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Welcome to Ketchikan Theatre Ballet

Ketchikan has the honor of housing the oldest ballet school in the state of Alaska and we are pleased you have chosen to become a part of our history.

The purpose of this manual is to ensure an understanding of the policies, rules, and guidelines for students, instructors and the staff of Ketchikan Theatre Ballet. This knowledge will create an environment that will guarantee a safe and productive year.

It is imperative that both parents and students review this manual in order to have a complete understanding of these policies.

If you have questions regarding this manual, please contact the KTB office.

Ketchikan Theatre Ballet Mission Statement

Ketchikan Theatre Ballet is a private non-profit organization and exists solely for the purpose of providing educational opportunities, in ballet and other forms of dance, as well as providing cultural experiences and student performances, which involve participants and audiences of all ages.

Drug Free Statement

Ketchikan Theatre Ballet School of Dance supports a Drug Free Environment. The presence of alcohol and/or illegal drugs or tobacco on school property or at any KTB function is prohibited. Any student found in possession of alcohol and/or illegal drugs or tobacco, by consumption and/or physical possession on campus, faces suspension at the discretion of the KTB Board of Directors.

Upon approval by the KTB Board of Directors, KTB Company dancers will be granted performing privileges for dinner theatre presentations where alcohol may be served in an off campus setting.

Ketchikan Theatre Ballet is located in a non-smoking building. Smoking is not allowed at any KTB function, in any of the Studio's or the bathrooms.

Discrimination Disclaimer

Ketchikan Theatre Ballet will not discriminate in regard to race, sex, age, religion, national origin, or marital status. These policies are designed to provide equal opportunity to all participants.

KTB Board of Directors and Staff

KTB Board of Directors

Ketchikan Theatre Ballet operates under a Board of Directors consisting of up to 10 members. All members are elected to serve a three-year term. Board meetings are held the second Monday of each month from approximately 7:00-9:00pm at the Studio. If you are interested in serving on the Board of Directors please contact the office or any board member. All board meetings are open to the public. Parents are encouraged to attend.

Member	Position Held	Home Phone	Term Expires
Alan Coffin	President	225-8085	December 2005
Valerie Brooks	Vice President	225-6838	December 2005
Jennifer Cockrum	Board Member	225-3419	December 2006
Colleen Castle	Board Member	247-4455	December 2005
Bob McClory	Board Member	225-1477	December 2006
Mary Cooper	Board Member	225-1418	December 2006
Lillian Smith	Board Member	225-1472	December 2007
Lupe Thompson	Board Member	225-5918	December 2007
Nancy Brown	Board Member	247-1765	December 2007
Currently Empty	Board Member		

KTB Staff

You may contact KTB staff with any concerns or comments during office hours of 10:00am-5:00pm Monday through Friday. If no one is available to take your call please leave a message on the answering machine and your call will be returned as soon as possible.

Name	Position	Message Box
Laura Cronk	Business Manager	Box #1
Marguerite Auger	Artistic Director/Instructor – Ballet, Pointe	Box #2
Jen Alverson	Instructor – Ballet, Jazz	Box #3
Carol Schafer	Instructor – Ballet, Jazz	Box #4
Molly Berntson	Instructor – Tap	Box #5

Professional Code of Conduct

KTB instructors follow a professional code of conduct with regards to correcting students. The “hands-on” approach 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. Instructors may place their hands on the student to physically re-align or correct body position with regards to proper dance technique. Please contact the office if you have any concerns regarding this approach.

2005-2006 Class Schedule

Marguerite Auger (MA), Carol Schafer (CS), Jen Alverson (JA), Molly Berntson (MB)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Busniess Meeting 11:00am		Staff Meeting 1:00pm		
Boys III 3:30pm-4:30pm (CS)	Ballet VIII 3:15pm-4:45pm (MA)	Ballet VII 3:15pm-4:45pm (MA)	Ballet VIII 3:15pm-4:45pm (MA)	Ballet VII 3:15pm- 4:45pm (MA)	Ballet VIII 10:00am-11:30am (MA)
Ballet V 4:30pm-5:30pm (CS)	Ballet IX 4:45pm-6:15pm (MA)	Intermediate Pointe 4:45pm-5:45pm (MA)	Ballet IX 4:45pm-6:15pm (MA)	Beginning Pointe 4:45pm-5:30pm (MA)	Ballet IX 11:30am-1:00pm (MA)
Ballet IV 5:30pm-6:30pm (CS)	Jazz VI 3:15pm-4:45pm (CS)	Ballet IX Pointe 5:45pm-6:45pm (MA)	Jazz VI 3:15pm-4:45pm (CS)	Boys III 3:30pm-4:30pm (CS)	KTB Company Rehearsal 1:00pm-5:00pm
Ballet VI 6:30pm-7:45pm (CS)	Jazz V 4:45pm-6:15pm (CS)	KTB Company Rehearsal 6:45pm-9:00pm	Jazz V 4:45pm-6:15pm (CS)	Ballet V 4:30pm-5:30pm (CS)	Ballet IV 9:30am-10:30am (CS)
Ballet III Advanced 3:45pm- 4:45pm (JA)	Jazz IV 6:15pm-7:30pm (CS)	Ballet III Advanced 3:45pm-4:45pm (JA)	Jazz III 6:15pm-7:30pm (CS)	Ballet VI 5:30pm-6:45pm (CS)	Jazz III 10:30am-11:30am (CS)
Ballet I Advanced 4:45pm-5:45pm (JA)	Teen Tap 3:30pm-4:30pm (MB)	Ballet I Beginning 4:45pm-5:45pm (JA)	Pre-Ballet 4:00pm-4:45pm (JA)	Ballet II Advanced 4:30pm-5:30pm (JA)	Jazz IV 11:30am-12:45pm (CS)
Ballet III Beginning 5:45pm-6:45pm (JA)	Tap IV 4:30pm-5:30pm (MB)	Ballet III Beginning 5:45pm-6:45pm (JA)	Ballet I Intermediate 4:45pm- 5:45pm (JA)	Jazz II 5:30pm-6:30pm (JA)	Boys I 9:30am-10:15am (JA)
Teen Jazz 6:45pm-8:00pm (JA)	Teen Ballet 5:30pm-6:30pm (MB)	Jazz II 6:45pm-7:45pm (JA)	Ballet II Beginning 5:45pm-6:45pm (JA)	Dance With Me 10:00am-10:45am (JA)	Creative Movement 10:15am-11:00am (JA)
Tap VI 3:15pm-4:30pm (MB)	Adult Tap 6:30pm-8:00pm (MB)	Tap II 4:00pm-5:00pm (MB)	Teen Jazz 6:45pm-8:00pm		Pre-Ballet 11:00am-11:45am (JA)
Tap II 4:30pm-5:30pm (MB)		Tap III 5:00pm-6:00pm (MB)	Tap VI 6:15pm-7:30pm (MB)		Jazz I 12:00pm-1:00pm (JA)
Tap V 5:30pm-6:30pm (MB)		Tap V 6:00pm-7:00pm (MB)	Teen Ballet 7:30pm-8:30pm (MB)		Tap IV 1:00pm-2:00pm (MB)
Tap III 6:30pm-7:30pm (MB)		Teen Tap 7:00pm-8:00pm (MB)			Tap I 2:00pm-3:00pm (MB)

*****Schedule subject to change without notice*****

KTB Studios will be closed on the following holidays and breaks for 2005-2006:

Paul Taylor Dance Company Performance - Tuesday, October 25th

Halloween - Monday, October 31st

Thanksgiving – Thursday, November 24th through Sunday, November 27th

Christmas Vacation – Sunday, December 18th through Monday, January 3rd.

NOTE: Except for those breaks listed above, KTB Studios will be open for all other school in-service, conference days and holidays. Please have your child attend their scheduled classes.

Studio Information

Office Hours

The office is open from 10:00am-5:00pm, Monday through Friday. If no one is able to take your call, please leave a message on our voice mail and we will return your call as soon as possible. Telephone message boxes are listed on page 4. Any major variation to the office hours will be reported in FOOTNOTES and on the voice mail.

Student Phone Use

A student phone is available for student use. Phone calls are not to exceed 2 minutes. The phone is located to the left of the KTB main lobby entryway. All other phones are not for student use.

Food/Drink

There is a cold water dispenser for student use. The dispenser is filled with tap water. A small refrigerator is also available for the students to use. KTB has a vending machine in the Studio C Lobby for students to purchase snacks and juice or water. KTB will make every effort to provide snacks with high nutritional value and low sugar. Soda or high sugar drinks will not be sold in the vending machine. Students may eat in the lobby areas only. Students are responsible for picking up after themselves and making sure all garbage is disposed of properly. **Under no circumstances is there to be food or drink in the dance studios.**

Lost and Found

There is a lost and found box available in the main lobby area. Each day any items left in a studio will be placed in the lost and found. EACH SCHOOL QUARTER the lost and found is cleaned out and items remaining will be donated to the Salvation Army or another charitable organization. **Please put the student's name on all dance gear.** KTB IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

Student Basket Rental

KTB has a limited number of baskets available for rental by students. These wire baskets come with a lock and are \$45 for the nine month dance year plus a \$25 refundable deposit. Contact the KTB Office if you are interested in renting a basket for your student.

Borrow Box

KTB keeps a "Borrow Box" in the office that contains items students may borrow in an emergency. We cannot guarantee that the items a student might need will be in the box. Borrowed clothing should be returned to the instructor or the office after class. Borrowed clothing is not to be taken home and should not be used on a consistent basis. Abuse of this privilege will result in the student not being able to use items from the Borrow Box. Anyone wishing to donate items to the Borrow Box may drop them off at the KTB Office.

Should a student need financial help with purchasing dance gear please contact their instructor or the KTB office. Limited scholarships are available for dance gear. Anyone wishing to donate items to scholarships students may bring them by the KTB Office

Footnotes

KTB publishes a monthly newsletter, FOOTNOTES. FOOTNOTES is sent out each month with your billing statement. Even if you have paid your bill for the whole year or pay automatically with credit card, it is vital that you open your statement from KTB and read FOOTNOTES each month. FOOTNOTES is our chief source of communication with parents and **any pertinent information that you should have regarding KTB is published in the newsletter.** We welcome any ideas you may have for FOOTNOTES and appreciate any input. If you are not receiving your FOOTNOTES on a monthly basis or you change your mailing address please contact the office.

Student Illness and Injury Policy

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

Injury

In the event a student is injured in class, the parents will be contacted and informed of the injury. If a student complains of an injury after class or is otherwise injured in any way that may effect their dancing, we ask that parents please contact the Studio and let instructors know.

Lice

Lice is a prevalent southeast Alaska problem. In an effort to curtail the spreading of lice KTB follows the Ketchikan Gateway School District policy on lice. If your student is sent home from school with lice they are not eligible to take class until all eggs are gone. Hair brushes and hair accessories found in a studio will be thrown away to prevent the spread of lice.

Chicken Pox

In the case of Chicken Pox, students may return to class only after lesions have crusted over.

Suspected Abuse

KTB staff and instructors will document and report to the appropriate authorities any suspected abuse of a student enrolled in the KTB dance program.

Student Files

Confidential files are kept on each student. These files contain registration forms, returned Pink Slips, comments and concerns from instructors, copies of student evaluation forms and records of contact with parents. These files are confidential and can be reviewed only by KTB staff or the student's parent. Students will not have access to the files. If you have a question about your students confidential file, please contact the office.

Student Drop Policy

KTB requires a 30-day **written** notice to drop a student from class. There will be no credit given for dropped classes until after we receive the 30-day notice. **Students dropping class after January 6, 2006 will be unable to receive a full refund on their Spring Performance costume.**

Class Make-up and Class Cancellation Policy

There will be no refund made on tuition if a student misses a class due to vacation, illness or any conflict with another activity. Students are encouraged to make up classes by attending an alternate class as designated by the instructor(s).

KTB reserves the right to cancel or reschedule any and all classes. Minimum class size is six (6) students. If a class does not have the required six (6) students, or the class size drops below six (6) students, KTB reserves the right to cancel that class. In special circumstances, a refund may be given with board approval. Instructors reserve the right to cancel a class if two or less students show up for class.

There may be occasions on which regular instructors will be absent, due to illness, personal circumstances or professional obligations. Instructors arrange for their substitutes, with the approval of the Artistic Director. At times this may mean that students will be exposed to different styles of dance. Due to the lack of dance instructors in Ketchikan, KTB Senior Company students and/or Teacher Assistants may be asked to teach in the event no other instructor can be found.

Snow Days/Power Failure

Classes may be canceled due to snow or power failure. KTB follows the public school district in closures due to snow. No refunds will be given for classes canceled due to circumstances beyond our control.

Student Drop Off/Pick-Up Policy

Students are to arrive at the Studio no sooner than 15 minutes prior to their scheduled class times and are to be picked up promptly, no later than 15 minutes after their last class is dismissed.

Late Pick-Up Penalties

Liability insurance mandates that the instructors can not leave the building until all students have gone. After 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 an additional \$25.00 per 15 minutes for the instructor's time**. This fee will show up on the next tuition bill.

Double parking on Mission Street and Main Street is not allowed. The police do enforce the no double parking law. They will issue a \$10 ticket for double parking, even if you are in your car.

Studio Rental

Members of the community may rent a KTB studio(s) at any time that does not conflict with regularly scheduled classes and rehearsals. Rental rates are \$10.00 per hour per studio for rehearsals and practices. \$20.00 per hour will be charged for groups using a studio for an activity for which they are charging admission. Call the Studio office for more information.

Tuition and Requirements

Class Tuition

KTB charges a yearly rate for classes, but allows tuition to be paid on a nine or twelve month payment plan. The overall tuition amount remains the same whether paid in one installment, 9 installments or 12 installments.

Billing statements are sent out on the 25th of each month for the following month's tuition. All tuition payments are due on the 10th of the month. If payment is not received by the 20th of the month a \$5 late fee will be assessed. If payment is 60 days in arrears, a warning letter will be sent out. If payment is 90 days in arrears, students will not be allowed to take class and the account will go to collection. **All accounts must be current in order to receive student's Spring Performance costumes and/or register students for the next dance year.**

Class fees for the 2005-2006 Dance Year remain the same. (Please see "Drop Policy" and "Student Class Make-Up" regarding missed classes.) Some classes meet more than once per week resulting in a multiple class discount. Please use the following listing of the number of times per week each class meets to determine your student's payment. See the following list to determine how many classes are taken each week.

Fee Schedule

# of Classes per week	Total Payment	9 Monthly Payments	12 Monthly Payments
1	\$423.00	\$47.00	\$36.00
2	\$810.00	\$90.00	\$68.00
3	\$1143.00	\$127.00	\$97.00
4	\$1439.00	\$160.00	\$120.00
5	\$1692.00	\$188.00	\$141.00
6	\$1908.00	\$212.00	\$159.00
7	\$2070.00	\$230.00	\$173.00
8	\$2367.00	\$263.00	\$197.00

Multiple Child Discounts

The second student from the same family will receive a 10% discount off the rates listed. The third student (and any additional) will receive a 20% discount off the rates listed.

Class	# of Classes per week	Class	# of Classes Per week	Class	# of Classes per week
Dance With Me (3-4 year olds)	1	Ballet VII	2	Tap I (8 years old & up)	1
Creative Movement (4 year olds)	1	Ballet VIII	3	Tap II	2
Pre-Ballet (5 year olds)	1	Ballet IX	4	Tap III	2
Boys I	1	Teen Ballet	2	Tap IV	2
Ballet I - Beginning	1	Beginning Pointe	1	Tap V	2
Ballet I - Intermediate	1	Intermediate Pointe	1	Tap VI	2
Ballet I - Advanced	1			Teen Tap	2
Ballet II - Beginning	1	Jazz I (9 years old & up)	1		
Ballet II - Advanced	1	Jazz II	2		
Ballet III - Beginning	2	Jazz III	2		
Ballet III - Advanced	2	Jazz IV	2		
Boys III	2	Jazz V	2		
Ballet IV	2	Jazz VI	2		
Ballet V	2	Teen Jazz (7th-12th grade)	2		
Ballet VI	2				

Scholarships

KTB has a scholarship program that funds partial tuition for students. Only scholarships of up to one-half of the student's tuition bill will be given. Scholarship applications are available from the KTB Office and are kept in strict confidence. All scholarship forms must include the applicant's latest income tax returns. Please review the scholarship application carefully for more details. Scholarships are available for financial help with tuition and dance gear. Contact instructors or the office for more information.

Program Requirements

KTB has requirements of the students and parents involved with its program and must be agreed to in order for a child to participate in KTB's yearly program.

- Parents must understand and agree to specifications as set by KTB with regard to the dance program in which their child participates.
- All accounts must be current. Habitually late or non-payment could result in a child being expelled from the program.
- KTB requires all parents and guardians to volunteer at least once during every production in which their student participates. If they are unable to volunteer they will be billed \$50.00 at the end of that production. This money allows KTB to hire someone to take their place.
- All students must adhere to the KTB Dress Code at all times. This includes hair and shoes. Instructor discretion may be used in special circumstances.
- Each family is required to sell one book of raffle tickets for each bi-annual raffle KTB holds. One raffle is held in the fall and one is held in the spring. Families have the option of selling the raffle tickets to others and turning in the money or purchasing the raffle tickets themselves.

Fees

Non-refundable Registration Fee

\$25.00 fee for the first student in the family
\$20.00 fee for each additional student in the family

Monthly Tuition

See Fee Schedule or contact the office.

Raffle Tickets

Each family is required to sell two books of raffle tickets; one in the winter and one in the spring. Each family will have a \$75 fee added to their bill per raffle sale. When tickets are sold and money is turned in, a credit will be given for the raffle tickets and the amount of money turned in. These raffles coincide with the Nutcracker performance and the Spring Gala performance for ease of coordination, but do not directly benefit those performances.

Performance Fees

Students participating in Nutcracker pay a \$35.00 participation fee and those dancing in Festival of the North pay a \$35.00 participation fee that helps cover costume cleaning and adjustments. These fees directly benefit these performances.

Costumes

Spring Performance costumes are ordered by KTB and purchased by the student. After the performance the costume and any tights are then the student's to keep. Creative Movement through Ballet III and Boys I costumes are \$50.00 each. Boys III, Ballet IV Beginning through Ballet IX, all Teen, Jazz and Tap class costumes are \$65.00.

Costs That May Be Assessed

Late Fees

Any account not paid in full by the 20th of each month will receive a \$5 late fee.

Late Pick-Up Fee

After 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 an additional **\$25.00 per 15 minutes** for the instructor's time. This fee will show up on the next tuition bill.

NSF Check

Any check returned to KTB for Non-Sufficient Funds is subject to a \$25.00 service fee.

KTB DRESS CODE

All dance classes must adhere to the following dress code. This criteria is necessary as a view of the body line is necessary for proper correction. Instructors reserve the right to make exceptions as appropriate. Dancers not adhering to the KTB Dress Code may not be allowed to participate in class. Please make sure your dancer has the proper dance attire. If you have any questions please ask a KTB staff member.

ALL DANCE CLASSES

- No superfluous clothing may be worn over or tied to the shoulders or waist. Bare midriffs or revealing clothing will not be allowed in class.
- All students must have their hair secured off their face and neck, including long bangs and wispies. Female ballet students with long hair must have it in a bun.
- To keep hair snoods secure, hair must be in a tight ponytail before attaching the snood.

BALLET

Female -

- Solid colored leotard. No skirts, tutus or graphics.
- Pink tights. Creative Movement and Pre-Ballet wear stirrup or footless tights as they dance in their bare feet. All other ballet classes must wear footed or convertible tights.
- Pink ballet slippers. Preferably Capezio, Bloch, Leo's, Grishko, or Fuze brand. Creative Movement and Pre-Ballet do not wear slippers. Ballet I-Ballet III must wear full-sole leather slippers. Ballet IV-IX may wear full- or split-sole and/or leather or canvas slippers.

Male -

- Black unitard, or black footless tights/dance pants and white fitted shirt.
- Creative Movement and Boys I do not wear shoes or socks.
- Boys III wear black ballet shoes with white or black socks. Preferably Capezio, Bloch, Leo's, Grishko, or Fuze brand. Boys may wear full- or split-sole and/or leather or canvas slippers.

JAZZ

Female -

- Solid Colored leotard with convertible tights. Jazz pants may be worn **over** leotard and tights and **must** be fitted at the hip and knee and not touch the floor.
- Black jazz shoes. No dance sneakers.

Male -

- Solid colored unitard or tight fitting tank top with convertible tights and/or jazz pants. Jazz pants must be fitted at the hip and knee and not touch the floor.
- Black jazz shoes. No dance sneakers.

TAP

All students -

- Solid colored leotard and tights and/or tap pants. Tap pants must be fitted at the hips and expose the ankle.
- Tap Shoes - Bloch, Capezio Gold Spectator Oxford, Jr. Tvette, Brenda Buffalino Taps, TeleTone Taps. Shoes must have sound board & 3 screws for each tap. NO nails or rivets. Tap I - II students may wear Bloch Mary-Jane's.

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

NONCOMPLIANCE WITH THE DRESS CODE WILL RESULT IN:

FIRST OFFENSE: Student will receive a pink slip informing parents of the infraction.

SECOND OFFENSE: On the next scheduled dance class or rehearsal, if the student is still not in compliance with the dress code, they will not be allowed to participate in class or rehearsal. (Instructor discretion may be used in special circumstances.)

Student Participation Policy

KTB encourages all students to participate in every capacity of our school i.e. classes, performances, and promotional events, but reserves the right to discontinue a student from further participation in any KTB event for any reason or no reason, at the sole discretion of the Board. The following policies are to protect the rights of and provide a safe environment, both physically and mentally, for all KTB students and staff.

Parents must acknowledge, understand and agree to the program under which the student shall participate and accepts the program together with the instructor and method of teaching that will be employed at KTB. Participation in any KTB program requires that the student follow the course curriculum and instruction as presented by the KTB instructor.

Student Code of Conduct

- Students **must** be on time for class, rehearsal and performance. Any student who arrives 10 or more minutes late will not be allowed to participate. For safety reasons instructors must ensure students have a proper warm-up. (Instructor discretion can be used in special circumstances.)
- Students must attend class on a regular basis. Students not attending class and/or rehearsals regularly may be removed from the program and/or performance.
- Proper dance attire **must** be worn for all classes and rehearsals or students will not be allowed to participate. (See dress code.)
- All students must have their hair secured off their face and neck, including long bangs and wispsies. Female ballet students must have their hair in a bun.
- Students are asked to remove heavy jewelry for class (i.e. bangle bracelets, chokers, long necklaces, dangly earrings).
- Excessive talking is **NOT** allowed during class or rehearsal.
- All students are asked to go to the bathroom **before** class, rehearsal and/or performance begins.
- Food or drink is **NOT** allowed in either the Studio or the high school auditorium. **NO GUM** is allowed.
- Students **must** follow instructions and directions at all times.
- Students are expected to maintain a positive, cooperative attitude.
- Students are asked not to bring friends or siblings to the Studio.
- Repeated disruptive behavior and/or disrespect to instructors, staff, volunteers or other students will not be tolerated and will result in disciplinary action up to and including expulsion.

Major Infractions

The following major infractions will not be tolerated by KTB and the appropriate actions, up to and including expulsion from class and/or rehearsal/performance, will be taken immediately.

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

Discipline Policy

All KTB instructors will use the following policy when disciplinary actions are deemed necessary. Documentation of violations will go into the student's permanent file.

First offense: Student will receive a verbal warning.

Second offense: A pink slip will be sent home and/or the student will be asked to sit out of class.

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

Ongoing discipline problems may be grounds for expulsion. This policy is in effect for all classes.

Pink Slips

In the event that a student does not follow the Code of Conduct a pink non-compliance form will be sent home with your student as a way for instructors to communicate to parents. This is for informational purposes only. **We ask parents to sign and return the form** so instructors know that you have received the information.

Parental Involvement

Each family is **required** to sell a book of raffle tickets during each of our two annual fundraisers. Our first raffle takes place in November, with the drawing held during the Saturday Nutcracker performance. The second raffle takes place in April, with the drawing held during the Saturday evening Spring Gala performance. A charge of \$75 will be added to each family's bill the week the tickets are distributed. Families then have the option of purchasing the raffle tickets themselves or selling the tickets and turning in the money. KTB will set up several places and days to sell tickets and post the sign up sheet in the KTB main lobby.

We also **require** parents to help one day with each performance in which their student participates. If you have special talents or have a particular area in which you would like to volunteer, let us know! **If you are unable to volunteer you will be billed \$50.00. This money allows KTB to hire someone in your stead.**

Parent Watch Policy

KTB encourages parents to come and see the wonderful progress their child makes throughout the year. While the door is always open for parents, please understand that some times are better than others for observing. Therefore the following rules must be followed when watching your student's class:

1. Parent Watch will not be allowed the first four weeks of class in order to give the instructor a chance to establish a relationship with the children without distraction.
2. If a parent wishes to watch class, they must contact the instructor prior to attending class.
3. Parents must come at the beginning of class and **stay** through the end of class as entering and exiting during class is extremely disruptive.
4. Instructors reserve the right to deny observation of a class and/or ask parents to leave at any time during class.
5. In order for students to grow and find their own creativity, parents will not be allowed to observe every class.
6. If you must bring other children, they must remain in the studio, **seated and quiet**. **DO NOT** let them run around the studio.
7. **NO FOOD or DRINK** allowed in the studio.

Parent Watch Week

The last week of classes before Christmas Vacation is designated Parent Watch Week. During this week, parents are invited to attend their student's class and observe their progress. This is a great opportunity for parents to take pictures and videotapes of their child as no videotaping is allowed at any KTB performance.

Placement Policy

Placement of a student into a dance class is a very involved process. Students who are enrolling for the first time will be placed according to age and ability. Instructors hold the right to move students if necessary. **Students DO NOT automatically advance to the next level at the end of the school year.**

Evaluations

Evaluations on each student will be sent to parents mid-year and in May. These evaluations give students and parents an idea of the student's strengths and areas for personal growth. The rating system is designed to show how each student is doing with regard to the teacher's expectations for their class. It also gives parents a chance to discuss dance class with their students. Class placement for the following year will be included in the May evaluation.

The following are considerations for promotion to the next level of classes:

- Physical and mental comprehension of dance technique being taught.
- Placement of the body, i.e. feet, knees, hips, stomach, back, shoulders, and head.
- Rotation of the hips. ("turn out", "turn in")
- Flexibility and strength of the shoulders, arms, torso/lateral back, hips, hamstrings, ankles and feet.
- Physical development and growth/age.
- Technical ability of students in the next class level.
- Attendance, tardiness and class preparedness.
- Student's attitude, self-motivation and desire to dance.
- Attentiveness.
- Number of students in the next class level.
- Ability to work well with groups.

KTB Company

Auditions are held in September for the Ketchikan Theatre Ballet Junior and Senior Companies. The Junior Company is made up of the Ballet VIII class. The Senior Company consists of students that meet the KTB Company Eligibility Requirements listed below. All KTB Company members have earned the privilege of performing in the Nutcracker and Festival of the North annual performances as well as having exclusive use of the backstage dressing rooms.

KTB Senior Company Eligibility Requirements

KTB has a performing Senior Company made up of the school's most advanced students. In order to be eligible to audition for a position within the Senior Company, students must meet the following requirements:

- Attend, on a regular basis, all dance classes in which they are enrolled.
- Be enrolled in Ballet IX and Pointe class.
- Be enrolled in Jazz and/or Tap class.
- Be a student in 7th – 12th grades.
- Attend KTB Company Auditions
- Maintain a positive and cooperative attitude at all times
- Adhere to the Participation Policy, Dress Code and Code of Conduct, as stated in the KTB Student Handbook and Policy Manual, at all times.
- Sign a KTB Company Contract.

KTB Company Attendance Requirements

Company members are required to attend on a regular basis all classes in which they are enrolled.

A minimum of $\frac{2}{3}$ attendance is required for **each** class in which they are enrolled. **At any time if a Company member has missed more than one-third of any of their regularly scheduled classes, the Artistic Director reserves the right to remove the student from the production and/or reassign parts.**

Company members are required to attend **all** scheduled Company rehearsals. **If a Company member misses more than three rehearsals per production, including auditions, the Artistic Director reserves the right to remove the student from any production and/or reassign parts.**

A **parent or legal guardian** must notify the Studio in **advance** of the student's absence.

Major Infractions

The following infractions will result in immediate probation, suspension and/or expulsion from classes and/or the KTB Company:

Found, by a KTB staff member or any volunteer in an official KTB supervisory position, to be in possession of and/or using illegal drugs, alcohol and/or tobacco at any KTB function.

Conviction of, or citation for, possession and/or use of drugs, alcohol and/or tobacco.

Confirmation by the student's parent or legal guardian of possession and/or use of drugs, alcohol and/or tobacco.

Possession of a firearm or weapon on the KTB premises, and/or rehearsal/performance hall, and/or any KTB sponsored function.

Behavior and any condition that adversely affects the psychological and/or physical safety of themselves, other students and/or staff.

Repeated non-compliance with the KTB Student Code of Conduct during class, rehearsal and/or performance.

KTB reserves the right to limit participation privileges or terminate any student with ongoing physical, mental health, or substance abuse problems; or who are exhibiting behavior that may require special supervision or which may be disruptive to the general welfare of the Company.

Company Travel Policy - KTB reserves the right to limit traveling privileges for any student with ongoing physical health, mental health or substance abuse problems, or who is exhibiting behavior that may require special supervision or which may be disruptive to the general welfare of the group. (See Participation Policy page 12.) Travel privileges will be at the discretion of the Executive Committee in conjunction with the Artistic Director. The student must be in good standing with the above outlined KTB Company Policy in order to maintain travel eligibility.

School Absences - KTB is recognized by the Ketchikan Gateway School District as a sanctioned extracurricular activity. KTB supports the school district travel policy. Any student deemed not eligible to travel under the Ketchikan High School criteria will have to use allotted school absence days.

Company Studio Use

KTB SENIOR Company students are able to use KTB dance studios to get in shape for an audition or performance. The following rules apply while using a studio. KTB also reserves the right to revoke this policy and/or individual privileges at any time for any or no reason.

1. Use of a studio must be prearranged with the KTB Office and a staff member or board member must be present for the entire period.
2. Use is limited to SENIOR Company and no more than 5 students at any given time.
3. The student must obtain proper instruction in the use of the stereo equipment before using a studio.
4. UNDER NO CIRCUMSTANCES ARE THE STUDENTS TO WORK ON "CENTER POINTE" without the immediate supervision of a Pointe instructor.
5. Students must sweep the floor after use and pick up any visible sign of their presence.
6. Students must act in a responsible manner. Any misuse of a studio will result in permanent loss of privileges for any individuals involved.

Performance Policies

Class and Rehearsal Attendance

It is imperative that all students attend class on a regular basis. Choreography for performance is learned in class and it is very difficult for the class to have a good performance if class members are absent from class. Rehearsals are mandatory for all students. Failure to attend class on a regular basis and/or missed rehearsal(s) could result in the student being removed from a performance.

Performance Stage Make-Up

KTB will apply stage make-up to all dancers in order to achieve a look that is uniform and complementary with the stage lighting. Any dancer coming to a performance with pre-applied make-up will be asked to remove it so proper stage make-up can be applied. Only dancers with KTB-applied make-up will be allowed on stage. Under the direction of the Artistic Director, KTB Junior and Senior Company members have earned the privilege of applying their own stage make-up. Should your dancer have allergies to make-up or special skin care needs, please contact the Studio prior to the performance so special arrangements can be made for your dancer's make-up application. Every effort is made to maintain sanitary application of make-up.

Junior & Senior Company Dressing Rooms

During performances the backstage dressing rooms are reserved exclusively for the Junior and Senior Company dancers. Other dancers may use these dressing rooms ONLY with the authorization of the Artistic Director. All other dancers must stay in their designated areas and out of the backstage dressing rooms.

Solos

The invitation to perform a solo of any kind will be issued at the discretion of the Artistic Director, the instructors and the KTB Board of Directors. The invitation shall be based on but not limited to the following criteria: longevity, technical level, attendance, attitude, and commitment. Contrary to common opinion, there are no automatic privileges for a senior student. Senior students have never automatically been granted solos.

Parent Volunteer

Putting on our annual performances takes many hours of hard work and without the help of parents; we would not be able to present them. All parents are **required** to help at least once during each production in which your student participates. There are a variety of volunteer positions – some are needed before the performance, some start at Final Dress Rehearsal, some are during the actual performances. If you have a special talent or special circumstances, please contact the office. **If you are unable to volunteer for each performance your student participates in, you will be billed \$50. This money allows KTB to hire someone in your stead.**

Rehearsal and Performance Policy

KTB pays a high rental fee to use the High School Auditorium for rehearsals and performances, therefore the following rules **must** be observed during all rehearsals and performances in this facility.

1. **NO FOOD OR DRINK** is allowed anywhere in the auditorium. (Food is allowed only in the commons area.) Anyone caught abusing this rule will be charged a minimum \$50 clean-up fee.
2. Students are representing KTB during rehearsals and performances. The Student Dress Code and Code of Conduct **will** be observed.
3. Smoking is not allowed within 500 feet any Ketchikan Public School building. Any dancer caught smoking may be removed from the performance.
4. All dancers must remain in the auditorium or commons area during rehearsal. **NO** running or roughhousing is allowed. Playing on the railings in the aisles is not permitted.
5. During all performances, dancers will be housed in a backstage location with backstage parents while awaiting their turn on stage. Dancers must stay out of sight of the audience. **NO** dancer will be allowed to watch the performance from an auditorium seat. Anyone not complying with this rule for any reason will be removed from the performance.
6. KTB staff and volunteers will have badges identifying them as such. Any dancer not complying with requests given by such a person may result in the dancer being removed from the performance.

7. Backstage parents are assigned to ensure the safety and timeliness of each performing group. Dancers are expected to adhere to all rules set by backstage parents and understand that violation of any of the rules set by backstage parents could result in the dancer being removed from the performance.
8. Instructors reserve the right to remove any dancer from rehearsal or performance for failure to comply with these rules.

Final Dress Rehearsals

Final Dress Rehearsals are a perfect time for parents to take photos of their dancers on stage and in full costume. (Please see Photographs/Videos outlined below for specific details on taking pictures and videos.) **Any dancer without their complete costume, including shoes will not be allowed on stage during Final Dress Rehearsal.** If there is a problem with costumes or shoes, please let instructors know as far ahead of time as possible so all possible solutions can be researched.

Performances

During the 2005-2006 dance year Ketchikan Theatre Ballet will present three major performances featuring KTB dancers:

Any student not attending classes or rehearsals on a regular basis may be removed from a performance. (See page 12)

Nutcracker

Nutcracker is a KTB Company production. Other classes from the School of Dance and/or individuals may be asked by the Artistic Director to participate in *Nutcracker*.

Auditions for all lead roles will be Saturday, September 10th. Auditions for Clara will be Saturday, September 17th.

Nutcracker will be Friday, December 2nd evening and Saturday, December 3rd afternoon. This is not a mandatory performance. Any parent or guardian not wanting their student to participate in the performance will need to let the Artistic Director know as soon as possible.

This is a classical ballet. Creative Movement through Ballet III Advanced, Boys I, Boys II and Tap and Jazz classes are **not eligible** for this performance. Boys III, Ballet IV Beginning through Ballet IX are eligible, but **may not all be used**. Only KTB students through grade 12 are eligible for performance. Other non-dancers or adults may be used at the Artistic Director's discretion.

Students participating in *Nutcracker* will be using KTB costumes and will be charged a **\$35 performance fee**. This fee covers cleaning, repairs and maintenance and replacement of costumes. Billing for the participation fee will be added to your October bill. If you would like your costume fee amortized into your monthly payments, please contact the office.

Festival of the North

The Festival of the North production is a KTB Company production. Other classes from the School of Dance and/or individuals may be asked by the Artistic Director to participate in Festival of the North.

This year the Festival of the North performances will be the evening of Friday, March 3rd and Saturday, March 4th. The Junior and Senior Company members will be performing. This is a great performance for the younger students to attend as it gives them an idea of what to look forward to as they advance in levels of ballet, jazz, & tap!

Dancers participating in Festival of the North will be using KTB costumes and will be charged a \$35 performance fee. This fee covers cleaning, repairs, maintenance and replacement of costumes. Billing for the participation fee will be added to your January bill. If you would like your costume fee amortized into your monthly payments, please contact the office. Only KTB students through grade 12 are eligible for performance. Other students, non-dancers or adults may be used at the Artistic Director's discretion.

Spring Performance

Spring Performance is a KTB School of Dance production. All classes are eligible to perform.

Spring Performance will be Friday, May 19th and Saturday, May 20th. There will be a matinee performance for younger dancers and two evening performances for older dancers to perform. Other non-dancers or adults may be used at the Artistic Director's discretion. Costumes will be special ordered for each dancer the first part of January. If for some reason your student is unable to participate in the performance, notice must be given no later than January 6th, before costumes are ordered.

Extra rehearsals are always needed during this time in order to put the performance together. Students will rehearse during their regular classes, with additional rehearsals scheduled starting in mid-April. Rehearsal schedules are always handed out one week in advance so parents can "juggle" conflicts. It is mandatory that students attend all of the rehearsals.

Students purchase their costumes and tights for spring performance. **Students will be billed a flat fee for their costumes. Creative Movement through Ballet III Advanced and Boys I will be charged \$50 for costumes and tights. Boys III, Ballet IV Beginning through Ballet IX, Tap, and Jazz classes will be charged \$65 for costumes and tights.** Billing for these costumes will be added to your January bill and must be paid by performance time. If you would like your costume fee amortized into your monthly payments, please contact the office.

Photographs/Videos

PHOTOGRAPHY AND VIDEO TAPING ARE PROHIBITED DURING PERFORMANCES.

VIDEO TAPING IS NOT ALLOWED DURING ANY REHEARSAL OR PERFORMANCE DUE TO CHOREOGRAPHIC AND MUSICAL COPYRIGHTS.

Currently KTB is licensed under ASCAP (American Society of Composers, Authors and Publishers) and BMI (Broadcast Music, Inc.) giving us permission to use recorded music in the classroom and for performances only. Under our agreement, we can record one copy of each performance for archival purposes only.

The Ketchikan Theatre Ballet Board of Directors, while understanding the desire of parents to have a record of their child's accomplishments, will continue to enforce the policy of no video taping at any rehearsal or performance. KTB has a flyer better explaining the copyright system. If you would like a copy, please call the office.

Flash photography and still photos are allowed at any KTB rehearsal. Video taping is allowed during class. Please contact the instructor ahead of time if you would like to video tape your student during class time.

Ketchikan Theatre Ballet

Calendar of Events

2005-2006

(This calendar is not complete and is subject to change at any time.)

Classes Start	September 6th
Jr. & Sr. Company Auditions	September 10th
Nutcracker Auditions	September 10th
Nutcracker Auditions – Clara	September 17th
Board Meeting	September 12th
Board Meeting	October 10th
Board Meeting	November 7th
Raffle Ticket Pick-up at KTB	November 5th-12th
Nutcracker Rehearsal at KTB	November 12th
Nutcracker Rehearsal at KTB	November 19th
Thanksgiving Vacation	November 24th-27th
Nutcracker Rehearsals at KayHi	Nov 26th - Dec 1st
Raffle Tickets Due	November 26th
Nutcracker Performances	December 2nd & 3rd
Board Meeting	December 12th
Christmas Vacation – No Classes	Dec 18th – Jan 2nd
Spring Performance Costume Measuring	December 13th – 17th
Annual Board Meeting	January 9th
Board Meeting	February 13th
Festival of the North	March 3rd & 4th
Board Meeting	March 13th
Spring Break – No Classes	March 26th – April 2nd
Board Meeting	April 10th
Raffle Ticket Sales Start	April 29th
Spring Performance Costume Hand-Out	April 29th
Spring Performance Rehearsal at KTB	April 29th
Spring Performance Rehearsal	May 6th
Spring Performance Pictures	May 11th & 12th
Spring Performance Rehearsal	May 13th
Raffle Tickets Due	May 14th
Spring Performance Rehearsals at KayHi	May 14th – 18th
Spring Gala 2004	May 19th & 20th
Last Day of the KTB 2005-2006 Dance Year	May 20th
Board Meeting	May 23rd
Board Meeting	June 12th