

**FALL 2018 / SPRING 2019
STUDENT HANDBOOK**

1) REGISTRATION & TUITION

- a. A one-time \$35 registration fee will be charged at the beginning of each year.
- b. Students are encouraged to register EARLY. All registration is accepted on a first-come, first-serve basis.
- c. Class placement is NOT RESERVED until the registration fee and first month's tuition has been paid.
- d. Students ARE NOT PERMITTED to take class until the registration fee and tuition have been paid.
- e. If registration and first month's tuition have NOT been paid WITHIN 7 DAYS of submitting your registration form, the student's place in class will be released.
- f. DBT Academy is a TUITION-BASED SCHOOL, and maintains ongoing contractual obligations with their faculty. Therefore, monthly tuition is NON-REFUNDABLE. If a student wishes to withdraw from a class, a 30 day notice is REQUIRED.
- g. With the exception of the first month, tuition is the same each month and is NOT adjusted for ANY reason aside from weather cancellations. (See Section 2, Article d.)
- h. DBT accepts all major Credit Cards, Debit Cards, or Checks. DBT DOES NOT ACCEPT CASH FOR TUITION PAYMENTS.
- i. DBT requires that all accounts have a valid debit or credit card number on file. NO EXCEPTIONS.
- j. Tuition is DUE on the 1st, and considered LATE AFTER THE 5TH.
- k. If payment is not received by the 5th, YOUR TUITION PLUS A \$20 LATE FEE will be charged to your credit card on file.
- l. If tuition remains unpaid for more than 30 days following the due date, the student will not be allowed to attend class until the balance has been paid in full.
- m. A \$25 fee will be charged on all returned checks.

2) MISSED CLASSES & WITHDRAWAL

- a. If a student is absent due to illness, school or family commitments, they MUST notify the front desk via phone or email. NO REFUND OR PRORATION will be given for missed classes.
- b. Makeup classes are allowed, but must be in the same genre, at the same level or lower and scheduled in advance through the office within three weeks of the missed class.

- c. A **MAXIMUM** of three makeup classes will be allowed per student, per session unless separate arrangements have been made with the instructor.
- d. If classes are cancelled due to severe weather, a separate make-up class will be scheduled if the schedule allows.
- e. If a student wishes to withdraw from a class, a **30-DAY NOTICE IS REQUIRED** in writing or via email with return email from DBT Academy. An exception will be made in the case of an injury, if a doctor's note is provided. Please direct all such communications to the Academy Registrar. If notice is not received 30 days prior to the date of withdrawal, the student will be charged tuition for the following month.
- f. If a student withdraws from the studio during the Fall/Spring dance session for one month or more and chooses to return to class, the student will be required to re-register and will be charged a \$25 registration fee.

3) **PLACEMENT & ENROLLMENT**

- a. The faculty will place your student according to his or her ability and age. Enrollment is limited. When a class reaches maximum enrollment, a wait list will be created.
- b. New classes may be added to accommodate students on a wait list contingent upon studio and instructor availability.
- c. Classes that do not meet minimum enrollment may be rescheduled or placed on hold until the enrollment number is met. If a class is placed on hold or rescheduled, parents and students will be notified via email.
- d. Students enrolled in the Ballet program agree to follow the guidelines as detailed in the Program Enrollment and Tuition Requirements.

4) **CLASSROOM DECORUM AND PROTOCOL**

- a. DBT has a **ZERO TOLERANCE POLICY** for bullying (inappropriate treatment of other students or faculty members), drug and alcohol use, or self-harm (eating disorders, cutting, etc.). While DBT is sensitive to challenges facing adolescents, these types of behaviors are inappropriate for students participating in DBTA classes or productions and are indicative of need for support by third-party mental health professionals. For the protection of all students, any instance reflecting the above-listed behaviors or other examples of emotional instability will immediately result in a meeting with the student and his or her parent/guardian. Further instances may result in dismissal from the studio.
- b. Students must refrain from unnecessary conversation during class.
- c. Students should not leave class without the instructor's permission.
- d. **NO FOOD** or **DRINKS** are allowed in the studios with the exception of bottled water.

- e. DBT is not responsible for lost or stolen items. Students should not leave valuables unattended.
- f. DBT does not discriminate in admissions, employment or student enrollment on the basis of race, creed, sex, sexual orientation or national origin.
- g. Parents are not allowed in the studio during class unless the instructor invites them into the studio.
- h. DBT is NOT responsible for students outside of class, during arrival or departure. Parents are responsible for dropping off and picking up their children within 15 minutes before and after class. Parents are highly encouraged to accompany students in and out of the building. DBT faculty or staff does NOT provide supervision outside of class.
- i. Dance shoes should never be worn outside.
- j. DBT policies regarding class attendance, punctuality, and parent observation. All students **MUST** check in at the front desk before going into class. With the exception of emergencies, students will not be allowed to walk into class after the class has started. All classes will begin on time and all students are required to be on time for class. In an effort to create a more professional environment, parents are no longer permitted to watch any ballet classes or to be in the area of ballet classes at any time. Parent Observation days/time will be clearly listed at the beginning of the school year. DBT will schedule Parent Observation days in each level once per month. Schedule TBA. Parents MAY watch tap classes.

5) **PUNCTUALITY**

- a. Students are required to attend ALL of their registered classes.
- b. A student's progress depends upon his or her regular attendance. Repeated absence will hinder a student's progress and class promotion and may result in his or her removal from a performance piece.
- c. Students should arrive EARLY to dress, warm up and be ready to begin BEFORE the instructor enters the studio.
- d. Students who arrive late MUST have the instructor's permission to participate in class.

6) **DRESS CODE**

Ladies by Class:

Ballet Levels 1-8: Black leotard, pale pink tights, pink ballet slippers and pointe shoes if necessary. Hair should be pulled neatly back off the face in a bun. No warm-up clothing is to be worn in class. Skirts may be worn for pointe class.

Tap: Black leotard, pink, black or tan tights, black shorts or black jazz pants, tap shoes.

Gentlemen by Class:

Ballet Levels 1-8: Black tights, dance belt, white t-shirt, black or white ballet slippers.

Tap: Black tights or black jazz pants, dance belt, white t-shirt, tap shoes.

7) STUDENT PROMOTION

- a. Students are promoted when they have demonstrated a mastery of the material in their current level.
- b. Students are NOT promoted automatically after one year in any particular level, regardless of age.
- c. It is not uncommon for students to spend more than one year in a level. Students are placed in levels that are appropriate to their current proficiency. Age is only considered for placement of young dancers in beginning levels.
- d. An evaluation will be given to each student at the end of the school year. This evaluation will contain class placement information for the next year.
- e. DBT maintains an open-door policy of communication with students and families. At any time, students or parents may request an appointment to speak with a faculty or staff member. Please refrain from addressing concerns with an instructor between classes. Requests to meet with the director, faculty or staff should be made through the Academy Registrar by filling out a meeting request form.
- f. DBT reserves the right to suspend or dismiss any student whose attitude or attendance is found to be unsatisfactory or who engages in disruptive or disorderly behavior, uses inappropriate language, or uses illegal drugs or alcohol on the premises or at off-site performance/rehearsal spaces.

8) PERFORMANCE FEES

- a. As performances are optional, families will be responsible for paying performance fees throughout the year, as well as purchasing/renting any necessary costumes. Fees for each performance will vary.
- b. ALL PERFORMANCE FEES ARE NON-REFUNDABLE. Students unable to perform due to injury will be dealt with on a case-by-case basis.