expulsion. JDT is not required to provide prior warnings to students and may, in its sole discretion, advance to more severe actions including expulsion. In the event of any of the above, families are still responsible for the full cost of tuition. This policy is in effect for all JDT classes events, productions, and programs, including Summer Intensive, and extends to dormitory housing, when applicable. Appeals to any disciplinary action taken by the JDT faculty should be directed to the Artistic or Executive Director.

PROFESSIONAL CODE OF CONDUCT

JDT Faculty and Guest 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;
- Exhibit professional attitudes, including punctuality, reliability, and diligent 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;
- Nurture self-discipline and self-motivation in the students;
- Recognize and develop each student's potential and offer appropriate guidance for 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 heritage, 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 interest of safety of student;
- 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.

CLASS PLACEMENT AND ADVANCEMENT

PLACEMENT

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, a different level may be recommended or assigned. Placement in classes is at the discretion of JDT Faculty and the Artistic Director, and their decision is final. Factors considered include, but are not limited to:

- Technical skill development in relationship to class level: 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;
- Attentiveness;
- Ability to work well in a group

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 should not be perceived as a punishment. It is important to understand that progress, growth and improvement occurs within each level, as well as from one level to the next, and our faculty is dedicated to ensuring every student has an opportunity to grow, regardless of placement. Students will receive a student placement notice at the end of spring semester. Placement is generally for the full school year. If an instructor promotes a student mid-year, or mid-semester, written notice will be provided to the parent and student.

POINTE POLICY

Pointe work is an exciting and enjoyable part of ballet training, and viewed as a significant rite of passage in the journey of a ballet dancer. However, there are possible serious risks involved with going en pointe too early. 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 training, the Artistic Director and Ballet Master will assess each individual student's readiness for pointe. JDT students will begin pointe work **ONLY** with the recommendation and/or approval by the JDT Artistic Director and/or Ballet Master.

- Parental consent must be given before students are invited to begin pointe. Students will be invited by the JDT Ballet Master, in writing, when they are ready to go en pointe, and after parental consent has been obtained. Do not buy pointe shoes;
- To earn pointe shoes at JDT, students must be enrolled in JDT's full ballet curriculum, have excellent attendance, and be in Level 4 or above. Pointe readiness is determined by, and at the sole discretion of the Artistic Director and Ballet Master;
- The JDT Ballet Master will arrange all first-time pointe shoe fittings, and must approve shoes, before they can be worn in class;
- 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 Master;
- Students working en pointe must have a positive attitude, focus, and have the ability to work attentively on corrections given by the Ballet Master.

It is important for students and parents to understand and accept the pointe policies. Due to students developing at different rates, often times a class will not 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.

STUDENT OPPORTUNITIES

PERFORMANCES

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:

The Nutcracker

- Performances are presented in December;
- A casting call will be held early in the fall semester. The date of the casting call will be published by the first day of class. All students wishing to participate in *The Nutcracker* must attend the casting call. Performers must be enrolled in JDT's ballet program, in levels Pre-ballet through Level 6 (full ballet curriculum), to participate (adult volunteer performers excluded). Roles are assigned by the Artistic director, based on the dancers who attend casting call **and** submit *Nutcracker* Dancer Agreement forms. This is not an audition;

- Rehearsals are held weekly during class, and on Saturdays and Sundays, depending on the role. Attendance at rehearsals is mandatory. In-studio dress rehearsals are held on the Saturday AND Sunday prior to performance week. Note this is often the weekend after Thanksgiving. Technical and dress rehearsals are held at the theatre during the week before performances. Rehearsal schedules will be published on, or by Wednesday of each week, for the coming weekend; general schedules and expectations of time commitments, for tech and performance week will be published with the participation agreements, WELL in advance.
- Students participating in *The Nutcracker* will be using JDT's costumes and are expected to comply with the JDT Costume and Hygiene Policy, and all instructions for costume care for the duration of use;
- Performers will be required to read and agree to terms of participation in *The Nutcracker*. This document, along with a Nutcracker-specific handbook, will be provided prior to the casting call, and must be signed and returned in order for the student to be cast in the production. ALL scheduling conflicts must be provided and approved by the Artistic Director, prior to casting;
- Casting is at the sole discretion of the Artistic Director, and is subject to change at any time. Scheduling conflicts, excessive planned absences for family vacations and other travel, and absences arising after casting has been posted, injury or behavior issues, may affect casting; however, the Artistic Director may make changes for any reason.

Winter Showcase

Members of the JDT Fusion Dance Teams will have an opportunity to perform in a *Winter Showcase*. All dance team members are eligible to perform in the showcase, even if they opt to not travel to competitions. Recreational and adult students may also have an opportunity to perform in the *Winter Showcase*, at the instructor's discretion; dependent on overall interest from the class and other factors.

- Performance dates are typically in mid-late January.
- Other JDT students enrolled in JDT's fall semester, may have an opportunity to perform in the *Winter Showcase*, depending on the instructor and interest level of the class. Such classes may include adult and recreational classes (hip hop, acro, jazz, tap, contemporary), or selected works chosen by the Artistic Director.
- All dancers who wish to participate will sign a Dancer Agreement form, to express their commitment for *Winter Showcase*. Students enrolling in spring semester only, will not perform in the *Winter Showcase*. In other words: recreational and adult students interested in performing MUST enroll in the fall semester, as they will not have a performance opportunity in the spring.
- Rehearsals may take place during classes and on Saturdays and Sundays, as needed. Depending on the dates and needs of the show, some dancers may be needed for rehearsal over winter break. Such expectations will be set forth in the dancer agreement.
- Students may be required to purchase costumes, which they can keep when the performances are finished; Students using JDT costumes will be required to pay a rental fee for maintenance and cleaning.
- Dress rehearsal may be held at the studio prior to, or after winter break, or during regular class time, and at the theater, on the Friday of performance weekend.

Spring Showcase

- Performance dates vary, but are typically held in late April or May. Production dates will be posted at the beginning of the school year.
- Performances MAY be in recital format, showcasing each class separately, and including mixed repertory; or it may be a full-length ballet or original work, which incorporates all ballet students.
- All students in the professional ballet program (Creative Movement through Level 6), cast by the Artistic Director, will have the opportunity to perform in the *Spring Showcase*. Other divisions of the school (such as Team), may be invited to perform, if the format and duration of the show permit.
- All dancers who wish to participate must sign a Dancer Agreement form, early in the spring semester, in which they agree to **commit** to rehearsals and performances.
- Rehearsals will take place during classes and on Saturdays and Sundays, as needed. General timeframes for weekend rehearsals, appear on our semester schedule. Weekend rehearsal schedules will be distributed and posted on, or by Wednesday, of each week.
- Some students may be required to purchase costumes, which they can keep when the performances are finished; Students using JDT costumes will be required to pay a rental fee for maintenance and cleaning.
- Dress rehearsal may be held at the studio the weekend prior to opening night, or during regular class time, and at the theater the Thursday before opening night;

Other Performance Opportunities

There may be other performance opportunities as determined by the JDT Artistic Director and/or in collaboration with other performing arts or community groups.

JDT FUSION DANCE TEAM

Students who will attain age five (5) by August 15 of the current school year, may audition for the JDT Fusion Dance Teams, which is a full-year commitment. If selected, team members will enroll in all team classes and participate in assigned competition pieces (travel to competitions is optional). Required classes for dance team members, include ballet, tap and jazz, plus other styles (hip hop, contemporary, acro), dependent on the team. Team dancers must attend their regular ballet schedule, plus team classes.

All decisions about team assignments, competition entries, and travel, are the responsibility of, and at the discretion of the JDT Dance Team coaches. Competition information, cost, and commitment dates will be communicated to families as soon as practical, once semester schedules have been determined.

See also the JDT Fusion Dance Team Handbook; and all team-related information provided on the Band app.

JUNEAU DANCE COMPANY

The Juneau Dance Company is comprised of advanced students who meet the requirements listed below, **and** who have been invited by the Artistic Director:

- Regularly attend all dance classes in which they are enrolled;
- Be enrolled in Level 5 or 6;

- Be a student in 6th-12th grade;
- Attend casting call, receive a major role or roles in *The Nutcracker* and *Spring Showcase*;
- Maintain a positive and cooperative attitude at all times;
- Adhere to all JDT policies and student code of conduct at all times.

Company members have the benefit of expanded performance opportunities and more individualized coaching throughout the year. JDT expects these dancers to serve as mentors for younger students, volunteer for outreach efforts in the community, and consistently maintain a positive, helpful attitude, as JDT ambassadors.

TEACHING ASSISTANTS

Our young dancer classes require one or more teaching assistants, each semester. Company members, who are at least 14 years old, may apply for this paid position, by emailing the JDT office. If hired, a State of Alaska work permit and other hiring paperwork must be completed. Teaching Assistants are JDT employees and report to the faculty for whom they are assisting, as well as the Directors.

Candidates must be current students, with impeccable attendance, and show a willingness to take on additional duties that may come with the position, while exhibiting professionalism and maturity. If teaching assistant positions remain unfilled, dancers in Level 5 who meet the criteria, may be eligible to apply.

JDT STUDIO USE POLICY

At the discretion of the Director(s), Company members and Company alumni, may use the studio during business hours, at no cost. JDT staff, or other adult authorized by the Director(s), must be present. A waiver of liability must be signed by the student (or parent, if under 18), and individuals must have a current annual membership with JDT. All inquiries for studio use must be directed to the business office. Availability for private, individual use, cannot be guaranteed during peak times of the year.

Outside groups and non-members may be permitted to use the studio, subject to fees. Such arrangements will be agreed upon between the Director(s) and the interested party, on a case-by-case basis.

Private lessons, including video audition coaching and prep: JDT studios may be available to all current JDT students, for private lessons with our instructors, and for audition coaching and video recording. Inquire with the business office for specific procedures on scheduling these services. Fees apply and must be paid at the time of the session.

PARENT INVOLVEMENT

PARENT CODE OF CONDUCT

Parents are important members of the JDT family, and often form their own long-lasting friendships and relationships with other families, faculty and staff, during their time with JDT. Students are most successful when they have the support, encouragement, and love of their parents. The following codes of conduct for parents 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, to include timely payment of tuition, responses to our emails, notification of your dancer's absences, and attendance at parent meetings;
- If you need to speak with faculty and it is not an emergency, please email with your questions, or request a meeting time, rather than interrupt or cause delay in instruction;
- Respect the expertise and decisions of the JDT management and staff. Support your dancer at all times, and avoid inadvertently undermining our faculty;
- Be attentive to people who are around you. We have limited areas where private conversations can be held. Instruction is easily disrupted by loud conversations in the entrance, lobby or hallway. Please use discretion and keep your volume low while visiting the JDT studios.
- Refrain from negativity and gossip. There is no place for negative comments about others – faculty, staff, your student or other students. This behavior is unbecoming and will be addressed. Consequences include being asked to discontinue the conversation, or leave the premises. If negative parent behavior persists, the JDT Board of Directors or our Artistic or Executive Director may take more serious action, such as denying travel to competition (dance teams), or choosing to discontinue services to the family, altogether.

If you have major concerns about the safety of your dancer, or JDT programming (not including casting or placement decisions), contact the JDT Artistic Director or Executive Director. If appropriate, parents may also contact our JDT Board President to voice concern.

Encourage your dancer to enjoy their training, have fun, and thrive in any and all roles in which they're cast. Appreciate the benefit your dancer receives from their dance experience including building strong, healthy bodies, moving to music, expressing themselves artistically, and learning self-discipline, confidence, and proper technique.

PARENT VOLUNTEERING AND FUNDRAISING

The overall success of JDT depends on parent involvement. It is important that parents volunteer to help where needed, especially with performances and fundraising. JDT conducts two raffles each year and several special events. Each family is asked to sell up to two books of raffle tickets for both the Holiday and Spring Raffles. As scheduling and availability permits, JDT will coordinate locations ("raffle tables") to sell raffle tickets at public locations throughout Juneau. Other special events, such as hosting a booth at Public Market, *Juneau's Got Talent*, and front of house activities at performances, require a volunteer workforce. Approximately 50 percent of JDT's revenue is generated from tuition. Successful fundraising allows us to supplement our annual budget in order to keep tuition affordable for all families, while covering our ever-rising operating expenses.

SignUp.com

JDT staff utilizes a free web platform for purposes of organizing volunteer needs and commitments for our fundraising events, performances, and other activities. 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 and youth organizations, we could not produce our shows and events without our valuable, and much appreciated volunteers!

PARENT OBSERVATION POLICY

Occasionally visitors will be invited to observe and celebrate their dancer's progress in the classroom setting. 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. The instructor may use time at the beginning or end of class to relay brief announcements, or other news, but it will not be the sole method of communicating such information.

Generally, classes are not open for observation at the JDT or Lemon Creek studio, except by invitation or approval by the instructor. The JDT studio has a lobby and visible sight-lines of ongoing classes in the studio; however, that should not be construed as an invitation to watch class on a regular basis. If the red curtain is closed, please do not open the curtain or try to peek around or under it. This is disruptive to students and instructor. Instructional faculty may at any time, request visitors refrain from watching class.

At no time, may parents take photos or video of class, while class is in session, or without knowledge and prior approval of the instructor. See our photography policy, below.

PHOTOGRAPHY POLICY

PHOTOS AND VIDEO

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 print or digital promotional materials. I understand that photos and/or videos may be taken of my child, by JDT staff, any time during JDT's classes, camps, and/or performances and are the property of JDT.

To ensure the safety of our students, and to protect copyright permissions, and choreography, we ask for your compliance with the following photo and video policy:

Photography and video recording is prohibited during all classes, rehearsals and performances, except by JDT staff, or as authorized by the Artistic Director;

- The Artistic Director contracts with a professional videographer or skilled volunteer to film performances to produce a DVD or digital file, for direct purchase, or through the JDT studio.
- Parents may be provided access to photos taken during the dress rehearsal. If taken by a professional photographer a charge per picture may apply; all photos distributed to parents, must be approved by the Artistic Director prior to release;
- Parents are encouraged to follow JDT social media pages, where we share numerous performance photos post-show; save or repost any photos that JDT has used publicly;
- All photos and video to be used for public display (such as newspaper articles or social media, etc.) must be approved by the Artistic Director prior to release;

Digital download files of the performances will be available for purchase.

Refusal to comply with the above guidelines may result in dismissal from the JDT studios or performance venue.

The photo and video guidelines are part of JDT registration, included in the student/parent handbook, 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. Additionally, signs are posted in the lobby of the JDT studio, as a reminder that photography is prohibited.

PROFESSIONAL PHOTO SHOOTS

From time to time, JDT participates in extracurricular, creative photo shoots with a local photographer. These shoots are optional and uncompensated. Dancers must have parental consent to participate. Generally, JDT Company Dancers are invited to participate, due to the level of skill and maturity needed for the collaborations; however, other students may be asked, when appropriate. JDT staff accompanies students to ALL photo shoots. By agreement with the photographer, photos are jointly owned by the photographer and JDT, and will be made available to parents, by JDT, once approved.

Parents may NOT contact the photographer directly, to request photos of their dancer. We have a professional, working relationship with the photographer and would like to keep it that way! JDT's Artistic Director approves all photos, prior to release. The JDT office will distribute photos to parents.

Some professional photo shoots are for the purpose of creating JDT promotional materials (such as for our event posters and program covers). Parents are not guaranteed access to these photos. Any photos released will be at the discretion of the Artistic Director

Thank you for taking the time to review this student and parent handbook. If you have questions or need clarification on any provision contained herein, please contact JDT's Executive Director.