

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

Summer Intensive Student and Parent Handbook

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Updated 2/15/24

This handbook is intended for students and families participating in Juneau Dance Theatre's (JDT) Summer Intensive, including out of town guests and students joining us from other year-round programs. Additional organizational policies can be found in our "Student and Parent Handbook", which is available on the Resources page of the website. JDT reserves the right to terminate, amend or modify its policies at any time, for any reason and with or without prior notice. JDT will attempt to provide reasonable notice of any changes or additions to the policy. Questions about this handbook, or JDT policies, should be directed to the JDT Executive Director.

WELCOME TO JUNEAU DANCE THEATRE

JDT faculty and staff look forward to welcoming you to Juneau for a phenomenal summer training experience. For many, summer serves as a break from rigorous commitments. What makes young dancers so extraordinary is they utilize that time to develop an even deeper commitment to their passion, intensify their training and pursue meaningful opportunities to support their potential. We're eager to help you leverage this experience into something that will have a lasting impact for you both personally and artistically.

We have been busy preparing for your arrival, as such, you may receive additional documents and information, so you have opportunity to prepare. This packet offers information on what to expect during Summer Intensive as well as our school policies and expectations. It also includes several forms for students and parents to complete and return.

As you review the enclosed, please keep in mind that the best preparation you can do is to keep your body healthy and strong. Summer Intensive offers a rigorous course of study so it is important to arrive ready for the physical demands of the program. Our goal is to partner with you in maximizing your artistic and technical potential, and the best way to do so is to encourage you to continue to condition and care for yourself well in the weeks prior to your arrival.

Should you have any questions, please don't hesitate to contact the JDT office. The best way to reach us is via the contact information below:

JDT Office Phone: (907) 463-5327
Email: jdtoffice@juneaudance.org
Website: www.juneaudance.org
Mailing Address: 8420 Airport Blvd. Ste. 202
Juneau, AK 99801

Evening/Weekend Emergency Phone: *Provided at orientation*

Because multiple staff members have access to the above communication channels, they give us the best opportunity to respond to you quickly. We also utilize our social media pages as a way to stay in touch and communicate with our families, please like and follow us on Facebook under Juneau Dance Theatre; and on Instagram @juneaudancetheatre.

ABOUT JUNEAU DANCE THEATRE

Established in 1975, Juneau Dance Theatre (JDT) is a 501(c)3 nonprofit arts education organization, whose mission is to nurture artistry, confidence, discipline, and mental and physical strength through quality dance training and performance. JDT provides year-round instruction and performance opportunities. Through our programs, JDT strives to educate, engage, and inspire artists 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 handbook prior to our summer program to ensure a complete understanding of these policies. If you have questions regarding the contents of this handbook, please contact the JDT business office.

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, including the University of Alaska Southeast campus, dormitories, and recreation center; 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, 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 his or her own good judgment to avoid engaging in conduct which may be in violation of this policy. A person who believes himself or herself 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.

Suspected Abuse

The JDT faculty or 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.

Office Hours

Please visit the JDT website for office hours. If you need assistance outside of business hours, or if we are unable to answer your call, please send an email to jdtoffice@juneaudance.org. You may also leave a message on our answering machine at 907-463-5327 and we will return your call. Please do not conduct business matters with our instructional faculty.

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, text reminders, in-studio announcements, JDT's website (www.juneaudance.org) and Facebook and Instagram pages, and the bulletin board at our main studio. All critical information will be sent via email. Please be sure to add us to your "safe sender" list and adjust settings to accept emails from Juneau Dance Theatre (jdtoffice@juneaudance.org).

Tuition Payments, Class Make Up, and Refund Policy

Payment for the Summer Intensive is due at the time of registration, and must be paid in full prior to the start of the program. A non-refundable tuition deposit is required to secure your spot in the program. For early registrants, an automatic monthly payment plan may be available. Refer to current program information for amounts and deadlines. Year-round JDT families with balance forwards, may continue making monthly payments through the accounting office; but must not be in arrears. ALL students must pay the tuition deposit.

Registration for Juneau Dance Theatre's Summer Intensive constitutes a commitment of the registrant to attend and pay for the program in its entirety. Refunds due to withdrawal for medical or other extenuating circumstances, will be at the discretion of the Artistic or Executive Director. Withdrawals and refund requests must be made in writing and, in the event of illness or injury, must be accompanied by a doctor's note. In all cases, deposits are nonrefundable. Any approved refunds will be processed through the original form of payment used. **No refunds will be given to students who are asked to leave the program as a result of disciplinary action.**

Financial Aid

JDT's financial aid program funds partial tuition for families in need. Applications are available from the JDT office and are kept in strict confidence. Deadlines for financial aid applications are advertised on our website, social media pages, and within the program information and/or registration system.

Attendance, Illness, and Injury Policies

Students are expected to attend and participate in all scheduled classes. If a student becomes ill during class, they will be asked to sit out of class. A parent or chaperone may be contacted to pick up the student. If a student is recovering from an injury, but otherwise in good health, instructors may assign a written exercise 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, or serious injury. If a student has any contagious illness, they will not be allowed to participate in classes, and should not enter the building, in order to prevent exposure to others. If a student will be absent from class for any reason, notification must be made to the JDT office prior to the start of class.

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 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.

Drop-off and Pick-up

Students may not arrive more than 15 minutes prior to the start of classes at the JDT and Lemon Creek studios. Early admittance to the buildings is not permitted. All students **must be picked up promptly** after the last class of the day. Our faculty can not be expected to wait extensive periods of time for a student to be picked up, therefore a late pick-up fee of \$25/quarter hour will be assessed after 15 minutes past the end of the last class. For security reasons, students are to wait inside the building, and not linger outside or in the parking lot. Students under age 12 must wait in the JDT lobby or inside the Lemon Creek studio.

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. Students shall keep personal belongings neatly stored in the dressing room. Male students are to change in the restroom, and may put their belongings in the kitchen while they are in class, if desired.

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.
- Hair must be secured away from face and neck. A classic ballet bun is preferred, when hair length permits.
- No jewelry is allowed except for modest earrings or rings (discouraged for partnering class). No necklaces or bracelets allowed.
- No denim wear allowed.

Ballet Classes/Female:

Solid black leotard, pink tights, technique, and pointe shoes (if applicable). Any solid color leotard may be worn on Saturdays. Tights must be worn down around the foot, and underneath the leotard, unless instructed otherwise by faculty. With instructor permission, skirts may be worn ONLY for pointe/variations class.

Ballet Classes/Male:

Black tights and a black or white fitted T-shirt. Black or white technique shoes, with black or white socks to match.

Contemporary, Pilates

Apparel that fits properly and moves well, such as leotard/tights, leggings, T-shirts, tank tops, shorts, and socks, are acceptable. JDT logo apparel is preferred. Ballet attire is also acceptable for these classes. Clothing must be free from sharp or rough embellishments, such as rhinestones, zippers and snaps.

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. **Shoes, bodies, and other belongings SHOULD NEVER block our neighboring business' entrance. Please be considerate.**

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

Lost and Found

Please refrain from bringing valuables to the JDT studios. Left items will be placed in the lost and found box. Unclaimed items will be donated to an appropriate charity. Personal items left on the JDT premises will be placed in the lost and found box (located in the dressing room). 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. 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 and accessories. Students should not leave anything valuable unattended. JDT is not responsible for lost or stolen personal items.

Telephones & Student Cell Phone 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. The use of cellular phones by students during Summer Intensive is a privilege which may be revoked by JDT Directors, at any time. Students found to be using cell phones or any other electronic media to intimidate, threaten, mock, bully or harass another student or instructor will be subject to disciplinary action which may include dismissal from the program.

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 to achieve proper dance technique. Please contact the JDT office if you have any concerns regarding this approach.

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, and all Summer Intensive personnel, including guest faculty, chaperones and 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.

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 any 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 (in person or by phone)	Probation
Suspension or dismissal from the dorm	Expulsion
Loss of privileges or outing privileges	

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. Appeals to any disciplinary action taken by the JDT faculty should be directed to the Artistic or Executive Director.

Additional Student and Class Etiquette Expectations

While the general student conduct policies outlined above apply to all environments, the following classroom conduct policies and etiquette also apply to the studio classroom. These policies have been created to support excellence in training and classroom experience as well as to introduce students to the traditions and discipline within classical ballet. JDT aims to support the education of each student and develop a respect within each of them for their art form, for their environment and for themselves. These traditions create a universal standard amongst dancers throughout the world.

Students are expected to be on time to class. Students are to arrive early to warm up and stretch before class. Class participation for late arrivals is at the discretion of the instructor. Chronic tardiness may be grounds for dismissal.

Respect the instructor. When the instructor enters the room, students should stand quietly and be ready to participate in class. Portable barres should be in place before the instructor's arrival. During class, students should behave in an open, disciplined and professional manner.

Follow directions and respect the authority in the room. JDT faculty and staff are dedicated to the training and engagement of all students as well as their safety. When the instructor gives a correction, students should listen and apply every specific and general correction during class time. Students should apply the correction right away to demonstrate understanding and receive additional guidance. Instructors, and instructors only, may correct students.

Respect your fellow students. JDT is committed to a safe, compassionate, and community-minded learning environment and expects students to encourage and support one another regardless of age or class placement. Students should extend the courtesy of space and attention when it is others' turn to dance; and do not engage in side conversations. Distracting behavior disrespects fellow students and instructors.

Follow the dress code.

Participate fully in class. Students are expected to actively learn combinations and be prepared before the music starts. Students should not sit during any part of class unless invited to do so or approved to observe due to sickness or injury. Once a student sits due to injury or illness, they should remain seated for the remainder of class.

JDT faculty and staff will not tolerate inappropriate or disrespectful behavior or language, including verbal and non-verbal forms. Disruptive or disrespectful behavior will result in the student being required to sit out or be dismissed from class resulting in parental notification. Ongoing discipline problems may result in additional disciplinary actions or permanent removal from JDT programs. This policy is in effect for all JDT classes and programs.

SUMMER INTENSIVE INFORMATION

Class Placement

Class placement is at the sole discretion of JDT faculty, and is non-negotiable. JDT boasts knowledgeable, experienced faculty, qualified in assessing student abilities and proficiencies. Our goal is to ensure students are placed in a level which safely challenges them while also providing individual focus and attention through intimate class sizes. Students are continually assessed throughout the course of the program, and some placements may shift if faculty deem it appropriate.

Schedule

All Summer Intensive students participate in classes six days per week. Classes are generally in session from approximately 9:00am-5:00pm, M-F, and 9:00am-3:00pm on Saturdays. Start time, breaks, and end times, vary by Level, and will change weekly. Students take daily classes in technique, pointe, and variations. All students will take Pilates, Contemporary, and Choreography (possible exceptions for week 1, only, participants). Classes take place at the JDT and Lemon Creek studios.

Class schedules are posted and distributed to students prior to the start of each week.

Parent Observation/Showcase

Students participating in the full two-week program, will generally have an onstage performance opportunity, to showcase new choreography, variations, and or other works learned at Summer Intensive. Admission may be charged for the performance. If a Showcase is not possible, parents will be provided an opportunity to observe the final day of ballet classes, only. Such opportunity may be in-person or virtual. If the JDT divider curtain is open during class, visitors will inevitably have opportunity for brief viewing of classes from the lobby area. However, please respect the seriousness of the studio classroom, and avoid distracting or noisy behaviors in the lobby which would disrupt instruction. Extended viewing of class from the lobby, will not be permitted.

Rules for in-person Parent Observation:

- Please no talking.
- Please no cell phone use.
- Please no laptops, tablets or other electronic devices in the studio during observation.
- No photography or video of any kind is allowed, unless requested by JDT faculty.
- Wait for a class break to enter or exit the studio.
- No street shoes in the studio.

Arrival to Juneau

All summer intensive participants should plan to arrive in Juneau in time to participate in the Sunday placement class and orientation, before the start of Intensive. Upon request, a JDT representative or chaperone will pick up students from the Juneau International Airport, and transport to the dorms for check-in (when applicable), or directly to JDT for the placement class, depending on arrival time. Students arriving after the placement class has occurred, will be tentatively placed based on age. Please provide your arrival and departure information to JDT so we know when to expect you!

Activities

Southeast Alaska provides countless inexpensive, or free, opportunities for adventure. Students will have the option to take short hikes, see the local sights, and enjoy Juneau's majestic beauty. There may be some organized, group activities or excursions which come with additional cost. Information will be sent to families in a separate email, for *tentative* activities requiring registration, and/or payment. Due to the popularity of certain types of excursions during the summer months in Juneau, there may be a minimum number of participants needed in order to confirm a booking. We will refer to such activities as "tentative", until we have met our minimum participation requirements. For dormitory residents, we will schedule trips to the grocery store, and to the downtown shopping district, for those interested.

COVID-19

JDT is committed to keeping your child and our faculty safe from potential spread of the COVID-19 virus. Please take precautions if you are symptomatic, such as wearing a face mask, or isolating; and do not attend the program if you are positive for COVID-19. In the event government mandates require, JDT may institute additional protocols in order to comply, and/or to protect our students and faculty.

SUPPLIES

Required supplies for Summer Intensive:

- Dance attire, as noted in the JDT Dress Code
- Yoga/Pilates mat
- Water Bottle – labeled

Other Recommended supplies:

- Basic first aid kit
- Extra pointe shoes (recommended for alternating and allowing drying time)
- Extra tights and change of clothes
- Face masks
- Feminine products
- Hair supplies
- Notebook and pen
- Personal sanitizing wipes and/or hand sanitizer
- Sewing kit and other pointe shoe accessories
- Thera-band
- Warm-ups (not permitted in class)