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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 at 225-9311.

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 Tuesday of each month at 6:30pm 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 | Term Expires |
|-----------------------|----------------------|---------------------|
| Candy Peterson | President | December 2013 |
| Mary Dossett | Vice President | December 2011 |
| Molly Phil | Secretary /Treasurer | December 2013 |
| Becky Crabtree | Board Member | December 2012 |
| Terie Hicks | Board Member | December 2012 |
| Susan Heisler | Board Member | December 2011 |
| Jill Gates | Board Member | December 2011 |
| Mandi Bolshakoff | Board Member | December 2013 |
| Scott Brandt-Erichsen | Board Member | December 2012 |
| Kathy Flora | Board Member | December 2012 |

KTB Staff

You may contact KTB staff with any concerns or comments during office hours of 10:00am-1:00pm and 2:00pm-6:00pm 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 |
|-------------------|------------------------------|--------------------|
| Amanda Pilgrim | Business Manager | Box #1 |
| Elizabeth Long | Artistic Director/Instructor | Box #2 |
| Elizabeth Schafer | Instructor | Box #3 |
| Victoria Crabtree | Instructor | Box #4 |
| Kelsey Newsom | Instructor | Box #5 |

2011-2012 Class Schedule

Elizabeth Long (EL), Elizabeth Schafer (ES), Kelsey Newsom (KN), Victoria Crabtree (VC), Kyle Bailey (KB)

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|--|--|---------------------------------------|---|
| Creative Movement 4:15pm-5:00pm (KN) | Ballet IX 3:15pm-4:45pm (EL) | Ballet VIII 3:15pm-4:45pm (EL) | Ballet IX 3:15pm-4:45pm (EL) | Jazz V 3:15pm- 4:45pm (ES) | Ballet VII 10:00am-11:30am (EL) |
| Ballet I 5:00pm-6:00pm (KN) | Ballet VIII 4:45pm-6:15pm (EL) | Ballet VI 4:45pm-6:15pm (EL) | Advanced Pointe 4:45pm-5:45pm (EL) | Jazz VI 4:45pm-6:15pm (ES) | Beginning Pointe 11:30am-12:15pm (EL) |
| Jazz II 6:15pm-7:15pm (KN) | Int. Pointe 6:15pm-7:15pm (EL) | Ballet VII 6:15pm-7:45pm (EL) | Senior Company Rehearsal 6:00pm-9:00pm (EL) | Int/Adv. Tap 6:15pm-7:15pm (ES) | Ballet IX 12:30pm-2:00pm (EL) |
| Ballet IV 4:15pm-5:15pm (VC) | Jazz IV 4:15pm-5:30pm (VC) | Jazz V 4:45pm-6:15pm (ES) | Jazz IV 4:15pm-5:30pm (VC) | Ballet VI 4:15pm-5:45pm (EL) | KTB Company Rehearsal 2:00pm-5:00pm (EL) |
| Ballet V 5:15pm-6:15pm (VC) | Jazz III 5:30pm-6:30pm (VC) | Advanced Tap 6:15pm-7:15pm (ES) | Jazz III 5:30pm-6:30pm (VC) | Ballet VIII 6:15pm-7:45pm (EL) | Creative Movement 9:30am-10:15am (KN) |
| Ballet III 6:15pm-7:15pm (VC) | Pre Ballet 4:15pm-5:00pm (KN) | Beginning Tap 4:15pm-5:15pm (KN) | Intermediate Tap 6:30-pm-7:30pm (KB) | Ballet IV 4:15pm-5:15pm (VC) | Pre-Ballet 10:15am-11:00am (KN) |
| Jazz VI 3:15pm-4:45pm (ES) | Ballet I 5:00pm-6:00pm (KN) | Jazz I 5:15pm-6:15pm (KN) | | Ballet V 5:15pm-6:15pm (VC) | Ballet II 11:00am-12:00pm (KN) |
| Advanced Tap 4:45pm-5:45pm (ES) | Ballet II 6:00pm-7:00pm (KN) | Jazz II 6:15pm-7:15pm (KN) | | Ballet III 6:15pm-7:15pm (VC) | |
| Int/Adv. Tap 6:15pm-7:15pm (ES) | Intermediate Tap 6:30-pm-7:30pm (KB) | | | | |
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*There are no regularly scheduled classes during the following holidays and breaks for 2010-2011:
(Rehearsals may be scheduled)*

Halloween: October 31st

Thanksgiving Break: November 24th through November 27th

Christmas Vacation – Sunday, December 18th through Sunday, January 1st

Spring Vacation - March 18th - March 25th

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-11:15am and 12:15pm-6:00pm Monday through Friday. The office phone number is 225-9311. 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 office voice mail.

Student Phone Use

A telephone 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

A water dispenser is available for student use. The dispenser is filled with tap water. A small refrigerator is also available for student use. 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 located 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 a charitable organization. **Please put your 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 cost \$45 for the nine month dance year. 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 guardian may be contacted to pick up the student as soon as possible. If your student 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.

Illness Notification:

In the event that a student is ill and will be missing class, please call the KTB Office as soon as possible.

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 students are sent home from school with lice they are not eligible to take class until all eggs are gone. Any hair brushes or 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. **Students dropping class after January 15, 2012 will be unable to receive a 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 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.

Inclement Weather/Power Failure/Emergencies

Classes may be cancelled due to inclement weather, power failure or other emergency. No refunds will be given for classes canceled due to circumstances beyond our control (please refer to the Class Make-up Policy.) We will do our best to send notice of closures to the local radio stations and on our website <http://ktbdance.com>. Notice of closure will also be on the office voicemail.

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 cannot 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.

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 monthly payment plan.

Billing statements are sent out on the 1st of each month for the following month's tuition. All tuition payments are due at the KTB office by the 20th. A late charge of \$25 will be assessed on the 21st of the month for any unpaid balance. If an account is 60 days in arrears it will be sent to precollections. At 90 days in arrears, the account will go to collections and your student(s) will not be allowed to participate in class. **All accounts must be current in order to receive student's Spring Performance costumes and/or register students for the next dance year.**

Please note the rates in the table below. (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 | Monthly Payments |
|-----------------------|---------------|------------------|
| 1 | \$ 450.00 | \$ 50.00 |
| 2 | \$ 855.00 | \$ 95.00 |
| 3 | \$ 1,215.00 | \$ 135.00 |
| 4 | \$ 1,530.00 | \$ 170.00 |
| 5 | \$ 1,800.00 | \$ 200.00 |
| 6 | \$ 2,025.00 | \$ 225.00 |
| 7 | \$ 2,205.00 | \$ 245.00 |
| 8 | \$ 2,520.00 | \$ 280.00 |

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 |
|---------------------------------|-----------------------|---------------------------|-----------------------|---------------------------|-----------------------|
| Creative Movement (4 year olds) | 1 | Beginning Pointe | 1 | Beginning Tap | 1 |
| Pre Ballet (5 years olds) | 1 | Intermediate Pointe | 1 | Intermediate Tap | 2 |
| Ballet I | 1 | | | Intermediate/Advanced Tap | 2 |
| Ballet II | 1 | Jazz I (9 years old & up) | 1 | Advanced Tap | 2 |
| Ballet III | 2 | Jazz II | 2 | | |
| Ballet IV | 2 | Jazz III | 2 | | |
| Ballet V | 2 | Jazz IV | 2 | | |
| Ballet VI | 2 | Jazz V | 2 | | |
| Ballet VII | 2 | Jazz VI | 2 | | |
| Ballet VIII | 3 | | | | |
| Ballet IX | 4 | | | | |
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Scholarships

The KTB scholarship program provides partial tuition for a limited number of students demonstrating financial need. Scholarship applications are available on line at <http://ktbdance.com> or from the KTB Office and are kept in strict confidence. All scholarship forms must include the applicant's most recent income tax return. Please review the scholarship application carefully for more details. Scholarships may be available for dance gear, contact the Artistic Director or Business Manager for more information. Incomplete forms or forms without supporting tax documents will be returned. Deadline for applications October 1st, 2011. Applications received after this date will not be considered. Extenuating circumstances may apply.

Program Requirements

KTB has requirements of the students and parents involved with its program.

- Parents must understand and agree to specifications as set by KTB with regard to the dance program in which their child participates.
- KTB requires all parents and guardians to volunteer at least once during every production in which their student participates. Volunteers are required to actively participate and remain for the entire volunteer shift. Parents can not send their students in their stead. If they are unable or unwilling to volunteer a \$50.00 charge will be assessed. This money allows KTB to hire someone to take their place.
- KTB is a non-profit organization. Part of what helps to keep tuition costs from rising is fund raising. Raffle tickets are a major source of fund raising and are sold twice during the dance year. These raffles coincide with the Nutcracker performance and the Spring Gala performance for ease of coordination, but do not directly benefit those performances. Each family is required to sell 1 (one) book of 20 (twenty) tickets twice per year. Your account will be charged \$100 for the tickets in November and \$100 for the tickets in April. It is your responsibility to sell or purchase the tickets. When your raffle tickets money is turned in to the office it will be credited against your raffle charge.
- 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.

Fees That May Be Assessed

Late Fees: Accounts with balances on the 21st of the month will be assessed a \$25.00 late fee.

Late Pick-Up Fees: Parents will be billed \$25.00 (per 15 minute period) if an instructor has to wait longer than 15 minutes after class for a student to be picked up.

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

Nutcracker Participation Fee:

\$ 40.00 - Ballet IV through Ballet VIII, \$50.00 - Senior Company

Festival Participation Fee:

\$40.00 - Junior Company, \$50.00 - Senior Company

Spring Gala Costume Fee:

\$55.00 - Creative Movement, Pre-Ballet, Ballet I, Ballet II, Ballet III,
\$65.00 - Ballet IV, Ballet V, Ballet VI, Ballet VII, Ballet VIII, Ballet IX,
\$65.00 – Beginning Tap, Intermediate Tap, Intermediate/Advanced Tap, Advanced Tap
\$65.00 - Jazz I, Jazz II, Jazz III, Jazz IV, Jazz V, Jazz VI

Registration Fee:

\$30.00 - First dancer in family
\$25.00 - Second or more dancer in family

KTB DRESS CODE

All dance classes must adhere to the following dress code. These criteria are 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 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.
- Students are asked to remove all jewelry.

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. 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.
- Undergarments should not be visible.

Male -

- Black unitard, or dance pants and white fitted shirt.
- Creative Movement and Pre-Ballet do not wear shoes or socks.
- 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.
- Undergarments should not be visible.

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 -

- Black unitard, or dance pants and white fitted shirt.
- 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. Shoes must have sound board & 3 screws for each tap. NO nails or rivets.
- Beginning Tap 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 may 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.)
- It is imperative that all students attend class on a regular basis. Choreography for performance is learned in class. It is difficult for the class to perform well if dancers are absent. Failure to attend 2/3rds of rehearsals and/or classes could result in the dancer's removal from the program and/or performance.
- It is mandatory that dancers attend all rehearsals. If a dancer misses 1/3rd of the group rehearsals they may be removed from the performance. If extenuating circumstances arise parents must contact the Artist Director.
- 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.
- Students must follow dress code at all times.

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.

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.

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.
8. Parents may videotape their child’s class on those days during “Parent Watch Week” or with special instruction from the instructor.

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 reevaluate students and placement can change throughout the year. Students **DO NOT** automatically advance to the next level at the end of the school year. In many cases it is best for a dancer to be in one level for at least two years to allow for optimum growth. All instructors jointly decide on placement for each student in each dance discipline.

Evaluations

Evaluations on each student will be mailed out in December and in May. These evaluations give students and parent an idea of each 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 recommendation for the following year will be included in the May evaluation. Each instructor takes great care to reflect on each individual student and his/her progress. Each instructor's evaluation is held confident, and they feel that these will be positive tools for understanding and encouraging your student's growth.

The purpose of the evaluation:

- Identification of individual's strengths and weaknesses based on daily observation in class
- Clear communication of these observations to the student and parent
- Charting progress of the student over time
- Placement of the student each year in the most appropriate and beneficial class

How to interpret the form:

- Expectations are based on the curriculum KTB designed for each class and an understanding of your student's individual needs and abilities.
- **Creative Movement through Ballet II:** the first eight criteria refer to your student's behavior and are very much within your student's control. The last six refer to abilities and knowledge that each student will develop at an individual rate. These require patience and understanding of your student's individual abilities. We have observed that performance of the first eight strongly impact the progress of the last six.
- **Ballet III through Ballet IX, Tap and Jazz:** the first six criteria refer to your student's behavior and are very much within your student's control. The last nine refer to abilities and knowledge that each student will develop at an individual rate. These require patience and understanding of your student's individual abilities. We have observed that performance of the first six strongly impact the progress of the last nine.

Applying the evaluation:

- We ask that you talk through each criterion and each comment with your student. Be sure to ask your student to demonstrate or explain comments to you.

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.
- Coordination.
- Neuro – Muscular development.

KTB Company

Students in Ballet VIII may audition for Junior Company. Students in Ballet IX and a second discipline (Jazz and/or Tap) may audition for Senior Company. All auditions are held annually. Junior and Senior Company members must abide by their company contract.

Company Studio Use

KTB Senior Company students are able to use KTB dance studios to prepare 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 shall be limited to 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

1. It is imperative that all students attend class on a regular basis. Choreography for performance is learned in class. It is difficult for the class to perform well if dancers are absent. Failure to attend 2/3rds of rehearsals and/or classes could result in the dancer's removal from the program and/or performance.
2. It is mandatory that dancers attend all rehearsals. If a dancer misses 1/3rd of the group rehearsals they may be removed from the performance. If extenuating circumstances arise parents must contact the Artist Director.

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. There are no automatic privileges for senior students.

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 2011-2012 dance year Ketchikan Theatre Ballet will present three major performances featuring KTB dancers:

Nutcracker

Nutcracker is a KTB Company production. Other classes from the School of Dance and/or individuals may be invited by the Artistic Director to participate in Nutcracker. Dancers who are eligible to participate in Nutcracker, but who do not wish to participate due to religion or conflicting events are asked to notify the Artistic Director prior to September 10, 2011. It is not at the discretion of the dancer which parts they perform.

Only Senior Company Members may audition for lead roles on Saturday, September 10th. Ballet IV - Ballet VI may audition for the role of Clara on Saturday, September 24th.

Auditions for all other roles will be held during class time of eligible classes. Creative Movement through Ballet II, Tap and Jazz classes are not eligible for this performance. Ballet III through Ballet IX are eligible, but may not all be used. Only KTB students through grade 12 are eligible for performance. Other persons may be used at the Artistic Director's discretion.

Nutcracker will be performed on Friday, December 2nd and Saturday, December 3rd. 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 prior to September 01, 2011.

Students participating in Nutcracker will be using KTB costumes and will be charged a **\$40 performance fee**; **Senior Company Members will be charged a \$50.00 performance fee.** This fee covers cleaning, repairs, 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 KTB classes and/or individuals may be asked by the Artistic Director to participate in Festival of the North. All performers will have a contract to abide by. The Festival of the North performances will be the evening of Thursday, February 16th, 2012. 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 **\$40 performance fee**; **Senior Company Members will be charged a \$50.00 performance fee.** 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. This is only a KTB Company 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.

The Spring Performance will be May 11th & 12th. There will be a matinee performance for younger dancers and two evening performances for older dancers. Other persons 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 13th, 2012, 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 will be charged \$55 for costumes. Ballet IV through Ballet IX, Tap and Jazz classes will be charged \$65 for costumes. 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. Parents may video tape their child's class on those days during "Parent Watch Week" or with special permission from the instructor.

Ketchikan Theatre Ballet Calendar of Events 2011-2012

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

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| Classes Start | September 6th |
| Jr. & Sr. Company Auditions | September 10th |
| Nutcracker Auditions | September 10th |
| Nutcracker Auditions – Clara | September 24th |
| Board Meeting | October 11th |
| Board Meeting | November 8th |
| Raffle Ticket Pick-up at KTB | November 12th |
| Nutcracker Rehearsal at KTB | November 12th & 19 th |
| Thanksgiving Vacation – No Classes | November 24th – 27th |
| Nutcracker Rehearsal at Kayhi | November 25th – December 1st |
| Raffle Tickets Due | November 30th |
| Nutcracker Performances | December 2 nd & 3 rd |
| Board Meeting | December 13th |
| Christmas Vacation – No Classes | Dec 18th – Jan 1 st |
| Spring Performance Costume Measuring | January 2 nd – 7th |
| Board Meeting | January 10th |
| Board Meeting | February 22 nd |
| Festival of the North | February 16th |
| Board Meeting | March 13th |
| Spring Break – No Classes | March 18th – March 24th |
| Board Meeting | April 10 th |
| Raffle Ticket Sales Start | April 21st |
| Spring Performance Costume Hand-Out | April 21st |
| Spring Performance Rehearsal at KTB | April 21st |
| Spring Performance Rehearsal at KTB | April 28th |
| Spring Performance Pictures | May 3 rd & 4th |
| Spring Performance Rehearsal KayHi | May 5th |
| Raffle Tickets Due | May 5th |
| Spring Performance Rehearsals at KayHi | May 7th – 10th |
| Spring Gala 2012 | May 11th & 12th |
| Board Meeting | May 15th |
| Board Meeting | June 14th |