



# Policy Handbook

2023-24 Season

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## Overview of Our Program and Mission

Create, perform, educate and inspire through the art of Dance, foster cultural collaborations, and increase access to the Arts. Eugene Ballet Academy is dedicated to providing an education in dance that will nurture a lifelong appreciation of the arts.

## Important Dates

- **August 29, 2023:** Academy Open House
- **September 5, 2023:** Session Start Date
- **September 30, 2023:** EBC Nutcracker Auditions
- **December 18, 2023:** EBY Nutcracker
- **December 21-24 and 26, 2023:** EBC Nutcracker
- **December 18, 2023-January 1, 2024:** Academy\* Winter Break
- **March 9 & 10, 2024:** Northwest Dance Festival
- **March 25-April 1, 2024:** Academy\* Spring Break
- **Saturday, June 15, 2024:** Spring Recital
- **Saturday, June 15, 2024:** Session End Date

*\*Academy students may still have obligations during breaks from the regular class schedule if electing to participate in Eugene Ballet productions, EBY teams and/or companies, or other scheduled master classes, camps or workshops.*

## Academy Administrative Staff

Sara Lombardi, Academy Director

Jennifer Martin, Assistant to the Academy Director

Jane Kovash, Event and Program Manager

Clara Sherer, Accounts Manager

Tricia Barto, Operations Manager

Elaine Lewis, Receptionist

**Contact administrative staff through the office at 541-686-9342 or [admin@eugeneballetacademy.org](mailto:admin@eugeneballetacademy.org)**

## Communication

Academy information is communicated via email. Families must have at least one active email address opted in to receive emails and commit to check it regularly for information. Families may have multiple email accounts and phone numbers connected to the family profile. It is your responsibility to make sure your contact information is current.

Contact the Academy office administration team if you have issues with attendance or registration.

# TUITION, FEES, & PAYMENT POLICIES

## General Tuition Information

The Academy runs according to a season schedule, September through mid-June. Financial and attendance commitments are required through the end of the season (38-week season).

- 2023/24 Season: September 5, 2023 – June 15, 2024

Classes in the Primary Division require a semester commitment as detailed in the current year registration materials. Re-enrollment for each term is automatic. If your child is not returning for the next term, you must contact the office prior to the opt-out date of the term to ensure a cancellation of billing.

- Primary Division Fall Term: September 5-December 16, 2023 (15 weeks)
- Winter Break (December 18, 2023-January 1, 2024), classes resume January 2, 2024
- Primary Division Winter/Spring Term: January 2-June 15, 2024 (23 weeks)
- Spring Break (March 25-30, 2024), classes resume April 1, 2024
- School Show: Saturday, June 15, 2024

Early drops are not refunded or credited, and any balance due for the remainder of the season must be paid in full.

An annual registration fee of \$30 is applied to all active returning family accounts, or \$50 for all new active accounts.

Enrollment is open until March 1<sup>st</sup> for the academic season and reopens for the duration of the Summer Term.

Summer Term requires separate registration.

## Payments

*Eugene Ballet accepts all major credit cards and checks.*

Pay for the season in full at the time of registration and receive a 5% discount on your total tuition.

Opt-in to automatic monthly billing with a debit or credit card on file with each 4-week billing cycle charged on the 1st day of the month, or the next business day if the 1st falls on the weekend. December and June are prorated and are billed as 3-week billing cycles each.

Summer Term- Full tuition for the term is due July 1st.

If your automatic payment does not process successfully on the 1st day of the month, your card will be charged again on the 5th day of the month or the next business day. If payment is not made by the 10th day of the month, a \$25 late fee will be charged to your account. At two payments past due, the student will not be permitted to attend class until the account is made current or on a payment plan and a good faith payment made.

## Account Credits/Refunds

Tuition and fees paid for the current term commitment shall not be refunded. Under certain circumstances, special consideration may be made for a portion of the paid tuition to be credited back to the account for future enrollment once the term has been paid for in full. Tuition for classes missed for any reason including appointments, holidays, short term illness and injury, inclement weather, etc. will not be refunded or credited.

Please see our Absences and Make-ups policy for missed classes.

The Academy reserves the right to cancel a class if the enrollment minimum is not met. In the event of cancelation, families may be given the option to select an alternate class within the same level, or elect to have tuition credited to future classes. In some instances, families may be eligible for a refund.

A student who suffers a major and debilitating injury preventing any dance (and observation of the class) must submit a letter of explanation from a licensed physician on official letterhead. The explanation must include the date that the injury was sustained, the nature of the injury and activity restrictions associated with the injury, and the length of time anticipated for recovery. Upon receipt of a statement from your licensed physician, we will consider a tuition credit for paid tuition beyond the date on which the injury was sustained and for the duration of your absence due to the injury. If your physician stated that you are unable to return to dance for the rest of the season, you can withdraw from the class.

## Returned Checks

A \$25 fee will be charged for checks returned as insufficient funds.

## Financial Aid/Scholarships

Financial Aid and Merit Scholarships are made available on a limited basis as part of Eugene Ballet's mission to provide access to the arts and dance education. Applications for need-based aid can be obtained from the Academy office. Eugene Ballet Academy is a non-profit organization dedicated to providing an education in dance that will nurture a lifelong appreciation of the arts. Financial aid funds are awarded based on a comprehensive need-based scale to those who qualify. Merit-based scholarships are generally restricted to students in the upper levels demonstrating a high level of talent and commitment to dance. All students and families receiving financial aid or merit scholarships must meet specific enrollment and/or volunteer requirements as outlined in their agreement.

## Recital Costume & Performance Fees

Performances often require additional financial commitment. Emails will go out to families in the Fall regarding recital costumes and performance fees and opportunities.

## ATTENDANCE

Good attendance is imperative for both classroom growth and performance involvement. The Academy reserves the right to remove a student from performance participation if multiple classes/rehearsals are missed. Families will be notified with a warning. Subsequent absences are grounds for dismissal. Associated performance and costume fees are non-refundable. For absences related to illness, please refer to the section labeled *illness* below for further information.

Students in divisions 5X and 6X are expected to participate in the Eugene Ballet Academy summer intensive dance camp and/or an alternate ballet intensive. Summer programs afford the student the opportunity to take multiple classes several days per week.

### Cancelled Classes

The Academy reserves the right to cancel a class if the enrollment minimum is not met. In the event of cancelation, families may be given the option to select an alternate class within the same level, or elect to have tuition credited to future classes. In some instances, families may be eligible for a refund.

### School Closures

EBA closes for a winter break and spring break, typically aligned with the 4j school district, and a short summer break prior to the new season.

EBA will **close** to observe the following holidays and school breaks:

- Labor Day
- Halloween
- Thanksgiving Day
- Winter Break
- Christmas Day
- New Year's Eve and Day
- Spring Break
- Memorial Day
- Independence Day

EBA will remain **open** for the following holidays and school breaks:

- Columbus Day
- Veterans Day
- Martin Luther King Jr. Day
- Valentine's Day
- Presidents Day

## Fulfilling Class Requirements

Students are expected to fulfill level requirements at the Eugene Ballet Academy. Classes taken elsewhere and private instruction are not acceptable alternatives to meeting the individual's level requirements.

## Severe Weather or Government Mandates

In the event that severe weather causes unsafe driving conditions, the Academy may close to on-site instruction. Live classes may be held on Zoom as utilities are available to faculty and students. If the Academy must cancel on-site classes due to government mandates, all students will be encouraged to attend their classes online. We will inform families via email if there are any variations to our regular schedule. Students will be able to schedule make-ups for any missed classes. The safety of our students and faculty is our number one priority.

# INJURY/ILLNESS/ABSENCE

## Injury

The Eugene Ballet Academy team takes injury very seriously. Please keep in mind that the study of dance, especially ballet, comes with the risk of injury. Should a minor injury be sustained during class or rehearsal, students may be asked to rest, will be provided with immediate support, and will be observed the remainder of class or rehearsal.

The academy maintains an incident report log and parents will be notified if their child has experienced an injury. If a student is injured, the severity of the injury will first be evaluated by our Office Administration

Long-term injury often takes significant recovery time. Students who experience an extended absence from the classroom, due to injury, may be re-evaluated for level placement to help support their return to physical health.

If a doctor's appointment is necessary, the legal guardian is responsible for scheduling an appointment and providing transportation.

Eugene Ballet will not be held responsible for any injuries sustained by a student.

## Illness/Absence

Submit an absence notification [https://eugeneballet.org/academy/student\\_parent-resources/attendance/](https://eugeneballet.org/academy/student_parent-resources/attendance/) if your dancer will miss class.

If your dancer is experiencing any symptoms that may be contagious (fever, vomiting, sore throat, etc.) please keep them home to rest.

Professional Division, levels 2-6(X), students who feel unwell enough to participate and who exhibit non-contagious symptoms, as well as those with injury, will be asked to observe class(es) and take notes.

## Make-up classes

When scheduling a make-up, students will be directed to an alternate class time for their level or down a level.

Students must receive an official email confirmation before showing up. Please allow up to 48 hours for the request to be processed.

Students with an excused absence are permitted three (3) make-up classes within the school year. Classes must be made up within two weeks of any given, excused absence. Prolonged absences due to serious illness and family emergencies are addressed on a case-by-case basis.

Private instruction will not be considered a make-up class.

Tuition is not prorated, credited, or refunded for missed classes.

Students with excessive excused or unexcused absences may jeopardize their placement in the program.

## WHAT TO BRING

Students should arrive at the start of the program with all required attire, shoes, and supplies.

## Dress Code

Self-expression is encouraged through dance within the framework of the class; however, we do ask our students to adhere to the outlined dress code to ensure an equitable learning process for all participants. The dress code ensures that full focus remains on education and development. These guidelines are in place with your child's safety in mind. If a student is not adhering to all policies, they may be asked to observe class or to leave and return with proper hair and attire.



We have partnered with discountdance.com, and all of the items required in our dress code can be found on their site. Please use the link below or enter our studio ID “124679” to find your class dress code. Making purchases in this way also helps to support our academy costume fund.

- Follow the link to access our studio dress code page.  
<https://www.discountdance.com/search/teacherid:124679?tp=124679>
- Refer to the *Attire* section below for specific details.
- At checkout, enter our studio ID in the Teacher Code box if your shopping bag is not already associated with our studio. You may also see other suggested items, such as a skirt or tights. Please note that the skirt is optional, and the style and brand of tights is simply a recommendation.
- The academy dress code is enforced year-round, including summer term. Families will be notified of fall placement and uniform needs following spring evaluations.
- There will be a free-color Saturday for Students, all levels. Dancers may choose to wear a solid colored leotard choice other than their uniform color only on this day, provided it does not have cut-outs or mesh in the midriff area.
- Students who do not adhere to the dress code will be given one reminder and may be asked to make the necessary changes prior to continuing with instruction, i.e. securing hair. Parents will be notified that a warning has been issued to assist with additional support. For multiple occurrences, students may be asked to sit and observe class(es) until the appropriate dress code requirements can be met.
- Wear street shoes going to and from class to help preserve the studio floors. Dance shoes should never be worn outside.
- Please do not share brushes, hair supplies, or makeup among dancers.
- Dancewear should be kept laundered and in good repair.

*We strongly encourage families to label all belongings, including leotards and ballet shoes. Name labels are a great option if you wish to not use a permanent marker.*

### 2023/24 Ballet Uniform for Youth Dancers in Leotards\*

| Level              | Color     | Style and Brand     |
|--------------------|-----------|---------------------|
| Creative Movement  | Any Color | Any Brand and Style |
| Pre-Ballet 1 & 2   | Pink      | Any Brand and Style |
| Level 1 - 6X       | Black     | Any Brand and Style |
| Ballet Foundations | Black     | Any Brand and Style |

*\*Dancers who choose to not wear a leotard must wear opaque black ballet tights with a fitted white t-shirt.*

## Attire

### Ballet

Dancers may choose to wear their uniform leotard, skin toned or pink ballet tights, and matching skin toned or pink ballet shoes; uniform skirt optional, OR black ballet tights, fitted white t-shirt (with attached dance belt beginning at Level 3 Ballet), and black ballet shoes.

### Jazz Levels 1-6

Ballet Uniform leotard or fitted tank top. Black leggings or fitted shorts. Black jazz shoes.

### Contemporary

Ballet Uniform leotard or fitted top. Black leggings or fitted shorts. Black jazz shoes or half-sole lyrical shoes.

### Hip Hop

Comfortable athletic clothing, pants preferred. Students are required to wear clean tennis shoes with minimal tread that are only worn indoors.

### Modern

Comfortable clothing for movement, pants preferred. Bare feet.

### Tumbling/Acro

Leotard of choice, or tight shorts/ leggings and a fitted shirt may be worn. No loose clothing. Bare feet.

### Tap

Ballet Uniform leotard or fitted tank top. Black leggings or fitted shorts. Tap shoes.

## Hair

### Ballet

Hair that is long enough should be pinned neatly in a bun. If hair is too short for a bun, it must be secured away from the face.

### Jazz, Tap, & Hip Hop

Hair in a bun, ponytail(s), or braid.

### Modern, Lyrical, Contemporary, Tumbling, & Conditioning

Hair in a high top-knot, ponytail, or braid for comfort during floor and mat work.

### Eugene Ballet Youth teams and companies

Consult with specific rehearsal director.

## Not Appropriate for Any Dance Class:

Hair down or in face, pajama pants, onesies, denim, crop tops or sports bras worn without a shirt to cover, leotards or tops with cutouts or mesh in the midriff area, dresses, non-ballet skirts, clothing with offensive imagery or language, hats, accessories that can easily fall off, jewelry (with the exception of stud earrings), and any shoes that have been worn outdoors.

## Dancer Belongings

- Primary Division and Professional Division levels 1-3 (CM-Level 3) will store their belongings in studio cubbies while in class.
- Professional Division levels 4-6X will store their belongings in the student lounge area.
- Lockers are available for Academy students (Professional Division levels 3 and higher) and General Division students; however, they are offered on a first come, first served basis.

## Locker Policy

- A signed locker agreement is required to obtain a locker, which can be requested when registering.
- Families are responsible for providing a lock for each student.
- One (1) assigned locker per student.
- Lockers are strictly for items related to daily activities at the Eugene Ballet Academy including clothing, footwear, and hair accessories.
- Perishable food items or open food containers, and/or liquids other than water shall not be allowed to remain in lockers overnight.
- Hazardous materials, and items that may pose a risk to others are not allowed, this includes pointe shoe preparation tools such as Jet Glue (or other adhesives), box cutters, or lighters.
- The Eugene Ballet Academy reserves the right to open and search lockers if there is a concern for student safety, weapons, contraband (alcohol, drugs, etc.), or stolen materials.
- Lockers will also be opened if the locker is unhealthy or unsanitary.
- EBA is not responsible for lost or stolen items
- No tape, stickers, or similar adhesives are allowed on the lockers (magnets are ok!).
- Vandalism will not be tolerated. Our facilities are monitored by security cameras.

# POLICIES

## Drop-off & Pick-up

Drop-off and pick-up will occur at the main Academy entrance at 154 East 16th Avenue between Pearl and Oak Streets.

## Drop-off

- Primary Division and Professional Division levels (1-3) Students will be collected for class from the 2nd floor lobby.
- Professional Division Levels 4-6X Students and General Division ages 10+ will check in on the tablet at Academy reception on the 2<sup>nd</sup> floor and then continue to their studio.

## Pick-up

- Primary Division and Professional Division levels (1-3) Students will be released to parents in the 2nd floor lobby.
- Professional Division Levels 4-6X Students and General Division ages 10+ will exit through the main entrance.

**For added safety:** We encourage guardians to escort their dancer from the building. Students waiting for pickup are required to remain inside the building. We strongly recommend parents/guardians picking up to arrive early enough to find parking.

## Parking

EBA families may park in the metered and 2-hour spots along our block. All meters are free after 6pm. More free parking can be found in the surrounding neighborhoods. The commercial parking spot directly in front of our entrance may be briefly used to drop off and pick up students.

We have bicycle racks available on 16th Ave in front of the main Academy entrance.

Please **DO NOT PARK OR IDLE** in the following locations:

- The alley with the mural west of the Midtown Arts Center
- The surrounding business parking lots
- In the middle of 16th Ave in front of the EBA entrance. This not only blocks traffic flow, but it is also dangerous for our students entering and exiting vehicles.

We rely on your cooperation to keep our dancers safe and our neighboring businesses and residents happy and we hope to spare our EBA families the inconvenience and expense of being towed.

## Supervision

Teachers and Administrators are not liable for your child's supervision outside of class times in our facility. Students must be picked up no later than 10 minutes after class dismissal. If your dancer is not picked up within that 10-minute window, a \$10 fee will be added to your account.

## Tardiness

Dancers must arrive for class with sufficient time to properly prepare. The first exercises in class are critical for warming up the body and preparing the mind for what will follow. Students who arrive more than 15 minutes late will be asked to observe and will not be permitted to participate due to the risk of injury.

## STUDENT CODE OF CONDUCT

- Students are expected to attend all regularly scheduled classes, rehearsals, as well as performances and are expected to arrive on time. Illness or injuries (sustained inside or outside of the studio) must be communicated to the Eugene Ballet Academy office as soon as possible. Repeated excused or unexcused absences may be grounds for level re-assessment and, in some cases, recasting.
- Students are required to follow the Eugene Ballet Academy dress code.
- Students are expected to clean up after themselves.
- Inappropriate or disrespectful behavior or language will not be tolerated. Each student is a representative of the Eugene Ballet and must present themselves in the best manner possible both inside and outside the studio.
- Cell phones need to stay put away in the student's bag or locker. Cell phones are only to be used to contact parents or in case of emergency.
- Older dancers are encouraged to arrive a bit early for class to begin stretching and warming up.
- In the event that a dancer is late and class has already started, the dancer is to come into the studio and wait by the door for the teacher to acknowledge them and give them instructions. Dancers arriving severely late (15 minutes or later) may be asked to sit out of class to reduce the risk of injury after missing warm up.
- Students should come to class with a positive attitude, develop a good working relationship with instructors and other students, and show a willingness to receive corrections and comments from their instructors.
- As a matter of respect for dance peers and faculty, dancers are to keep talking to a minimum during class and participate fully in the lesson.
- No food or drink, except for water in a closed bottle, is permitted within the studios.
- Gum is prohibited during class.
- Eugene Ballet Academy will not tolerate tobacco, drugs, alcohol, or the consumption or distribution of these substances at any time while attending the Eugene Ballet Academy.

- Dancers who consistently refuse to follow directions, are disrespectful to the teacher and/or their classmates may be asked to sit out of class. The teacher will give the student a warning in class at the time of the first infraction. If the behavior continues a second time the studio will email the parents to discuss a solution. If the behavior continues to be a problem the student might be asked to drop the class. Eugene Ballet Academy will call the parents to meet in person if this is the case.
- Refrain from public displays of affection that are considered personal and not meant for public display, such as: kissing, inappropriate touching, or intimate contact.
- No parent/guardian or student will harass, demean, tease, abuse, assault, or gossip about another person.
- No student shall tamper with or take the personal property of others.
- For security reasons, students are required to remain inside the building when waiting for pickup.
- Students should respect the expertise and decisions of the Eugene Ballet Academy faculty.
- It is critically important that students advance at their own rate so they can master the work demanded of them, avoid injury, and achieve their fullest potential. In some cases, students may not advance at the same rate as their peers. This can be viewed as an opportunity for the student to form new friendships. Faculty and staff will not make placement adjustments based on requests to remain within their peer group.

## PARENT ETIQUETTE

- It is typical for a student to repeat a level of ballet training, differing from academic advancement. The majority of our students will repeat a level at some point in their training. Please do not be discouraged by your student's placement and trust that the qualified faculty and staff have carefully evaluated each student to ensure their success.
- No parent/guardian will harass, demean, tease, abuse, assault, or gossip about another person.
- Information may not be shared with parents or guardians, about the progress of another student.
- Parents will be notified of any major progress issues throughout the year.
- Parents and guardians are strictly prohibited from requesting a level change for their child. It is critically important that students advance at their own rate so they can master the work demanded of them, avoid injury, and achieve their fullest potential. In some cases, students may not advance at the same rate as their peers. This can be viewed as an opportunity for the student to form new friendships. Faculty and staff will not make placement adjustments based on requests to remain within their peer group.

- Please contact the administration team to request a conference with an instructor, if necessary. We kindly ask that you do not contact faculty or staff via text message, personal phone, or personal email accounts with questions or concerns.
- In the case of injury, illness, or urgent matters impacting your student, please contact administrative staff at the academy office to relay information. Students are requested not to access cell phones during class and rehearsal times. Students are required to check out with academy administration for early departure requests during class or rehearsals prior to exiting the building. If students leave the premises without notifying academy administration, we are unable to ensure their safety. As a reminder, teachers and administrators are not liable for your child's supervision outside of class times in our facility.

## PLACEMENT & ADVANCEMENT

Each student is placed in a level for the 2023-2024 school year. Primary levels are typically assigned by age; however, Student and Student X-track placements are based on faculty evaluation. Placement classes are charged at \$20 per class. The progress of each student is monitored continuously throughout the year by the faculty and The School Director. These individuals reserve the right to change a student's level when appropriate.

Students do not automatically advance to the next level at the end of each year. Emotional maturity, level-specific vocabulary, physical development, comprehension, competency of execution, and body strength may require additional years of training at any given level. Information may not be shared with students, or their parents or guardians, about the progress of another student. Parents and guardians are strictly prohibited from requesting a level change for their child. Final level placements are at the discretion and based on the consensus of the Eugene Ballet Academy faculty and School Director. If it has been determined that a student should be assigned to a different level, a Eugene Ballet Academy staff member will notify the parent(s)/guardian(s) of that change.

**For the summer session, students will remain at the level they completed during the academic season.**

### Level Requirements for the Professional Division, Professional Division X-Track, and Contemporary Track

All required classes for Professional Division students must be fulfilled at EBA. No substitutions from outside studios or private lessons will be accepted.

Class requirements listed below are per week and are to be fulfilled in the students assigned level.

**Level 1:** One Ballet Technique

**Level 2:** Two Ballet Technique, one Jazz

**Level 3:** Two Ballet Technique, one Pointe/Pre-pointe, one Jazz, one Stretch/Flex

**Level 4:** Two Ballet Technique, one Pointe, one Jazz, one Leaps and Turns, one Stretch/Flex

**Level 4X:** Three Ballet Technique, two Pointe, one Variations, one Jazz, one Stretch/Flex

**Level 5:** Three Ballet Technique, one Pointe, one Jazz, one Modern or Contemporary, one Ballet Conditioning or Progressive Ball, plus one elective

**Level 5X:** Three Ballet Technique, two Pointe, one Variations, one Jazz, one Modern or Contemporary, one Ballet Conditioning or Progressive Ball, plus 2 electives

**Level 5 Contemporary:** Two Ballet Technique, one Contemporary Ballet, one Jazz, one Modern or Contemporary, one Ballet Conditioning or Progressive Ball, plus 2 electives (pointe may count as one elective for this track).

**Level 6:** Four Ballet Technique, one Pointe, plus 3 electives. Students placed at this level are welcome to take additional classes in lower levels to supplement their schedule.

**Level 6X:** Four Ballet Technique, two Pointe, Variations, EBY Performing, plus 3 electives. Pas de deux mini-series classes by separate invitation will be required.

**Level 6 Contemporary:** Two Ballet Technique, one Contemporary Ballet, plus 4 electives (pointe may count as one elective for this track).

## Pointe Requirement

[We begin pointe work with students after they have passed our physical evaluation.](#)

Students will be allowed on pointe when it is safe and only at the discretion of the faculty. To ensure this safety, Eugene Ballet Academy faculty assess the following physical characteristics before recommending a student for pointe work:

- Adequate flexibility of the foot to allow the student to align the bones of the foot with the tibia—the ability to “get fully onto the tip of the pointe shoes”
- Adequate strength of the foot, ankle, leg, and torso to sustain the pull-up required; generally attained with a minimum of three years of disciplined ballet training
- Adequate turnout and strength of the turnout muscles to sustain proper alignment; generally attained with a minimum of three years of disciplined ballet training
- General physical maturity that suggests the development of the bones and joints are stable; generally not realized until the child is at least 11 years of age

A young student who successfully meets all of these requirements will minimize the likelihood of injury, will progress more rapidly, and will find the work less difficult. Recommendations for



pointe work are made conservatively, as the long-term health and well-being of each student is always the priority.

## Professional and General Division

The academy offers core classes for youth and adults. Participants must be approved by the instructor for accurate ability placement prior to regular attendance. These classes are offered through yearly enrollment and **do not** have a drop-in options.

Students who are 18 years of age or older as of September 1 of the current season and not currently enrolled in the 6x or Pre-Professional programs are not eligible for General Division Classes and will be directed to enroll in adult class offerings.

## Adult Division

EBA offers Adult Classes for all ages and levels of experience! Most Adult classes are available for drop-in, though some may require term commitment. Students who are 15 years of age or older as of September 1 of the current season are eligible to enroll in Adult Division Classes.

## Evaluations

Promotions within each level are considered on an individual basis and are determined in part by an examination demonstrated at the end of the school year in conjunction with observation and evaluation by the Eugene Ballet Academy Director, Principal Faculty, and Artistic Staff. Evaluations will take place in the student's typical classroom setting and will consist of exercises that demonstrate curriculum components that have been taught over the course of the year.

Students do not automatically advance to the next level upon completion of the annual evaluation.

The following components of evaluation may require additional years of training at any level: emotional maturity, level-specific vocabulary, physical development, comprehension, competency of execution, and body strength.

Parents and guardians are strictly prohibited from requesting a level change for their child. Final level placements are at the discretion and based on the consensus of the Eugene Ballet Academy faculty and School Director. Students in divisions 1-6(X) can expect to spend more than one year in each level.

## Observation

Classes are typically closed to observation; however, we encourage attendance during scheduled parent observation dates, to be determined. This creates an optimal learning environment for your young dancer. Families can wait in the lounge and lobby areas in our building. To protect the privacy of our students, observation, taking photographs and video recording are not permitted.

## Conferences

Conferences are available upon request to update parents/guardians on their student's progress. All faculty members involved with teaching the student will have input into each student's evaluations and conference.

Parents will be notified of any major progress issues throughout the year.

Eugene Ballet Academy does not permit unscheduled conferences with the faculty; please do not approach faculty between classes. Academy faculty and staff are not allowed to discuss students outside of scheduled conferences; please respect their privacy.

## Private Instruction

Please be aware that private instruction is considered an optional choice for families to receive instruction outside of the core class schedule. Private lessons will not be counted toward or in lieu of the necessary class requirements for student levels. Private instructor will dictate the best means of communication for scheduling lessons.

## MEDIA AND PHOTOGRAPHY

Unless otherwise noted, as the parent or legal guardian of the student named in this registration packet, parent/guardian grants permission for child or ward to be photographed, videotaped and/or interviewed during the course of the 2023-2024 school year by The Eugene Ballet Academy or any of its authorized agents, and consent for the publication, broadcast, or other use of the student's images and/or words for the purposes of promoting The Eugene Ballet. In addition, parent/guardian, intending to be legally bound for themselves, their heirs, executors and administrators, release The Eugene Ballet, or any parties acting on their behalf and with their approval, from liability for such uses of their child's or ward's images and/or words.

## CODE OF CONDUCT

### Non-Discrimination

Eugene Ballet Academy admits students of any race, color, national and ethnic origin to all rights, programs, and activities generally accorded or made available to students of the Eugene Ballet Academy. It does not discriminate on the basis of race, color, religion, or national and ethnic origin in administration of its admission policies, educational policies, and other programs.

### Bullying, Intimidation, and Harassment

It is important that all members of the Eugene Ballet Academy community (faculty, staff, students, and families) recognize that behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable. Any individuals engaging in such behaviors

will be subject to disciplinary action, which may include suspension, expulsion, or dismissal without advance notice. Other examples of misconduct include: cyber bullying; theft; smoking on the premises; physical or verbal aggression; or possession, distribution, or use of illegal drugs in the Eugene Ballet Academy facility. The Eugene Ballet Academy is enriched by the diversity of its members. It recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation, and provides a welcoming environment of respect and sensitivity. We rely on all of our staff, faculty, students, and families to work proactively to build and maintain this environment. **To report a concern please submit a report in writing with our administration team.**

## Drugs and Alcohol

Eugene Ballet does not allow or tolerate drug use or underage drinking. All persons involved with the Eugene Ballet, including dancers, students, parents, faculty and staff, should obey the law and refrain from providing alcoholic beverages at any location, including but not limited to private homes, to those who are not of legal age. Eugene Ballet reserves the right to drug test any student under “reasonable suspicion” situations. The student and his or her parents are responsible for all costs, including those for drug tests, evaluations, counseling, medical treatment, and therapy. Any student refusing an initial drug test or alcohol screening will be subject to dismissal. No student under the age of 18 is permitted to smoke on Eugene Ballet property. Those students over the age of 18 may only smoke in the designated areas outside of the Midtown Arts Center. If a student is found with an illegal substance, authorities will be notified and penalties under Oregon law will apply. A positive drug test, admission to drug/alcohol use, violation of the tobacco policy, and/or if a student is found with an illegal substance will result in the following:

- Parent(s)/Guardian(s) will be notified
- Expulsion from Eugene Ballet Academy

## CHILD PROTECTION POLICY

Eugene Ballet is committed to ensuring safe environments for children and young people and recognizes the duty to care and safeguard them from harm. We recognize our responsibility to protect the welfare of all children and young people by a commitment to following practices and procedures that protects them. Eugene Ballet will ensure the safety and protection of their students by adherence to the Child Protection Laws and guidelines set forth by the State of Oregon. This policy applies to our employees, volunteers, students or anyone working on behalf of Eugene Ballet.

### Eugene Ballet Recognizes:

- The responsibility of protecting the welfare of all students and to respond effectively to incidents of child abuse and neglect

- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/voluntary) working with students have a responsibility to report concerns to the director or other identified staff when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse.

### The Purpose of the Policy is to promote good practice by:

- Providing protection and safety for children and young people who participate in our productions or any other activities.
- Providing children and young people with appropriate safety and protection while in the care of Eugene Ballet.
- Providing staff and volunteers with information and training on child protection laws, policies and procedures including how to identify and recognize abuse and neglect and procedures in reporting such suspicions of abuse and neglect.

### Eugene Ballet will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and safe working practices for staff and volunteers.
- Recruiting staff and volunteers safely and ensuring all necessary checks are made.
- Sharing information about child protection and safe working practices with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.

### Health and Safety

Eugene Ballet takes seriously the responsibility to ensure a safe environment for their students. All students must complete and complete and sign a Registration Form and Waiver when joining the Academy with clear information regarding emergency contacts and relevant medical history.

- It is the parent's responsibility to notify the EBA Administration of any changes to dancer's emergency contacts or health conditions.

- If required an EBA representative will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers.
- We are committed to ensuring all employees/volunteers are competent to do their tasks and to provide them adequate training.
- Parents understand that dance is an active engagement, and while every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained by any means other than a teacher's negligence.
- It is the Academy's responsibility to keep a fully equipped First Aid Box on site where Eugene Ballet Academy events occur. In case of an incident – an Accident / Incident report will be recorded.
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in EBA.
- Students must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups.

## Promoting Good Practice

- Always working in an open environment (e.g., avoiding unobserved situations and encouraging an open environment i.e., no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Maintaining a safe and appropriate distance with dancers (e.g., it is not appropriate to have an intimate relationship with a child)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Giving enthusiastic and constructive feedback rather than negative criticism
- Involving parents wherever possible.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if staff or volunteers are required to transport young people in their cars.

## Physical Contact

Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to ballet training. EBA recognizes that such physical contact is a potentially complex area. EBA also fully recognizes its responsibilities for safeguarding students and teachers and for protecting their welfare. Teachers will use their hands to illustrate a concept to a student or to adjust parts of a student's body (especially with the younger students). In choreographic teaching, teachers demonstrate positions and movements to the students by moving parts of the students' bodies and by moving dancers in relation to each

other: this often involves a good deal of contact with students. The following principles and procedures are in place to fulfill EBA's obligations:

- Physical contact by the teacher is made with particular awareness of the needs of each individual, to assist the young dancer in correcting placement
- All teachers will treat any physical contact with due sensitivity and care
- Physical contact will not involve force or the use of any instrument
- Teachers will be mindful of location and avoid situations where they are isolated with a student.
- Teachers and students should feel free to report any concerns to the director.

## Practices not acceptable

- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

## Suspected Abuse

Suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the director who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

## Responding to suspicions or allegations

It is not the responsibility of anyone with Eugene Ballet in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. The Academy will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his or her concern that a colleague/volunteer is or may be abusing a child. When there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation.

## Action to help the victim and prevent bullying in dance

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns
- Help the victim to speak out and tell the person in charge or someone of authority
- Create an open environment
- Investigate all allegations and take action to ensure the victim is safe
- Speak with the victim and the bully/ies separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened by whom, when etc)
- Report any concerns to the Director.

## Action towards bullies

- Talk with the bully/ies explain the situation and try to get the bully/ies to understand the consequences of their behavior
- Seek an apology to the victim/s.
- Inform the bully's parents.
- Provide support for the teacher of the victim
- Impose sanctions as necessary
- Encourage and support the bully/ies to change behavior
- Hold meetings with the families to report on progress
- Inform all appropriate members of the action taken
- Keep a written record of action taken (whom, when, etc)

## Recruitment and selecting staff and volunteers

Steps are taken to ensure that unsuitable people are prevented from working with children.

When undertaking preselection checks the following will be included:

- All volunteers/staff will complete a background check prior to service. The check will include information about an applicant's past and a self-disclosure about any criminal record
- Consent will be obtained from an applicant to conduct the background check  
Evidence of identity (passport or driving license with photo)

## Criminal Background Process

To provide the safest and most nurturing environment possible for our dancers, a background check will be required for anyone wishing to be eligible for a volunteer role. Your information will be kept confidential and will only be reviewed by our Academy Director. The cost of the background check is \$10 and will be automatically charged to your card attached to your account. Your results will be valid for three years.

The background check is quite simple and shouldn't take longer than 5 minutes to complete. Just follow the steps below after clicking this link:

[http://www.coeusglobal.com/council\\_or\\_eugeneballet.html](http://www.coeusglobal.com/council_or_eugeneballet.html)

1. Under the section "Volunteer Candidates" please select the option for 'Criminal Background Check Only'.
2. You will then enter the screening portal where you will find instructions for filling out a short form and signed release. Please note that you will need to input your SSN.
3. After signing and reviewing the release form you will **Submit Order**.
4. When we receive your information, we will review and charge your card on file \$10.
5. We will contact you only if we have questions about your results. If you do not hear from us, you are cleared to volunteer.

Thank you for your time, energy, and continued support of arts education!