



**Central Texas Ballet Conservatory**  
Discipline. Harmony. Perseverance

# **Student Handbook**

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# **Mission Statement**

Central Texas Ballet Conservatory (CTBC) is committed to providing the Texas Hill Country with a dance academy of the highest standard.

Through excellence in classical ballet, CTBC offers our diverse community superlative training in all forms of dance, regardless of the student's life path, fostering a professional environment where each student is taught the principles of discipline, harmony, and perseverance.

# Enrollment

## Primary Division

The Primary Division is geared towards students ages 18 months to 6. A placement class is not required to enroll in Mother's Morning Out, Mommy, Daddy, & Me, Pre-primary, Primary or Kinderdance. Registration is accepted on a first come, first served basis. Classes are closed once capacity is reached. To be eligible the child must be three on or before the start of the fall semester. Returning students will be given priority registration for the following school year. Students not registered by the pre-registration deadline will forfeit any registration fee discount and will abide by the general registration procedures. However, to participate in the annual Student Concert held in June, students must be enrolled in the fall semester, no exceptions will be made.

## Recreational Class Program

The recreational program consists of ballet, jazz, contemporary, and tap for students ranging in age from 6 to adults. This program does not require a placement class to enroll. Class size is limited and is closed after capacity is reached. Students enroll based on previous dance experience. Students enrolled in the Recreational Class Program will be given priority registration for the following school year. Students not registered by the pre-registration deadline will forfeit any registration fee discount and will abide by the general registration procedures. Students wishing to participate in the annual Student Concert held in June, must be enrolled in the fall semester and abide by all attendance guidelines.

## Conservatory Division

Students ages 6 and up are required to take a placement class to participate in the Conservatory Class Program. Students must be 6 by the commencement of the fall semester. The conservatory program has specific requirements for participation in the program. During placement class, students will be evaluated and placed in a level best suited to their development. Placement is based on merit and not age. The school maintains a policy of non-discrimination with regards to race, ethnicity, creed, religion, national origin, personal preferences or non-job related disabilities. Students are evaluated twice a year to ensure proper placement. A student may be dismissed from the Conservatory Program at any time for policy infractions or attendance issues.

## River City Ballet

River City Ballet is a pre-professional nonprofit ballet company that offers serious students performance opportunities and community service work. The company offers several public performances each season as well as lecture demonstrations to the communities of the Texas Hill Country. Formal auditions are held twice a year but individual auditions may be scheduled with the Ballet Master/Mistress, Registrar or Artistic Director. There are membership dues and other financial responsibilities.

# Registration, Financial and Withdrawal Policies

## Registration Process

Registration is online. You can register on our website: [www.centraltxballet.com](http://www.centraltxballet.com)

Regardless of the program in which the student is enrolling, in order to secure a space in class for the upcoming semester, CTBC must receive **all completed** registration materials including fees by the registration deadlines.

Level placement is at the director's discretion only. Please refrain from asking staff about another student's class placement, this information is confidential. Conservatory Program students must show significant mastery of their level's syllabus before promotion can be considered.

## Forms of Payment

Payment will automatically be drafted from your bank account or on a credit card of your choice on the 1<sup>st</sup> of each month September-June. August's partial payment will be drafted on the first day of the semester.

A student's tuition may be paid by the parent/guardian selecting one of the following options:

1. **Payment in Full** (10% discount) prior to the start of the first semester (check or credit card).
2. **Payment by Semester** (5% discount) prior to the start of each semester. The fall semester is based on 4.5 months (Partial month for August and through December. The spring semester is based on 6 months January through June).
3. **Monthly Payments\*** Tuition is due on or before the 1<sup>st</sup> of the month with a grace period until the 7<sup>th</sup>. On the 8<sup>th</sup> day a late fee of 25.00 will be imposed. All money will be applied to any fees before being credited to outstanding tuition balance. All monthly payments will be automatically drafted from your account.

Please note that students with delinquent accounts will not be admitted to class or be able to register for upcoming semesters or participate in the Student Concert until all debt is cleared. Please contact the registrar or directors at 512.396.8736 if you need to make special arrangements for payments.

## Returned Check Policy

A \$30.00 fee will be assessed for all checks returned for any reason. The fee and the charges must be paid in full with cash, money order or cashier's check. All payments will be credited toward any fees first before being applied to the outstanding balance.

## Family Discount

Tuition is processed by calculating the hours danced by each sibling individually. After the total tuition for each student is determined, a 10% total family tuition discount is given.

## **Refund & Withdrawal Policy**

**Tuition is non-refundable.** Refunds will not be issued, except in the case of serious illness or injury that can be verified by doctor's note. If a student is dismissed from the school due to unacceptable behavior, no tuition will be refunded. CTBC reserves the right to deny any refund request.

### **Withdrawal Policy**

Classes are sold by the year or the semester. As a convenience, CTBC offers a monthly payment plan, but lessons are not sold by the month. A student is only permitted to withdraw from the school at the end of a semester. Should a parent desire to withdraw a student prior to the end of the year, the Conservatory must receive either a written note or email stating the student's name and the date the student will officially withdraw from the program. **The parent or guardian will be responsible for all tuition due for the current semester.** Tuition will not be refunded for any withdrawal case except in cases due to injury or illness verified by a physician's note. Payment will be due for all classes attended and for the remainder of the semester. **Verbal notification of withdrawal will not be accepted.**

## **Financial Assistance**

Parents may apply for need-based financial assistance by providing CTBC an application form and a copy of the family's most recent income tax return. Need based financial assistance is offered in a Work/ Study format where students help with age appropriate tasks at the studio in exchange for a tuition discount. Please contact the studio for more information.

**At any time, a student on scholarship may be placed on probation for behavior, attitude, excessive absences, missed rehearsals, or limited progress. All scholarship/ work study students MUST get permission from the directors to take a class, workshop, or participate in a performance with another school. If the scholarship committee recommends further action, the student's scholarship/financial assistance may be revoked.**

# Dress Code

## Primary Division

### Mother's Morning Out and Mommy, Daddy, & Me:

-any leotard or tutu and ballet shoes for girls, loose clothes for boys

### Pre-primary, Primary, Kinderdance:

-CTBC Motionwear leotard in light blue (girls)

-Motionwear skirt 1000-063 in light blue (girls)

-Capezio Fold-over Sock or pink footed tights (girls)

-White tshirt and black shorts or leggings (boys)

-Bloch Dancesoft #SO205 pink (girls) or black or white (boys) leather ballet slippers

## Conservatory Division (Foundation - Level 5)

### Mandatory:

-CTBC Motionwear camisole leotard in navy (ladies)

-CTBC Motionwear fitted t shirt in navy (men)

-Body Wrappers tights #A45 BAT (ladies)

-fitted black shorts or black tights (men)

-Bloch canvas ballet slipper Pro-Arch #SO271L or Pro-Elastic #SO621L in pink (ladies)

-Black socks/ black shoes or white socks/ white shoes (men)

### Level 3 and up

-Pointe shoes at the discretion of the instructor

-Mirella Wrap Skirt (for pointe/ variations/ pas de deux) in Navy

### Optional:

-CTBC Motionwear cap sleeve leotard in navy

-CTBC Motionwear  $\frac{3}{4}$  sleeve leotard in navy

### Level 6:

-Solid color or 2 toned leotard (ladies)

-Fitted solid color dance shirt (men)

-skirt for pointe class/ variations

NO: halters, rhinestones

## Recreational Division

-Ballet: black camisole leotard (no rhinestones, halters, or crisscross straps), pink tights, pink ballet shoes

-Tap: Black camisole leotard, black tights or jazz pants, tap shoes

-Hip Hop: loose fitting clothing and dance sneakers

-Jazz: black camisole leotard, black tights or jazz pants, jazz boot (pull on jazz shoe)

-Contemporary: black camisole leotard (no rhinestones, halters or crisscross straps) black tights

\*Students are not permitted to wear t-shirts, shorts, legwarmers, or skirts in class.

## Additional Requirements

### Hair:

- Females must have hair pulled back off of face and neck. Ponytails ARE NOT acceptable in any ballet class. Acceptable styles include buns, French twists, braids pinned up, etc.
- Females with short hair must wear a headband or pin their hair away from their face.
- May wear hairpiece from student concert or similar SMALL flower, headband, or bow
- Males with long hair must secure their hair in a ponytail for any class.
- Hair must be neat and clean.** Bangs, fly-aways, etc. must be pinned and sprayed back.

### Dress:

- Females should not wear underwear beneath tights or leotards.
- Jewelry (with the exception of stud earrings) may not be worn in any dance classes.
- Students may not wear dance clothes or shoes outside of the dance studios.

**Cover-ups must be worn when entering and exiting the building.**

Any student not adhering to CTBC's dress code will not be permitted to participate in class.

CTBC's official leotards as well as tights and shoes are supplied through

**Movin' Easy Dancewear**

404 West 30th Street  
Austin, Texas 78705

Phone:

[512.474.0980](tel:512.474.0980)

Email:

[dance@movineasy.com](mailto:dance@movineasy.com)

Store Hours:

Monday -Thursday 10-8pm

Friday & Saturday 10-6pm

Sunday 1-5pm



# Procedures

## Attendance/ Absences

Students are required to attend the **minimum** number of classes for their level:

Foundation and Level 1:	2 ballet classes/ week (1 hr. each)
Level 2:	2 ballet classes/ week (1.5hr. each)
Level 3:	3 ballet classes/ week & 2 pre-pointe/pointe classes
Level 4:	3 ballet classes/ week and 2 pointe classes
Level 5:	4 ballet classes/ week (2 en pointe)
Level 6:	5 ballet classes/ week (3 en pointe)

**In order to advance, students are encouraged to take ALL of the classes available at their level, not just meet the minimum requirements.**

Students or their parents must call the office and leave a message if they are going to be absent from class.

If students have more than three unexcused absences in a semester, they may be ineligible for advancement to the next level.

## Making up Absences

Students must make up absences due to illness, injury, religious holiday or required school activity during the semester of the absence **within 3 weeks of the absence.**

Students may make up a class at or below the level in which they are enrolled.

To make up a class, students must get a make-up form from the office, and give it to the instructor.

## Bad Weather Days/ Class Cancellation

Classes may occasionally be canceled due to severe weather. CTBC follows the San Marcos Consolidated Independent School District's schedule for inclement weather. Parents will be notified via email if classes are canceled. Students are encouraged, but not required, to make up classes missed to do severe weather.

## Arriving for Class

Students in the Primary Division, Recreational Program, or in the Conservatory Program's Foundation class, Level 1, and Level 2 should not arrive more than 15 minutes prior to the start of their class. We ask that parents and families wait in the lobby, but students are welcome to use the changing rooms to get dressed and warm up in the hallway.

## Arriving Late to Class

Students who arrive up to 15 minutes late are allowed to participate in class at the discretion of the instructor. Students who arrive after 15 minutes late will not be allowed to participate in class, but may observe the remainder of the class.

## **Student Pick-up**

Students must be retrieved from their last class on time. There will not be instructors available to watch the students after their class is complete. CTBC is not responsible for students after business hours. Should parents anticipate a delay, they should let the office know ahead of time.

## **Emergency Evacuation Procedures**

In the event of an emergency, a staff member will notify instructors and building occupants. Instructors will lead the students out of the building, and a staff member will wait with the students until parents arrive. Teachers will familiarize students with exit evacuation procedures at the beginning of the beginning of each semester.

## **Observation Days**

Classes at CTBC are closed to visitors. Parents are encouraged to wait in the lobby, but are not allowed to observe class without permission from one of the directors. Parents of all students are allowed to observe classes during observation week, which occurs six weeks into each semester.

## **Class Level and Advancement**

The director determines the class level for each student. Students progress at their own rate, **therefore not all students are promoted at the same time**, and level placement is not based on age. Although rare, it is possible for a student to skip a level. Students can expect to remain in most levels for more than one year. When the teacher determines a student has mastered all steps in one level, he or she advances to the next.

## **Summer Study**

CTBC offers classes in the Primary division, Recreational division over the summer, in addition to a summer intensive. Students in the Conservatory division levels 3 and up are required to attend a summer intensive for a minimum for two weeks.

## **Auditioning and Attending Other Summer Intensives/ Workshops**

The experience of auditioning is an important part of a dancer's training process. Students in lavender and pink may audition for other summer intensives **at the discretion of the director**. Classes missed due to auditions must be made up. Students must obtain permission from one of the school's directors before attending another program. ***Students who participate in unapproved workshops can lose work-study, scholarships, and be dismissed from the school.***

## **Student Concert**

Each June, CTBC students in the Primary, Conservatory, and Recreational Divisions have the opportunity to perform in the annual Student Concert. Students who do not enroll until the second semester are not eligible to participate. Performing is an integral part of ballet training. Student Concert packets with specific information come out in the spring. Families are responsible for a student concert fee and costume fees the first half of which are due October 1<sup>st</sup>, and the second half of which are due November 15<sup>th</sup>. Families who do not wish to have their students participate in the Student Concert must fill out the "Opt Out form" due no later than September 15<sup>th</sup>. All other accounts will have Concert fees assessed.

# Policies and Rules

## **Non-Discrimination/ Non-Harassment Policy**

Central Texas Ballet Conservatory is dedicated to the treatment of all persons with respect and dignity and to providing an environment that is free from any discrimination or harassment. CTBC prohibits and will not tolerate harassment of any kind to or by any persons including teachers, staff, students, parents or any other person affiliated with or doing business with CTBC. This prohibition includes harassment for any unlawful, discriminatory reason such as race, gender, religion, national origin, disability, or age. This policy also prohibits actions that while they may not be so severe or serious to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful of others. Accordingly, slurs, jokes, or remarks that are derogatory to a person or group's race, ethnic background, religion, gender, sexual orientation, disability, economic status, or age are considered inappropriate for CTBC's environment.

Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct that will violate this policy. A person who believes himself or herself to be a victim of harassment or discrimination should report the incident to one of CTBC's directors. The matter will be dealt with on a confidential basis with disclosure only to the extent necessary for fair problem resolution and only to those who have an immediate need to know.

## **Media Policy**

All photographs taken during Central Texas Ballet Conservatory's classes or photo sessions are the sole property of CTBC. Occasionally, journalists or media crews to promote the activities of CTBC may interview students. In my signing of this form, I give my permission for an indefinite period of time for my child (myself if over 18) to be photographed, filmed, and or interviewed in a supervised environment for the sole purpose of promotions for CTBC.

### **CTBC Studio Rules**

1. Students waiting for classes to begin must keep noise to a minimum. It is very distracting to those students in classes and rehearsals if there is noise coming from the hallway/ and or lobby.
2. Students and/ or children may not run in the hallway. Disruptive behavior will not be tolerated.
3. Small children must be supervised. Parents will be asked to remove disruptive children.
4. Students must abide by all attendance/ arrival policies.
5. Students must abide by the school's dress code.
6. Students will not be permitted to enter or leave the building unless they have street clothes or cover-ups on top of their dancewear. Dance shoes are not permitted to be worn outside.
7. Students may not chew gum in dance classes.
8. Food is not permitted in the dance studios.
9. No children or students are allowed in the office.
10. Students are responsible for providing their own dance supplies for example bandages, hairpins and sewing supplies.
11. Any child not currently enrolled at CTBC that is on the premises must be supervised by a parent or guardian.

### **Fundraisers**

All fundraising activities, whether personal or for a group, must be approved **in advance** by the CTBC directors.

### **Consequences**

If a student does not abide by studio procedures, policies, and rules, there will be consequences at the discretion of the directors. These include but are not limited to: not being allowed to participate in class, suspension from classes, not being allowed to advance, loss of scholarship, not being allowed to participate in the Spring Concert, or dismissal from CTBC.

# CTBC's Anti-Bullying Policy

## Bullying Definition (source: [www.stopbullying.gov](http://www.stopbullying.gov))

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## Types of Bullying

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

## Where and When Bullying Happens

Bullying can occur during or after school hours. While most reported bullying happens in the school building, a significant percentage also happens in places like on the playground or the bus. It can also happen travelling to or from school, in the youth's neighborhood, via text message, or on the Internet.

Central Texas Ballet Conservatory does not allow bullying whether the bullying occurs at the

dance studio or outside of the dance studio.

Every student at CTBC is entitled to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

If a student is being bullied, that student and/or his or her parents should report it to the school directors. If any student witnesses bullying he or she should report it as well. A student may request that his or her report of bullying stays confidential.

If the directors determine that bullying has occurred, a universal response has been created:

1. If it is the student's first offense, he or she will receive a verbal warning and note will be made in that student's file.
2. If it is the student's second offense, there will be a meeting with the student's parents and the student will receive a 2-week suspension and lose any lead parts, student teaching, assistantships, etc. at the discretion of the directors.
3. If it is the student's third offense, he or she will be expelled from the school permanently.

**By registering for class at CTBC, you are agreeing to all of our policies outlined in this handbook.**