



GENERAL POLICIES

STUDIO/BUILDING ETIQUETTE

SONORAN BALLET ACADEMY (SBA) is committed to providing a safe, healthy, and productive work environment free of recognized hazards. Any hazards should be immediately reported.

- Only Staff members are authorized to adjust the thermostats.
- DO NOT use glues (including Jet glue) in the studios.
- Avoid exposing the floor to baby powder, sunscreen, body lotion, and fabrics that have been treated with fabric softener. These softening agents may create slick spots on the floor.
- If doing floor work, please wear a t-shirt or lay on a towel or yoga mat to avoid sweat or body oils on the floor that may cause slippery spots.
- Please alert teachers to excessively slippery areas of the studios in a timely manner and teachers shall mark them with a small "X" with spike tape.
- The use of cell phones during classes and rehearsals is prohibited by all Students; unless directed by a teacher for research and under the teachers supervision.
- **DRESSING ROOMS** are to be used for dressing for classes or dressing to go home from classes. We have 2 private dressing stalls for those who would like to change individually. *PLEASE DO NOT USE BATHROOMS TO CHANGE.* Also, please do not do homework or hang out with your fellow students in the Dressing Rooms; please do this in the lobby and hallway, as it is respectful to the people changing.
- **NO FOOD IN THE DRESSING ROOMS.** Crumbs and leftover open coffee cups and drinks attract pests. Please eat all food and drinks in the lobby or at the tables and benches in the hallway.
- Students are responsible for the disposal of their garbage and recycling and are expected to treat facilities, furniture and equipment with respect. Please empty out liquids in the bathroom sink, and rinse the sink, before disposing plastic bottles and cups in the proper recycling bins. *DO NOT PUT PLASTIC BOTTLES OR CUPS IN TRASH.* We have recycling bins on property, separate from trash bins. Thank you.
- Vandalism will not be tolerated. Any defacing of lockers, cubbies, benches, tables and chairs, walls, floors, changing rooms and bathrooms is prohibited and will result in disciplinary action.

- NO RUNNING in the hallway or lobby area. This could cause injury to you or a fellow student/teacher/staff/parent/guardian.
- **QUIET** in the hallways is expected while classes are being conducted. If students are watching a class or preparing to enter the class room for their class, the hallways need to remain clear, for fire safety, and quiet at all times. *PARENTS*, if sitting in chairs outside studio door, please refrain from talking; as it becomes a distraction. Moving to the front lobby area or by the cafe tables is appreciated.
- **PARENTS**, please do your best to drop off and pick up your students in a timely manner. Students should arrive a minimum of 5 minutes before their class begins. Students should be in the classroom and ready to go when the time of their class starts, via the schedule. If a student arrives 10 minutes late to class, they will only be able to observe class. It is appreciated if you would call the school if you are on your way but running late.
- Students, please wait for your parents/guardians in the lobby to be picked up, not outside or in the dressing rooms. .

PERSONAL BELONGINGS

All belongings should be kept **INSIDE** of dance bags. If a student chooses to bring expensive items, such as electronics or jewelry, they should keep those items in their dance bags and bring them into the studio. SONORAN BALLET ACADEMY (SBA) is not responsible for lost, stolen, or damaged items. Labeling all personal items with the student's name is recommended. Please check the lost and found for missing items. All items that have not been retrieved from the lost and found within 30 days will be sold at our gently used sales, where you can buy them back or can be purchased by another student for use.

Theft will not be tolerated. Inform staff immediately if personal belongings have been stolen. Staff will work to help locate the missing item(s) to the best of their abilities. If the staff has concluded that items have been stolen by a student, disciplinary action will be taken.

PHOTOGRAPHY, VIDEOGRAPHY, SOCIAL MEDIA, & SECURITY CAMERAS

For the safety, security and privacy of all students attending SBA, photography and videotaping of any classes, rehearsals, demonstrations, and performances, as well as in the locker rooms and bathrooms, is prohibited. Security cameras are set up in the common areas of the school for the safety of all students, staff and parents only. SBA retains the right to photograph and videotape SBA students and to use photos and videos in advertising materials, at events and on social media.

Parent(s)/ Guardian(s) are encouraged to sign a photography/videography release form. Upon written request by a parent(s)/guardian(s) identifying the specific posts or images, SBA will remove the images of their child/student from its social media.

However, during FAMILY OBSERVATION WEEK, parent(s)/guardian(s) are allowed to take non-flash photography and videotaping of their child/children for personal use only. For the safety, security and privacy of all students, there shall be no posting of videos or photographs online and/or on social media, unless it is of your child only.

ILLNESS/INJURY

If a student becomes ill prior to attending a scheduled class, please call the school phone as soon as possible and it is recommended that they stay home. If no one answers, please leave a message.

If a student becomes ill during class or after their first class and needs to go home, please inform the current teacher you are having class with that you will be going home for the duration of the day and will be missing the rest of your classes. Your instructor will inform your other teachers that you will not be in attendance.

If a student is injured, please notify the Director via email so that all of the teachers can be informed. Injured students, who can not participate in classes, need to present Director with a Dr.'s note, stating the injury they are dealing with, as well as the rest and recovery time/process. It is our job at SBA, to make sure we are following the Dr.'s instructions to best improve the students injury for health and safety purposes. Students are encouraged to continue to attend their classes and take notes while injured unless it is not recommended by a physician.

USE OF PHYSICAL TOUCH BY TEACHERS DURING CLASS

Instructors use physical touch in order to help students find proper alignment, placement and to develop the proper technical and qualitative aspects necessary for classical ballet. If a student feels uncomfortable with this form of instruction, the school must be informed in writing and this should be given to the Director, who will then notify all teachers.

RESOLVING ISSUES

SBA recommends that parents, students and teachers have open communication. If an issue arises, students and/or parent(s)/guardian(s) are encouraged to communicate their issue with the Director via email. An appointment with the Director will then be scheduled to discuss concerns in person.

After an initial meeting with the Director, further meetings may be scheduled to include your child's teacher(s).

SONORAN BALLET ACADEMY (SBA) nurtures an environment and atmosphere of respect and professionalism. The school's expectation is that all faculty, staff, students and parent(s)/guardian(s) behave in a considerate and polite manner towards each other. Any issues between individuals will be discussed in a calm and respectful manner. Parent(s)/Guardian(s) who wish to discuss any issue or policy should direct their concern to the Director via email to schedule an appointment for a in person meeting.

If an incident occurs when parent(s)/guardian(s) or students behave in an aggressive or disrespectful manner, the Director will investigate the complaint and the student(s) and/or parent(s)/guardian(s) may be dismissed from SONORAN BALLET ACADEMY (SBA). There will be no refunds of tuition if this should occur.

PHASES OF DISCIPLINARY ACTION:

SONORAN BALLET ACADEMY (SBA) will follow the phases of disciplinary action to the best of their ability, but may escalate as needed based on the severity of the incident.

1. Verbal Warning (All warnings will be documented by Director)
2. Written Warning (Email to students parent(s)/guardian(s))
3. Suspension
4. Expulsion

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

SBA prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parent(s)/guardian(s) and any other person affiliated with or doing business with the school. This prohibition includes harassment (verbal, written or physical) for any unlawful discriminatory reason, such as race, gender, national origin, disability, age or religion.

Slurs, jokes, or remarks that are derogatory of a person or groups race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are considered inappropriate for the school's environment. This also includes behavior which could be classified as bullying, whether in person or via social media, and any behavior that is commonly understood to be abusive or disrespectful towards others.

Body-based harassment will not be tolerated. At SBA, we encourage Body Image Positivity. Body-based harassment can lead to serious injuries, disorders, and extreme physical and mental health issues.

Any student who experiences or witnesses any type of harassment, should feel comfortable reporting the incident. SONORAN BALLET ACADEMY (SBA) provides a confidential reporting mechanism to ensure complaints are addressed promptly and effectively. Please notify Director, or a trusted adult, of any harassment. Any form of harassment will then be dealt with disciplinary action and/or suspension/expulsion.

PROGRESS MEETINGS

Parents are welcome to schedule meetings via phone or zoom with the Director regarding their student's progress. The Director also may request that the student's teacher(s) be present at said meeting.

DRUG FREE POLICY

SONORAN BALLET ACADEMY (SBA) prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Any of the following will be reported immediately to the Director of the school, who will decide the appropriate disciplinary action.

- **SMOKING/VAPING:** Smoking/Vaping in the state of Arizona is illegal to any persons under the age of eighteen (18) years old. For those individuals eighteen (18) and older, Smoking/Vaping is prohibited inside the building. SBA does not permit smoking/vaping within twenty (20) feet of any entrance or exit.
- **ALCOHOL:** Consumption of alcohol on the premises is prohibited.

A violation of any/all of the above will result in, but not limited to the following: Suspension of classes, referral to counseling, unenrollment from the school (there will be no refunds of tuition if this should occur), fines and/or probation.

WEAPONS

Weapons of any kind are prohibited at all times on the SBT property. Violation of this policy will be grounds for immediate expulsion from the school. There will be no refunds of tuition if this should occur.

This policy aims to ensure a safe and welcoming environment for all students. SONORAN BALLET ACADEMY (SBA) is dedicated to fostering a positive learning experience, where having this General Policy allows students to focus on their passion for dance.

Policies may be amended or added to during the school year. Any changes made will be posted in the lobby and emailed to parents. Thank you for your understanding and cooperation.