



Studio Policies & Family Handbook

Welcome & Studio Philosophy

At Sonoran Ballet Academy (SBA), our goal is to provide a safe, respectful, and professional environment where students can focus on their training, develop their passion for dance, and grow as artists and individuals.

Creating a positive studio environment is a shared responsibility. Students, families, faculty, and staff are expected to treat one another with kindness, respect, and professionalism while caring for our facilities and supporting the learning experience of all dancers.

Studio & Building Etiquette

Studio Safety & Care

SBA is committed to maintaining a safe learning environment free from recognized hazards. Any safety concerns, hazards, or maintenance issues should be reported to a staff member immediately.

- Only authorized SBA staff members may adjust thermostats.
- To protect our Marley flooring and maintain a safe dance surface, glues of any kind (including Jet Glue) are not permitted inside the studios.
- Students should avoid bringing substances onto the studio floor that may create slippery conditions, including:
 1. Baby powder
 2. Sunscreen
 3. Body lotion
 4. Fabrics treated with fabric softener
- Students participating in floor work should wear appropriate clothing or use a towel/yoga mat when needed to prevent sweat and body oils from creating slippery areas.
- If a student or teacher notices an unsafe or slippery area, they should notify the instructor immediately. Teachers will mark unsafe areas with spike tape until they can be properly addressed.

Cell Phone Policy

Cell phone use is not permitted during classes or rehearsals unless specifically directed by an instructor for educational purposes and under teacher supervision.

Dressing Rooms

Dressing rooms are provided for students to change before and after classes. Private changing stalls are available for students who prefer additional privacy.

Students should:

1. Use dressing rooms only for changing.
2. Not use bathrooms as changing areas.
3. Avoid completing homework, socializing, or gathering in dressing rooms. Students should use lobby and hallway seating areas instead to respect the privacy of those changing.
4. Keep all food and drinks outside of dressing rooms.

Dressing rooms are designated for student use only and, as such, are not continuously supervised by an adult. Students are expected to help maintain a safe, respectful, and appropriate environment. If a student sees or hears something in the dressing room that does not align with SBA policies or expectations, they are encouraged to share their concern with a parent/guardian, teacher, or the Director so that it can be addressed appropriately.

Facility Respect & Cleanliness

Students are expected to treat SBA's facilities, furniture, equipment, and shared spaces with care.

Students are responsible for:

1. Throwing away trash and properly recycling materials.
2. Keeping personal spaces clean and organized.
3. Emptying liquids in the bathroom sink before recycling bottles or cups.
4. Using designated recycling bins.

Vandalism or intentional damage to SBA property, including lockers, cubbies, benches, tables, chairs, walls, floors, dressing rooms, or bathrooms, will not be tolerated. Students and families may be held responsible for the cost of repairing or replacing damaged items, and such actions may result in disciplinary consequences.

Hallway & Lobby Expectations

For the safety and comfort of all SBA students, families, and staff:

1. Running is not permitted in the lobby or hallways.
2. Hallways must remain quiet and clear while classes are in session.
3. Students waiting for class should keep voices low and avoid blocking entrances or walkways.
4. Parents/guardians seated near studio doors are asked to refrain from conversations that may distract students or teachers. Please use the front lobby or café table areas for conversations.

Community Expectations & Communication

At Sonoran Ballet Academy (SBA), we are committed to providing a safe, positive, and respectful learning environment for all students, families, faculty, and staff. We will address concerns that occur within our studio, during classes, rehearsals, performances, or other SBA-sponsored activities.

While we encourage kindness, respect, and good judgment at all times, SBA cannot control personal interactions, social media activity, or conversations that occur outside of SBA programs and events. Personal disagreements or matters unrelated to the studio should be handled respectfully by those involved.

The culture of our studio is shaped by our entire community, including our families. Parents and guardians who choose to remain at SBA during classes are asked to help maintain a welcoming environment. Please refrain from discussing or criticizing students, families, instructors, or studio matters in the lobby or in conversations with other families.

If a concern involves SBA, a student, a teacher, or a studio policy, we ask that it be brought directly to the Director so it can be addressed appropriately, respectfully, and with all relevant information. Open communication allows SBA to respond effectively and support our community.

SBA may address:

- Student behavior during classes, rehearsals, performances, and SBA-sponsored events.
- Conduct that disrupts the learning environment.
- Violations of studio policies.
- Safety concerns related to SBA activities.

SBA cannot control:

- Personal social media posts or comments.
- Private conversations, messages, or disagreements unrelated to SBA.
- Personal decisions made outside of SBA programs and events.

We appreciate every family's role in creating a community built on respect, kindness, trust, and support. Together, we can ensure that every dancer feels valued, encouraged, and excited to be part of Sonoran Ballet Academy.

Attendance & Scheduling Expectations

Arrival & Pick-Up

Students should arrive at least five minutes before their scheduled class time so they are prepared and ready to begin on time.

Parents/guardians are expected to:

1. Drop off and pick up students promptly.
2. Ensure students are in the classroom and ready to dance when class begins.

Students waiting for transportation should remain in the lobby and should not wait outside or in dressing rooms.

Late Arrival

Students arriving more than 10 minutes late may be asked to observe class at the instructor's discretion to ensure they have properly warmed up before participating.

Families are encouraged to call SBA if they are running late.

Attendance Expectations

Our thoughtfully designed curriculum provides each age group with the appropriate balance of classes to challenge students, build strong technique, and help them reach their full potential — while still allowing them time to be kids.

More hours in the studio do not automatically create stronger dancers. Intentional, age-appropriate training, combined with proper rest and recovery, helps develop healthy, confident, and technically sound artists while reducing the risk of overuse injuries.

Students are encouraged to participate in all classes recommended for their level, as each class is designed to support a dancer's overall growth. Ballet training is cumulative, and consistent attendance allows students to build strength, technique, artistry, confidence, and a deeper understanding of their training.

We understand that occasional absences may happen due to illness, injury, school commitments, or family circumstances. However, frequent absences, repeated late arrivals, or missed rehearsals may create challenges for a dancer's progress and ability to safely participate in choreography, pointe work, performances, or advancement opportunities.

Students enrolled in higher-level programs, including Levels 3–5, pointe classes, variations, rehearsals, and performance groups, are especially encouraged to prioritize consistent attendance and arrive prepared and on time.

If attendance becomes a concern, SBA may reach out to the student and parent/guardian to discuss how we can best support the dancer's continued growth and success.

Safety, Health & Emergency Policies

Personal Belongings

Students are responsible for their own belongings while at SBA.

- Belongings should remain inside dance bags whenever possible.
- Expensive items, including electronics and jewelry, should be kept secure.
- SBA is not responsible for lost, stolen, or damaged items.
- Labeling belongings with the student's name is strongly recommended.

Lost & Found items remaining after 30 days may be donated, recycled, or included in SBA's gently used dancewear sale.

Theft Policy

Theft will not be tolerated. Missing or suspected stolen items should be reported immediately. Staff will assist in locating missing belongings whenever possible.

If a student is found to have taken another person's belongings, disciplinary action will be taken.

Emergency Procedures Policy

The safety and well-being of our students, families, faculty, and staff is SBA's highest priority. Sonoran Ballet Academy maintains emergency procedures designed to help protect our community and respond appropriately in the event of an emergency.

Families are responsible for ensuring that SBA has current emergency contact information, medical information, allergies, and authorized pick-up information for each student. Updates should be provided promptly when changes occur.

In the event of an emergency, students are expected to follow the instructions of SBA faculty and staff. Teachers and staff are responsible for helping maintain a calm and safe environment while following appropriate safety procedures.

Emergency situations may include, but are not limited to:

- Fire or building evacuation
- Medical emergencies
- Severe weather
- Safety or security concerns
- Other situations requiring immediate action

Medical concerns or injuries occurring during classes, rehearsals, performances, or SBA-sponsored activities will be addressed according to SBA's Injury Policy, with the student's safety and well-being as the priority.

If an emergency requires evacuation or students cannot safely remain inside the building, students will be moved to a designated safe location. Families will be notified through SBA's official communication channels as soon as possible with additional instructions.

To help ensure student safety, families are asked to:

1. Keep emergency contact information current.
2. Notify SBA of any changes to contact information, medical needs, or authorized pick-up persons.
3. Follow instructions provided by SBA staff during an emergency.
4. Avoid contacting students directly during an active emergency unless instructed to do so, as this may interfere with communication and response efforts.

SBA is committed to maintaining a safe, prepared, and supportive environment for all members of our community.

Weather Closure Policy

The safety of students, families, and staff is SBA's highest priority. In the event of severe weather or unsafe travel conditions, SBA may modify schedules, delay opening, transition classes when possible, or close the studio. Families will be notified through official SBA communication channels.

SBA will make every effort to provide advance notice when possible; however, certain circumstances may require same-day decisions.

Illness Policy

Students experiencing fever, vomiting, diarrhea, or contagious illness should remain home until symptom-free.

Families should notify SBA as soon as possible if a student will be absent due to illness.

Injury Policy

If a student is injured, families should notify the Director so instructors can be appropriately informed.

Students unable to participate due to injury may be required to provide medical documentation outlining restrictions and recovery recommendations.

Students are encouraged to continue attending classes and observing when appropriate unless advised otherwise by a physician.

Use of Physical Touch During Instruction

SBA instructors may use appropriate physical corrections to assist students with alignment, placement, technique, and artistic development.

Teachers will communicate before providing hands-on corrections whenever practical.

If a student or family has concerns regarding physical corrections, they should communicate this in writing to the Director.

Observation, Photography & Social Media

Parent Observation Policy

To maintain a focused learning environment, regular parent observation during classes is not permitted unless specifically designated by SBA.

Family Observation Week provides designated opportunities for parents/guardians to observe classes.

Exceptions may be made at the discretion of the Director for educational, safety, or student support reasons.

Photography, Videography & Security Cameras

For student safety, privacy, and security, photography and videotaping of classes, rehearsals, demonstrations, performances, locker rooms, and bathrooms is prohibited unless specifically permitted by SBA.

Security cameras are located in common areas of the school to support the safety and security of students, families, faculty, and staff. Cameras are used for safety purposes only and do not record audio.

SBA may photograph and record students for promotional materials, events, and social media with signed permission.

During Family Observation Week, parents may take non-flash photos or videos of their own child for personal use only. Photos or videos containing other students may not be shared online without permission.

Social Media & Online Communication Expectations

SBA welcomes families celebrating dancers and sharing positive experiences online. All online communication involving SBA, students, families, faculty, and staff should reflect the same respect and professionalism expected within the studio.

Families should:

- Communicate respectfully online.

- Avoid harmful, threatening, harassing, discriminatory, or disruptive content.
- Respect the privacy of others.
- Address concerns directly with SBA rather than through public social media discussions.

Online activity that negatively impacts the safety, privacy, dignity, or learning environment of SBA may be addressed as a policy violation.

Social Media Sharing

SBA enjoys celebrating the accomplishments of our dancers and sharing moments that highlight the achievements and experiences of our students and community.

When sharing student-related content on SBA social media, SBA typically shares posts in which the school has been tagged and that align with our social media guidelines and community standards. While we love celebrating all of our dancers, we may not see or have access to every post shared by families.

If a post is not shared by SBA, it does not indicate that one student's accomplishments are valued over another's. Sharing decisions are based on visibility, appropriateness, timing, and alignment with SBA's social media practices.

Families are always welcome to tag SBA in posts they would like us to see and celebrate. We appreciate the opportunity to support and recognize our students' hard work and accomplishments.

Communication & Resolving Concerns

SBA values open communication between families, students, and teachers.

Concerns should be directed to the Director through email so an appropriate meeting can be scheduled.

All conversations regarding concerns or disagreements should be handled calmly, respectfully, and privately. Public complaints, gossip, personal attacks, or disruptive communication involving SBA students, families, faculty, or staff are inconsistent with SBA's values.

Student Conduct & Disciplinary Policies

In order to maintain a positive and respectful environment, SBA expects all students, families, faculty, and staff to interact with one another with kindness, consideration, and professionalism.

Serious or repeated violations, harassment, threats, intimidation, abusive conduct, or behavior that disrupts the learning environment may result in disciplinary action.

Phases of Disciplinary Action

SBA will follow these steps when appropriate; however, consequences may be escalated depending on the severity of the situation.

1. Verbal Warning (documented by Director)
2. Written Warning
3. Suspension
4. Expulsion

Tuition refunds will not be provided following suspension or dismissal due to policy violations.

Non-Discrimination & Non-Harassment Policy

SBA does not tolerate harassment or discrimination of any kind involving students, families, faculty, staff, or affiliated individuals.

Bullying, discriminatory comments, slurs, harassment, body-based harassment, or disrespectful behavior in person or online will not be tolerated.

SBA encourages body positivity and a healthy approach to dance training.

Any concerns should be reported to the Director or a trusted adult.

Progress Meetings

Families may request meetings with the Director regarding student progress. The Director may request that instructors participate when appropriate.

Drug-Free & Weapons Policies

Drug-Free Policy

SBA prohibits the possession, use, manufacture, or distribution of controlled substances on school property.

Smoking and vaping are prohibited inside the building and within 20 feet of entrances/exits.

Alcohol consumption on SBA property is prohibited.

Violations may result in disciplinary action, including suspension or dismissal.

Weapons Policy

Weapons of any kind are prohibited on SBA property.

Violation of this policy may result in immediate expulsion.

Director Authority & Policy Interpretation

SBA policies are designed to support student safety, educational excellence, and a positive learning environment.

The Director reserves the right to interpret and enforce policies in a manner that best supports student safety, the school's educational mission, and the overall well-being of the SBA community.

The Director may clarify, modify, or make exceptions to policies when appropriate based on individual circumstances or the best interests of the school.

Policies may be amended or added during the school year. Any changes will be communicated to families through SBA's official communication channels.