

Student and Parent Handbook 2024



CLASSICAL DANCE ACADEMY of Pittsburgh

Welcome to Classical Dance Academy of Pittsburgh!
This handbook is your guide to the expectations and policies of the school.
Please take the time to review this handbook in its entirety and refer to it
whenever you have a question. Together we can create a thriving artistic
community based on respect, care and trust!

Love. Learn. Dance.

Student Expectations

Code of Conduct

PERSEVERANCE

- **Persevere!** We usually don't get things right the first time, don't give up because something is a challenge! Be willing to take your time and figure it out: perseverance will lead to success.

RESPECT

- **Be respectful!** Always strive to treat others as they wish to be treated! Be polite and aware of your surroundings. Help keep the studio clean and uncluttered; do not bring food, drinks (other than water) or gum into the Studio; please clean up after yourself or get help from an adult.

INTEGRITY

- **Be honest!** Everyone makes mistakes, but in order to correct or move past them we have to be honest with ourselves and others.

DISCIPLINE

- **Be Disciplined!** Be on time and prepared to work. Do what is expected from you in class, even when you don't feel like it. Remember to leave time to use the restroom before class.

EXCELLENCE

- **Be the best person and student that you can be!** We can always continue to grow and improve as people and dancers. Being our best doesn't mean being perfect, it means always reaching for our potential.

Classroom Etiquette

- The studio is a place of focus and respect. Please keep conversations quiet and do not talk during class unless you are called on by the teacher.
- Dress code helps us to get a clear view of the work that our bodies are doing. We should avoid "covering up" with warm-ups and loose clothing. Our hair should always be prepared neatly— let's make good habits!
- Dance training is challenging. Make sure that you are warmed up and ready by arriving on time and stretching before class. If you are more than 15 minutes late, you may be asked to observe class to prevent injury.
- Please keep good posture; do not lean on the barres, walls, and mirrors.
- Please ask permission before entering or exiting the Studio during class.
- Questions about exercises should be asked before or after each exercise. Other questions should be asked outside of class.
- Please be respectful of students when the Dojang (Karate School) is in use, and during class transitions.

School Policies

Drop-Off and Pick-Up

Please arrive 15 minutes before class so you can get ready and use the restroom if necessary. Please pick up your child in a timely manner following class.

Waiting Areas

- Space is extremely limited in the waiting areas. Please give adults and those with disabilities priority to seating.
- Please be quiet while in the waiting areas.

Level Placement

Students will be placed at the discretion of the staff. If there are concerns about placement, please schedule an appointment with the Ballet Master.

Pointe

Advanced students will have a discussion with the Ballet Master scheduled when they are ready for pointe work. In order to be eligible for pointe, students must maintain a minimum of two technique classes a week. Pointe shoes should not be purchased until notified and guided by the instructor.

Class Cancellation

- Classes may be cancelled due to extreme weather, unsafe conditions in the studio or the absence of the instructor when a suitable substitute cannot be found.
- Cancellations will be emailed to the account provided on the registration form.
- In the event of a last minute cancellation, a phone call will be provided to those families affected.
- Options for make-up classes will be provided in the event of a cancellation.

Make-up Policies

- You may make-up missed classes with the permission of the Ballet Master by attending an alternate time or a lower level class.

Extended Absences/Illnesses

If the event of an extended absence or illness, you must notify the school in writing as soon as possible. Tuition payments may be prorated or extended at the discretion of the Ballet Master.

Refunds

Classical Dance Academy of Pittsburgh follows a **NO REFUND POLICY**. Exceptions **may** be granted by the Ballet Master in extreme circumstances.

Privacy

Classical Dance Academy of Pittsburgh will not share or give out a student's or teacher's class information, phone number(s), e-mail addresses, or home addresses without express written permission.

Dress Code

Please do not wear any jewelry or watches to class.

- These items are easily lost, and may be a danger to students in some cases.
- Put jewelry in your dance bag or leave it at home to avoid losing it.

All students

- Hair should be neat. If it is longer, it should be pulled back tightly from the face and neck then secured in a bun.
- A solid color leotard or a solid color t-shirt.
- Footed or convertible solid color tights and matching ballet slippers.
- Students may wear a short or medium ballet skirt.

Additional Rules and Regulations

- All posted Shopping Center Rules should be followed at all times.
- Dance shoes are for the Studio and street shoes are for outside. Always remove street shoes and place them in the designated area when entering the building. Please do not wear your dance shoes outside.
- No photography or videotaping is allowed anywhere in the Studio without the prior authorization of the Ballet Master.
- Lost and found items will be held by the office for two weeks. Any unclaimed items will be donated to charity or disposed of.
- Cell phones should be turned off or set to silent during class.
- There is no running in the Studio or waiting area.
- Classical Dance Academy of Pittsburgh is not responsible for lost or stolen items.

Disciplinary Policies

Expectations

Students are expected to follow the guidelines set forth in the **Student Expectations** and **School Policies** sections at all times.

The following constitute **Prohibited Behaviors**, and are expressly forbidden:

- Possession or use of non-prescribed drugs or alcohol on the school premises or at school events
- Public intoxication on the school premises or at school events
- Physical or verbal abuse

Disciplinary Actions

In the event that a student fails to meet **Student Expectations**, violates **School Policies**, or engages in **Prohibited Behaviors**, the following guidelines exist to address the problem. There are two tiers of disciplinary action. **Tier I** addresses violations of **Student Expectations** or **School Policies**. **Tier II** addresses violations of the **Prohibited Behaviors Policy**.

TIER I Responses

- Initial violations will result in a verbal reminder.
- Continued or frequent violations may result in a meeting between the Ballet Master, Parents/Guardians, and Student.
- Continued failure to abide by the **Student Expectations** or **School Policies** may result in a student being asked to sit to the side and observe until she/he is prepared to abide by the rules set forth therein.

TIER II Responses

- A first violation will result in a meeting between the Ballet Master, Parents/Guardians, and Student. **Possession or use of drugs or alcohol on the school premises may be reported to law enforcement.**
- A second violation may result in a one-week suspension.
- A third violation may result in expulsion from the school.

Major or consistently repeated violations of the **Student Expectations** or **School Policies** or minor violations of the **Prohibited Behaviors Policy** may instead result in a probationary period to be determined by the Ballet Master. In this case the student will be allowed to attend class regularly, but a Parent or Guardian must always remain in the classroom with the student.

Contact Information

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