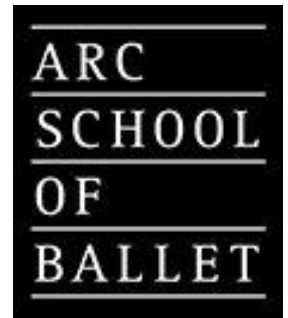


ARC DANCE



2019-2020 HANDBOOK

MESSAGE FROM THE DIRECTOR

Welcome to our fifteenth year of ARC School of Ballet!

Each September is full of reflection of our achievements, growth, and challenges. 2018-2019 was a successful school year for us:

- The fifth year of the Parents' Guild continued building a greater awareness in the ARC Community and saw a smooth transition of leadership.
- Our holiday tradition of Nutcracker Sweets sold out to audiences at the Shorewood Performing Arts Center and the ARC Dance Space.
- We launched our first Master Class series having professional guest teachers
- We introduced a new Open Fitness program and Tap class
- Arc YOUTH Dance Company had a great performance season with the second year of Open Performing Group (OPG).

I am very excited to welcome new students, faculty, and families to our 2019-2020 school year. Here are some highlights to look forward to:

- Fifteenth production of Nutcracker Sweets
- A NEW season for ARC Youth Dance Company (AYDC)
- Third performance season of Adult Open Performing Group (OPG)
- Spring Dance Performance in March
- School Demonstration Performance in June

I am so grateful to the ARC community! Our performances and programs continue building relationships with so many friends, supporters, and dancers. Welcome to the ARC family and may we continue to grow and educate in the art form together.

Looking forward to dancing with you throughout 2019-2020 !

A handwritten signature in black ink, appearing to read "Marie Chong".

Marie Chong (Ms. Marie)
Director
ARC Dance and ARC School of Ballet

ARC SCHOOL OF BALLET (ASB) opened its doors in July 2004. The school provides individual attention to students through limited class sizes. It focuses on classical ballet and offers a professional dance career preparation program. Its training regimen is consistent with the stylistic requirements of ARC Dance Company, the resident professional dance company.

MISSION: To provide high quality classical ballet training in an encouraging, purposeful atmosphere, enabling individual growth and artistic self expression.

School Statement: ARC School of Ballet is the associated school of ARC Dance Productions.

NON-DISCRIMINATORY POLICY ARC and ASB reserves the right to refuse service to anyone at its sole discretion for any reason so long as it does not discriminate based on race, color, sexual orientation, national and ethnic origin.

ARC and ASB admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other School administered programs

SCHOOL PHILOSOPHY ARC provides personalized dance training in an atmosphere that promotes personal and artistic growth. We are dedicated to all ages dance education and instilling personal qualities in our students that extend beyond their dance training: self-confidence, respect, work ethic, and being part of a tradition. Focusing on elements of both classical and contemporary ballet technique from the classic French, Italian, and Russian Schools of training, the core curriculum at ARC provides dancers with a broad knowledge of classical technique and the comprehension to adapt to all current ballet styles and techniques.

Since 2004, ARC's has educated over 3000 dancers who are ongoing dance ambassadors, many have worked with and supported professional performing companies beyond their time at ARC.

Graduates of ARC's School have gone on to dance with the following organizations: Alvin Ailey School, Alberta Ballet, American Ballet Theater/JKO School, Ballet Austin, Pacific Northwest Ballet School, Boston Ballet, Nevada Dance Theater, Cirque du Soleil, School of American Ballet, Ballet Tucson, San Francisco Ballet School, Joffrey Ballet, Milwaukee Ballet, San Diego Ballet, Nashville Ballet, North Carolina School of the Arts, Alonzo King's Lines Ballet, Houston Ballet School, Princeton Ballet, The Juilliard School, San Francisco Conservatory of Dance, City Ballet of San Diego, Mark Morris Dance Company, Penninsula Dance Theater, and ARC Dance Company.

OUR PROGRAMS

ARC offers four coordinated, high-quality programs to dancers of all ages and backgrounds. The variety of classes work to meet students' varying interests in dance, ranging from children's creative movement and beginning ballet to adult education/fitness to specialized professional-career-bound training.

CHILDREN'S PROGRAM

ASB's Children's program is an open enrollment dance program for children ages 3 to 6 years old. It introduces organized movement and ballet to young dancers through a carefully designed syllabus with an emphasis on musicality and creative movement in an enthusiastic and fun class environment.

STUDENT YOUTH PROGRAM

ASB's Student program is an open enrollment ballet program for students ages 6 to 19+ years old. It promotes discipline and creativity while encouraging participants to reach their highest potential. Classes focus on building a solid foundation in ballet technique with an emphasis on proper posture and safe movement progressions while remaining sensitive to the developmental needs of each individual dancer.

ACADEMY PROGRAM

ASB's Academy program is a rigorous training program for dancers who are pursuing professional dance careers and is available to dancers between the ages of 16 and 22 years old. Under the direction of Marie Chong, personal attention to each student is assured through small class sizes and private coaching with professional faculty mentors. The intimate environment is designed to allow each student the greatest chance for success. Admission to the Academy program is by invitation or audition only.

There are workshops in anatomy, nutrition, injury prevention, strength training, music theory, and job field preparation. Academy students participate in rehearsals and performances with ARC Youth Dance Company (AYDC) and ARC Dance Company, where they gain valuable professional performance experience.

OPEN DROP-IN & FITNESS PROGRAM

The Open Dance & Fitness program is an on going open and drop-in enrollment program. Welcoming adults and teens, the Open program offers beginning, intermediate, and advanced level ballet classes as well as various other fitness classes in Pilates, Barre workout, Theater Jazz, and Gyrokinesis®.

OUR FACULTY

ARC's faculty come from many diverse professional, degree, and performing dance backgrounds. Their experiences range from prominent companies like Joffrey Ballet, American Ballet Theatre, New York City Ballet, Cirque du Soleil, Broadway, and Pacific Northwest Ballet. While they bring with them their unique professional experiences to the classroom, they are also passionate and dedicated to the success of each individual student.

OUR PROFESSIONAL SUPPORT SYSTEM

ARC is committed to promoting a healthy physical and emotional environment for all students. Our Professional Support System includes: Nutritionist, Orthopedist, Chiropractor, Physical Therapist, Massage Therapist, and Movement Specialists. If you are seeking professional help in any of the above areas, please stop in the office for details.

WORKSHOPS & GUEST TEACHERS & MASTER CLASSES

These classes are announced throughout the year on our website, www.arcdance.org. Many of the teachers are world renowned professionals in their field of expertise. Classes can run from several hours to several days long for workshops.

BODY MOVEMENT WORKS (BMW) FITNESS CLASSES

ARC Dance was the first dance studio in Seattle to offer Aerial Dance Classes. Students learn basic circus skills used with a low flying trapeze while incorporating classical dance techniques to access vertical dance space. Aerial Dance uses a variety of apparatus such as suspended fabrics, bungee cords, cloud swings, ropes, and low flying trapeze. The class is designed to teach movement connection between circus skills, dance technique, strength, and grace. It is also a great form of fitness.

ARC SUMMER DANCE CAMPS & SUMMER INTENSIVES

Since 1999, ARC has been offering summer dance education classes to the Seattle community. In 2004 ARC expanded its class offerings from primarily a Teen and Adult program to a Children's (3-6yrs) and Student's (6-11yrs) program. The Children and Student program is a 3 to 6 week program for ages 3 through 11. For dancers 11 years and older with a minimum of 4 years of formalized training, ARC offers an Intensive Monday through Friday. Acceptance into the Intensive (11 years and older) is by audition only. A Certificate of completion is granted to students who attend the entire 5 week Intensive summer program.

ADMISSION & ENROLLMENT

ARC's school year begins in September. All classes start the first Monday after Labor Day and end mid-June the following year.

Children's Program is two semesters, each semester is 18 weeks. Students enroll per semester or annually.
Student Youth Program is two semesters, each semester is 18 weeks. Students enroll per semester or annually.
The Academy is annual and runs 36 weeks (Sept-June). Students must audition or be invited into this program.
The Open Program is on-going open enrollment.

REGISTRATION & TUITION

All Registration and Tuition is completed online. ARC limits class sizes, and honors registration on a first come first serve basis.

TUITION: All registration and tuition is non-refundable and completed online. Exceptions are made for prolonged illness/injury when a written letter is received from your doctor, stating the medical necessity of *complete* withdrawal of the program.

REFUNDS & MAKE-UPS

Classes are not transferable. There are no refunds for missed classes. All make-up classes must be scheduled through the office. Students may take a make-up class in a lower level class during the school year September - June. Missed classes may be made up anytime during the current semester of the school year. No trial, placement, or make-up classes are allowed during watch weeks. There are NO make-up classes in the Summer Dance Programs.

INSTALLMENT TUITION & COMMITMENT: By registering your child in our School classes, you are agreeing to ARC's policies and terms as stated. Enrollment in the Children's, Student Youth, and Academy programs is a commitment to a full semester of training and all tuition fees for the entire semester. Semester tuition can be paid in full at the time of registration or in installments. Full semester tuition fee reflects a discounted rate, installment payments are not discounted. There is a tuition increase for all programs after August 2.

If you choose the installment payment option your credit card account will be billed monthly and be set to Auto-Pay with payments automatically withdrawn on the first of each month of the semester. **Fall Semester installment payments are due August through December. Spring Semester payments are due January through May**

Installment payments are due on the 1st of each month and are considered late if not paid by the 10th of the month. A late fee of \$25 will be charged in addition to tuition if payment is made after the 10th of the month. Students who withdraw from the program before the end of the semester, are obligated to pay the balance of the semester's tuition. **Installment Tuition is due on the first of each month and processed online. NO REMINDERS are sent.** Only Students registered and tuition paid will be allowed to participate in class.

FINANCIAL AID AND SCHOLARSHIP OPPORTUNITIES

ARC has three different scholarship opportunities for students. More info: *Support and Scholarship Opportunities*.

ARC reserves the right to change without notice any statement in this handbook concerning, but not limited to, programs, performances, enrollment, tuition, admission, advancement, policies and procedures.

ARC SUSTAIN SUPPORT FUND

Without ARC Dance Productions, our education programs, facility, and performance opportunities would not exist. Giving to this fund provides the following: Arc School of Ballet's performance opportunities, ARC Dance Company's daily operations of our facility, theater costs, professional dancers, costumes, choreographers, musicians, sets, staff, marketing, and theater supplies.

ARC Dance offers three distinct scholarships for students training in our associated school, Arc School of Ballet. All scholarships are awarded on the basis of financial need and merit. Scholarships are granted for no longer than one academic year.

Scholarship application forms are available from the office and must be completed and returned by the submission deadline for consideration by the ARC Dance Board of Directors and Scholarship Committee. All applications and financial information are kept confidential.

ARC Dance Scholarship

Application Deadlines:

1. First Semester (September - January): **June 30**
2. Second Semester (January - June): **October 30**
3. School Year (September - June): **June 30**
4. Summer Dance Program: **January 30**

This is the general fund for students attending the Children's, Student's, and Summer Dance programs. The fund has helped reduce tuition costs for over 125 dancers since 2005.

Julia Harig Scholarship:

This fund honors Julia Harig's contribution to ARC and her ambition to pursue advanced training in the Pre-Professional Academy Program. After her diagnosis with Leukemia in 2006, per her wishes, the Julia Harig Scholarship has helped ten pre-professional dancers pursue their dreams of a career in dance.

Eligibility for this scholarship is by audition only. The Pre-professional Academy program is a program that runs May-December. Eligibility: This scholarship is based on acceptance into the program. Application deadline is June 30.

PERFORMANCE OPPORTUNITIES AND COSTS

ARC School of Ballet (ASB) is privileged to have a Resident Professional Company, ARC Dance, on site. Whenever possible, students are given the opportunity to share the stage with these professional dancers as well as perform within the community. It is always an invaluable experience for students to be on stage performing with the professional Company dancers.

COMMITMENT FOR ALL PERFORMANCES

Parents must be prepared to bring your dancers to every rehearsal and performance. You will be given a detailed information packet prior to each performance and if you have vacations etc. and are unable to commit, please do not have your child audition or participate. The majority of rehearsals are on the weekends with the exception of the Story Ballet Showcase. Demonstration performances MOST rehearsals take place during class time.

- Commit to and attend ALL rehearsals and performances
- Pay participation/membership fee per performer
- Depending on the performance, rehearsals are outside of class time and are mainly on Saturdays and Sundays

BIENNIAL DEMONSTRATION PERFORMANCE (every even year)

ASB performs a Year End School Demonstration performed in the ARC Space.

- Entire school participates
- Students perform in Class uniform
- Attendance is important, as most rehearsals are during class time
- There is no costume/participation fee
- Purchase tickets for this performance. Ticket proceeds go to ARC Scholarship Fund.

NUTCRACKER SWEETS (every year)

Every Holiday season ASB and ARC Dance collaborate in Nutcracker.

ARC Dance Space - 5 shows; Shorewood Performing Arts Center - 2 shows

Every September or October a Nutcracker audition is held for roles.

Every dancer must audition.

- Audition is required to be selected
- Student must be enrolled for the entire school year
- Student/Family must commit to and attend all rehearsals and performances
- Participation fee per performer is required
- Rehearsals are outside of class time and are primarily on Saturdays and Sundays
- Costumes are supplied by ARC and must be returned
- Purchase tickets for this performance

BIENNIAL STORY BALLET SHOWCASE (every odd year)

The story ballet showcase is performed at Shorewood Performing Arts Center, This performance encourages the participation of the entire school.

- Entire school performance
- \$65-\$100 Costume Fee (estimate)
- Attendance is important, as most rehearsals are during class time
- Costumes are purchased and belong to the dancers
- Purchase tickets for this performance

BIENNIAL SPRING DANCE PERFORMANCE (every even year)

When not presenting a Story Ballet Showcase, ARC performs a Spring Dance performance in the ARC Dance Space.

- Enrolled for the entire school year
- Commit to and attend all rehearsals and performances
- Participation fee per performer is required
- Rehearsals are outside of class time and are primarily on Saturdays and Sundays
- Purchase tickets for this performance

ARC YOUTH DANCE COMPANY (AYDC) January - July

AYDC provides young students with broad-based performance opportunities along with technical training in preparation for collegiate dance education or a career in a professional adult company. Members are students of the School ages 11–19 years old, as selected by the Artistic Director by Audition. Auditions for AYDC are held in January.

- **Must Audition to be accepted**
- Enrolled for the entire school year
- Commit to and attend all rehearsals and performances
- Pay Membership fee
- Rehearsals are outside of class time and are primarily on Saturdays and Sundays
- Purchase tickets for some performances

BIENNIAL AYDC SPRING REPERTORY FESTIVAL (every odd year)

The Spring Repertory Festival is performed at the ARC Dance Space, This performance encourages the participation of AYDC, OPG, and other guest Youth companies.

- AYDC & OPG performance
- Enrolled for the entire school year
- Commit to and attend all rehearsals and performances
- Pay Membership fee
- Rehearsals are outside of class time and are primarily on Saturdays and Sundays
- Purchase tickets for some performances

ADULT OPEN PERFORMING GROUP (OPG) Sept - March

OPG provides Adult students with rehearsal and performance opportunities. This performing group is made up of Adult students of the Open Class program at ARC. There is no audition to be part of OPG.

- No audition to participate
- Commit to and attend all rehearsals and performances
- Pay Membership fee
- Rehearsals are outside of class time and are primarily on Saturdays and Sundays and are supplemental to Open classes
- Purchase tickets for performances

ARC DANCE COMPANY

ARC Dance Company is the professional resident Company. On occasion privileged students are selected from the School by the Artistic Director to participate in these performances.

ARC reserves the right to change without notice any statement in this handbook concerning, but not limited to, programs, performances, enrollment, tuition, admission, advancement, policies and procedures.

POLICIES AND PROCEDURES

NOTICES AND MESSAGES

It is the responsibility of each student to check the bulletin board before and after each class.

Class schedules are subject to change; therefore students need to check the board daily. Parents should check posted information for younger students. Weekly schedules, including changes and important notices, are posted on the School bulletin board. The student board is located in the ARC office.

INJURIES

All student injuries and accidents in and out of dance class must be reported promptly to the School office. School staff will document the student's condition and any medical guidelines for activity.

If an injury occurs (either in or outside of class), please do the following:

- Notify appropriate faculty and front office immediately so that proper documentation can be made.
- Have your doctor supply a report on your injury to the School office in order to facilitate your recovery.
- ARC must receive written permission from your doctor allowing you to resume classes.

Any student with an injury requiring limited participation in class or a significant leave of absence from ARC must meet with the Director of the School to set up a recovery plan before re-turning to classes.

MEDICAL LEAVE AND DOCTOR'S NOTES

Attendance in all ASB classes is mandatory. However, Medical Leave may be initiated by ASB for the management of physical or emotional conditions that hinder a student's ability to participate in class. Medical Leave may also be requested by a student or parents. In some cases, this may involve going home or sitting and watching the remainder of class.

When the student is ready to return to the School, written communication to the School Director must be received from the parents and the student's physician and/or counselor, indicating any recommendations, conditions and/or limitations placed on the student's return, such as participation in ongoing treatment. Students may return from Medical Leave only with the approval of ASB.

PHOTOS & FILMING

Photography and/or videotaping of any kind are not allowed in the ARC Dance Space without first obtaining written permission from ARC's Director, notifying the dancers in advance, and – in the case of our Contracted Artists – getting approval for usage of images and work.

If you notice someone taking pictures or filming in our hallways or studios and you do not feel comfortable confronting them directly, please notify the office or an ARC faculty member immediately.

CELL PHONES

ARC Studios are cell phone free zones, as phones are not allowed in our studios, restrooms, or dressing rooms. Cell phone usage is restricted to the lounge, hallway, or outside the building. Students must turn off all cell phones and/or store them in locked lockers while at ARC.

STUDIO USE & RENTAL

Students who use studios for personal use; e.g. photo shoot, private lesson, rehearsal for school projects, etc., must coordinate with the office, pay a studio rental fee, and complete all necessary paperwork prior to use.

TEACHER CONFERENCES, AND ADVANCEMENT

INDIVIDUAL CONFERENCES

Formal conferences with students from Intermediate 1 through Academy levels may occur throughout the school year with the Director. Students are evaluated by faculty members and the director. These conferences address effort, attendance, technical development, strengths and weaknesses, conduct, potential, and includes suggestions for improvement and encouragement for working towards personal goals. Conferences should be scheduled through the school office if outside of designated conference times.

CLASS ADVANCEMENT

It is important to know that a student's progress/advancement from one class level to the next is not automatic and strongly avoided during the school year. It is not uncommon for students to spend two to three years in a level. Therefore, students may receive an additional conference at the end of the school year for a follow-up on progress and class placement.

Each dancer is unique in their development, both emotionally and physically. To be sure that they continue to learn and enjoy each level, we observe these developments very carefully. The Director and members of the faculty evaluate each student for level suitability in the Student Program.

The School Director and Office manager are available to answer any questions or concerns throughout the year. Parents' feedback is invaluable to the progress of the student. Appointments should be made through the school office.

CLASS OBSERVATION/WATCH WEEK

The observation is special and open to parents/guardians and family members only. This is an opportunity for guests to experience the progression of a ballet class at a specific developmental level. Class observation schedule is done in advance and is subject to change.

WATCH DAY ETIQUETTE

Attendees should treat this class as special and plan appropriately to attend the entire class. Leaving and re-entry into the class causes disruption for the students and interrupts their attention and focus. Children that are unable to sit still quietly for the duration of the class should not attend.

-No cell phones, laptops or electronic equipment of any kind is allowed in the studios during classes.

-No food/drinks or street shoes in our studios.

Special permission may be given to observe at another time in case of extreme circumstances. Such arrangements may be made through the school office.

UNIFORM & DRESS CODE

Attire and School uniform must be worn for all classes. If student does not have appropriate class uniform, they may be asked to sit and watch class. ASB uniform requirements can be found on our website. Please label all dance wear with your name!

HAIR & GROOMING

Girls and Women

Please have hair securely tied away from the face in a ballet bun. Dancers with short hair should pin hair away from their face.

Dancers should have a bag with appropriate hair accessories, bobby pins, hair nets, rubber bands, hair brush/comb, etc.

Boys and Men

Hair should be secured away from the face. Hair products (hair spray, mousse) or bandanna/head bands may be used.

No Jewelry is to be worn in class. This includes watches. If student is wearing jewelry, he/she will be asked to remove it prior to class. Jewelry can be collected after class from the office or teacher. ARC will not be responsible for jewelry, if lost.

STUDENT DROP OFF & PICK UP

If YOU are not picking up your child, please notify the office. Parents/Students should check in with the ASB office prior to class time. After class, students should wait in the ASB office for parents to pick them up. Students (who are minors) will not be allowed to go outside unattended to wait for parents to pick them up. Parent or Guardian must come into the building to pick up your child.

TARDINESS/ABSENCES/EARLY PICK UP

All dancers are expected to be ready to dance at their class time. If a student arrives late to class, he/she may be asked to sit and watch class. Please contact the office if you anticipate being late or are leaving early to/from class.

When possible, please notify the office of absences. If a student misses more than two classes, ARC may phone your home. Too many absences may lead to loss of performance opportunity or repeat of class level, if that student cannot keep up with class skills or choreography.

SUPPORT AND SCHOLARSHIP OPPORTUNITIES

ARC Dance is a 501(c)(3) not-for-profit corporation. Contributions are tax-deductible to the extent allowed by the law.

Employee matching funds make donations go even further. Please contact your employer to see if they have a matching fund program.

PARENTS' GUILD (PG)

All parents of ASB are members of the Parents' Guild. Active participation and support from parents help us further achieve our goals of offering quality performance and education programs. The PG provides support and assistance with volunteering and fundraising during ARC events. *There is no correlation between parents serving on the Guild and a student's advancement in ASB classes or in the casting of ARC Productions.*

CLASS JOURNALS & WORKBOOKS

Students who are tardy for class, lack proper uniform, or are recovering from illness/injury are required to watch class. Students in the Intermediate 1 through Academy levels are also encouraged to complete an observation sheet while watching class. This written exercise engages critical observations, corrections, and correct spelling of dance terminologies.

All students in the Intermediate, Advance, and Academy levels are encouraged to maintain a written journal/workbook. The purpose of a workbook/journal, (spiral/composition book), is to keep a record of corrections, conference notes, questions, vocabulary, and reflections of daily classes. Students should bring this workbook to class every day and review notes and additions that remind them what they are working on throughout the school year. If there is something the student does not seem to understand, they should ask/and clarify and make corrections. Workbooks are used as a learning tool for students' progress and understanding.

SOCIAL MEDIA & SHOW YOUR SUPPORT

ARC Dance and Arc School of Ballet are on social media. Please like, follow, tweet, and share us on: Facebook, Snapchat, Twitter, and Instagram.

RESTROOM & WATER USE

Please use the restroom before or after class! ARC is equipped with plenty of restrooms. Students will not be allowed to leave the classroom unsupervised without permission - unless it is an emergency. Please dispose of baby diapers in outside trash receptacles.

INSIDE OUR STUDIOS

To safeguard and protect our studio floors, please observe the following rules. **NO STREET SHOES; FOOD OR DRINKS** (except water); We have a **NO GUM** Building policy! Water bottles are allowed only on the stage in studio one or placed outside of studio's two and three. Dancers that wear pointe shoes, please do all toe taping and sewing outside of all studios and dressing areas. Tap shoes should only be worn inside the studio. Once class has begun, students may only leave the classroom with the teacher's permission.

RESTROOMS & CHANGING ROOMS

Please, **NO** food or drinks. Please help keep our school clean. Discard all trash in appropriate receptacles. The building is equipped with recycle, compost and trash bins for appropriate sorting. Toe tape from pointe shoes is considered trash and cannot be recycled.

LOUNGE & WAITING AREA

All dancers share the lunch room and refrigerator. Be thoughtful and clean up after your use. Food in the refrigerator must be in a bag with your name and date on it to avoid being thrown out each week.

SCHOOL CLOSURES - SNOW & INCLEMENT WEATHER

ASB follows the Seattle Public School district for weather closures on the weekdays only. If you are uncertain of an ASB weather closure, please check the website or you may phone the school. There will be a voice mail message with closure information. All other closures are listed on the calendar.

SCHOOL PICTURES

Students may purchase class photos and individual shots. A professional photographer will take class photos. For the Class photo, each class will wear their school uniform. For the individual shots, you may take the picture in a costume or uniform.

LOST & FOUND

Clothing articles found in dressing rooms and studios will be placed in the lost and found box. On the 30th of every month ARC donates this box to charity. Please be responsible with your belongings. ARC is not responsible for lost or stolen items. Put your name on all articles of clothing.

LOCKERS

Lockers are available for students on a first come first serve basis. ARC assumes no responsibility for items or contents in lockers. Student is responsible for bringing a lock to use. Please do not place stickers on lockers. Locks and contents will be removed from lockers lacking clear identification.

DANCE BAGS

Dancers should have a dance bag for their supplies. Dance shoes and clothing should be transported in this bag to and from the studio. Dance shoes should never be worn outside. All dance articles should be clearly marked with your name.

CLASS FUN & TREATS

On special occasions, if your child would like to include the class in a celebration, please notify the office so we can ensure all students in the class can participate. In the event your dancer has any food/medical allergies or you do not wish your child to participate in any of the above activities, please notify the office.

PARKING

Avoid weekend parking in the Crown Hill Church parking lot. Please be considerate to the residents in our neighborhood.

SMOKING & ALCOHOL

There is no smoking or alcohol allowed on the premises.

DISASTER PREPAREDNESS

PLAN & TRAINING

ARC has developed a disaster preparedness plan. Our plan includes responses to different disasters that our building is vulnerable to, as well as procedures for on and off site evacuation. Staff is oriented and trained with this policy and it is practiced annually. If you have any questions about this policy, please see the office.

Important Numbers:

ARC Studios:

School: 206.352.0799

Company: 206.352.0798

www.arcdance.org

ARC reserves the right to change without notice any statement in this handbook concerning, but not limited to, programs, performances, enrollment, tuition, admission, advancement, policies and procedures.

www.arcdance.org

CONDUCT

BE RESPECTFUL, BE HONEST, BE KIND, BE HELPFUL

It is the policy of ARC Dance and ARC School of Ballet to maintain a positive, healthy and productive learning and working environment for all students, staff, and dancers.

ARC students are supported by a dedicated, caring faculty, administrative, and consulting staff. Students are expected to treat Staff, and each other with respect.

As representatives of ARC, ASB students are expected to be responsible and to adhere to the School's rules and regulations both inside the ARC dance facility and outside in the greater community.

ARC reserves the right to suspend or dismiss any dancer or family whose conduct or attitude is found to be unsatisfactory.

The following behaviors are unacceptable and forbidden at ARC:

- Physical intimidation or injury
- Verbal harassment
- Theft, destruction of ARC property or property of others
- Verbal abuse; lewd, vulgar conduct; profanity; sexual harassment or coercion
- Possession of illicit drugs and/or alcohol. Any student found using drugs, consuming alcohol or entering the ARC under the influence of alcohol (including providing drugs or alcohol to another student) will face expulsion.
- Smoking: ARC is a non-smoking facility. Smoking is prohibited for all ASB students. State Law prohibits anyone under the age of 18 from smoking. Students disregarding this policy will face suspension and/or expulsion from the School
- Firearms or weapons of any kind
- Self destructive behavior
- Willful destruction or misuse of ARC or another person's property
- Use of cell phones in studios
- Filming or photograph in the studios, locker rooms or bathrooms
- Photography in the studios of fellow students, faculty, or Company dancers is strictly prohibited
- Inappropriate use of the internet
- Improper use of cell phones and electronic devices

Any of the above misconduct will be reported to the Director immediately. The Director will decide on the appropriate disciplinary action.

Penalties may include (but are not limited to):

- Dismissal from the School without refund
- Suspension from classes for a period of time
- Referral to counseling

ARC reserves the right to change without notice any statement in this handbook concerning, but not limited to, programs, performances, enrollment, tuition, admission, advancement, policies and procedures.