



*...where the arts flourish and abound!*

# School of Dance

# Student Handbook

## 2011-2012



# **Eastern Shore's Own School of Dance Student Handbook 2011 - 2012**

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(Mailing address)

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Eastern Shore's Own School of Dance does not discriminate on the basis of sex, religion, race, color, national origin, age or disability in access to, or participation or employment in its programs, services, or activities.

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## Calendar

### **2011-2012**

September 6 Labor Day Holiday - office closed

7 First Day of Classes

November 24-28 Thanksgiving Holiday - school and office closed

December 12 – 18 Nutcracker Rehearsals and Performances

December 23-31 School closed, office closed

January 3 Winter Classes Begin

May 14 – 20 Spring Ballet Rehearsals and Performances

June 11, 2011 Summer Programs Begin

July 16 – 27 Summer Camp

**Directory**  
**Administration, Staff and Volunteers**

**Hours**.....M-TH, 11:00 a.m. - 6:00 p.m.  
**Phone**..... 757-442-3226  
**Fax** ..... 757-442-3302

Lynne Rogers..... Executive Director  
Dawn Simpson .....Assistant Director  
Cathy Sturgis .....Special Events Assistant  
Dana Floyd-Sutter ..... School of Dance Director  
Beth Starling .....Production Manager  
Paula Paschall .....Stage Left Manager  
Susan Morey .....Stage Right Manager  
Brooke Sexauer .....Assistant Stage Manager  
Hank Badger .....Backstage Crew Manager  
Peggy Kellam .....Front of House Manager

**Dana Floyd-Sutter, Dance Director**

With ESO School of Dance since 1989, Ms. Floyd-Sutter’s students have danced professionally with the Richmond Ballet and attended summer programs with the Richmond Ballet, The Rock School of Philadelphia, the Virginia School for the Arts, The Joffrey Ballet in New York, and the American Ballet Theater in New York. In addition, Ms. Floyd-Sutter is accredited Dance Instructor by the American Ballet Theater.

**Board of Directors**

Julie Badger, Board Chair	John Hopkins, Ex Officio member
Jean Wescott, Vice Chair	Ellen Lusk
Jeremy McLean, Treasurer	Joan Irwin
Gillian Willis, Secretary	Erika Peterson
Hank Badger	Dan Sturgis
Herb Thom	Jack Ordeman

The Board of Directors, consisting of thirteen to twenty members elected to three-year terms, governs ESO as a whole. New Directors and Directors being re-elected for subsequent three-year terms are voted upon by the Board. Vacancies that occur throughout a fiscal year may be filled upon the recommendation of the Nominating Committee and a vote by the Board of Directors.

The officers of the Board of Directors, including President, Vice President, Secretary and Treasurer comprise the Executive Committee of the Board. The Executive Committee coordinates the work of the Board and its committees. The board meets monthly. These officers are elected annually by the Board of Directors and serve one-year terms.

The day-to-day management of ESO School of Dance is the responsibility of the Dance Director and

the Executive Director. The Board concerns itself primarily with governance and policy issues. However, the Board bears ultimate responsibility for all fiduciary matters. The Executive Director (ED) is employed by the Board; all other ESO personnel report to the ED. The Dance Director is an independent contractor working in partnership with ESO and The School of Dance.

## **MISSION AND GOALS STATEMENT**

Eastern Shore's Own, Inc. (ESO) is a non-profit community arts center whose mission is to foster the development of the arts through instruction and performance. Our goal is to provide opportunities for local artists to teach, practice, perform and to make the arts available to all residents of the Eastern Shore of Virginia.

### **Goals of the ESO School of Dance**

For twenty years, the ESO School of Dance has been teaching children to understand and enjoy movement. The outstanding reputation of our instructor coupled with our teaching philosophy has contributed to the School's significant growth in recent years. The journey toward achieving one's dream is a combination of desire, enthusiasm, discipline, tenacity, teamwork and inspiration. Dance instills confidence and self-awareness that will help anyone achieves his/her goals. The comprehensive curriculum provides students with a strong classical technique that is adaptable to any style, and instills a life-long love of dance and movement. Our students enjoy the study of ballet as it exists in a carefully codified system incorporating barre, center and special exercises. Methodology that stresses a healthful approach to all the work provides the basis for the training process.

The ESO School of Dance works to bring a personal experience of the arts into the lives of anyone who wishes it. An opportunity is provided for everyone in the community, no matter what his/her age or experience, to discover the joys of dance.

To achieve its goals, the ESO School of Dance:

- offers a rigorous curriculum that combines sound movement technique with musicality and artistic appreciation,
- carefully selects gifted and professional instructors who teach proper ballet technique while remaining highly aware of the special emotional needs and physical limitations of young children,
- provides each student with the individual attention required for maximum artistic growth,
- limits its class size to ensure that every student receives individual attention and encouragement,
- fosters an environment of positive guidance and mutual respect,
- familiarizes its students with an advanced class repertoire in the studio and offers performance opportunities for all,
- offers high quality instruction to students aged from toddler through young adult,
- incorporates internationally known guest teachers,
- provides multiple performance opportunities,
- encourages participation in dance enrichment activities,
- provides state-of-the-art studios with marley floors and mirrors.

Help is given students in setting and reaching realistic goals so that they may excel to the best of their abilities. Above all, the faculty believes that the confidence, pride of accomplishment and joy that students learn in the dance studio will shine a positive, influential light into their daily lives. At the

ESO School of Dance, instruction is based on healthy physical principles, the stimulation of imagination and a comfortable environment that allows the creative process to unfold.

Students also receive the special benefit of being able to rehearse and learn the ins-and-outs of being a pre-professional dancer.

### **ESO School of Dance's Ballet Technique**

The ballet technique taught at the School is based on the outstanding elements of the Russian, Italian and French schools. All stem from the five absolute positions of the feet which oblige the dancer to turn the legs outward from the hip, greatly increasing the mobility and extension, and from definite positions of the arms, torso and head. Like the alphabet, every movement is learned separately, then woven into combinations of movements and finally into the choreographic poems we call ballets. This system forms the basis for all the courses given at the school.

### **Whom to Call For What:**

Dance Director - Dana Floyd-Sutter, for questions regarding the following:

- Educational Program Questions
- Classroom Issues/Concerns Classroom Policies & Procedures
- ESO School of Dance Company Questions
- School Productions
- Casting Questions
- Behavior/Discipline Issues
- Scheduling Questions
- Costumes
- Attendance
- Promotions
- Artistic Issues
- Class Placement

Executive Director, Lynne Rogers, for questions regarding the following:

- Finance
- Publications
- Press and Media Relations Publications
- Office Personnel
- Graphic Design & Layout
- Building and Grounds
- Box Office
- Special Events
- Facility Rental
- Board Fundraiser
- Charitable Contributions

Assistant Director – Dawn Simpson, for questions regarding the following:

Financial Aid  
Parent Association Liaison  
School Performance Information  
Performance Information  
Payments  
Admissions  
Electronic Mail

### **ATTENDANCE**

Founded on the conviction that students can only benefit from a program when they are present, Eastern Shore's Own School of Dance has adopted a stringent attendance policy. Students are expected to attend all ESO classes in which they are enrolled and to be punctual to school and to each of their classes. Attendance at rehearsals and performances is mandatory unless excused by the School of Dance Director.

Any time a student has been absent for five (5) days in a semester, the student's parent/guardian will be notified in writing of the dates of each absence. **Students may be penalized for unexcused absences.** This may include removal from Eastern Shore's Own School of Dance.

There are days when a student's regular high school is closed but the ESO School of Dance is open. On those days students are welcome to attend ESO. There will also be days when the ESO School of Dance is closed and the student's regular high school is open. On those days it is the responsibility of the high school, the student, and the parent/guardian to arrange the student's afternoon schedule.

### **EXCUSED ABSENCES**

Students will be excused for absences due to a confining illness or injury, life-threatening illness, death in the student's immediate family, or religious holidays observed by the student. In unusual circumstances students may be excused by the Dance Director for other reasons **when arrangements are made in advance.**

### **ABSENCE EXCUSE NOTES**

An absence is considered unexcused unless the student delivers a written explanation of the absence, signed by the student's parent or guardian, to the School of Dance Director within two days of returning to school. A parental explanation of an absence does not excuse the absence unless it is for a reason approved by ESO. **Absence excuses may also be faxed to ESO at 442-3302 or e-mailed to [eso@esoartscenter.org](mailto:eso@esoartscenter.org).** Occasionally, calls will be made to a parent or guardian to confirm student absences.

**It is important that students have evidence of medical insurance coverage in their purse/wallet or on their person, and that the school has contact information for a responsible person who is always available in the event of an emergency. Also, ESO must be notified in writing by the parent or guardian if a student has permission to**

**take over the-counter or prescription medicine. The notification should include dosage instructions and dates to be taken.**

### **EARLY DISMISSAL FROM SCHOOL**

Student who must leave school early for a doctor's appointment or other excusable reason must bring a note signed by the student's parent or guardian and give it to the Dance Director. The written request must include the REASON, DATE and TIME of RELEASE, and the NAME of the PERSON PROVIDING TRANSPORTATION. Students may be released to someone other than parents or legal guardians only when prior written permission is given by the parent or guardian.

### **ILLNESS OR ACCIDENT AT ESO**

If a student becomes ill at school and it is thought to be advisable for the student to return home, he or she may be excused if authorization for release is obtained from the student's parent or guardian and transportation arrangements can be made which are satisfactory to the Executive Director, Assistant Director, or Dance Director.

In case of an accident or other medical emergency, an effort will be made to contact the student's parent, guardian, or other person designated as an emergency contact. If in the judgment of the Executive Director or other responsible ESO School of Dance staff member the situation requires immediate medical attention, medical care will be sought in the most expeditious manner possible.

Parents should be aware that physicians and hospitals may provide only limited medical attention without authorization from a student's parent or legal guardian and without satisfactory assurances for payment of bills.

### **INCLEMENT WEATHER**

In cases of **inclement weather**, Eastern Shore's Own School of Dance follows, as closely as possible, the same schedule as Accomack and Northampton County Schools. On days in question, students should listen to the radio and TV for announcements of closings. If Northampton and Accomack schools are closed due to inclement weather, ESO will also be closed. Decisions to make up missed days will be made at a later date.

**Tornados:** Should there be a tornado sighting, students should immediately move away from windows and mirrors to an interior hall or room. Avoid large rooms such as dance studios. If the tornado approach appears imminent, students should assume a crouching position on knees facing the interior wall with hands and arms over their heads.

Many special activities are provided for students during the school year. Activities are publicized as information becomes available throughout the year. All students are encouraged to attend performances or exhibits given by fellow students on their own. Also, students are encouraged or may be required to attend professional performances conducted throughout the community. Announcements of events will be posted.

## **STUDENT ASSISTANCE**

Limited funds are available from Eastern Shore's Own School of Dance for students needing financial assistance for tuition. Contact the Executive Director for details.

## **RELEASE OF STUDENT INFORMATION**

Information on students including name, grade, and high school is regularly included in programs and media releases by the school and on the ESO website.

**Students who are thinking about auditioning for performances, trying-out for athletic teams, joining clubs, running for election, etc., in regular high school must check with the School of Dance Director to be certain the regular high school commitment will not conflict with obligations to ESO.**

## **STUDENT INFORMATION**

It is imperative that ESO have current, correct information in case of emergencies and for academic and enrollment purposes. The school must be notified in writing of high school changes, new addresses and phone numbers, changes in names or emergency contacts, etc.

## **FILMING AND PHOTOGRAPHY OF STUDENTS**

Students attending ESO are frequently photographed/filmed in class while performing and/or in interviews with the media. Recording, filming, and photographing of student work also occurs.

The parent or guardian's signature on p.25 implicitly includes permission to interview, record or photograph the student. Please contact the Executive Director in writing if you wish to exclude your student from such opportunities.

## **STUDENT CONDUCT**

The ESO School of Dance program and rehearsals take place in settings that require above average maturity and judgment. These locations do not always provide the sheltered and controlled environments of middle and high schools.

The relationships students develop with their instructors provide a unique opportunity, but also require a level of discipline and judgment which may not be demanded in a regular high school.

*A few simple rules apply:*

- Be where you are supposed to be and be on time.
- Pay attention to and follow instructions of ESO staff.
- Do all of the work assigned in-class and out-of-class.
- Show proper respect and courtesy for your fellow students and all ESO administration, faculty, and staff.
- Use appropriate behavior at programs and productions.
- Do not damage or misuse property.

## **Discipline**

It is our ultimate aim to have each student respond to an inner-directed sense of right and wrong rather than be motivated by the fear of externally imposed consequences. The School expects that all teachers, students and parents will model acceptance and kindness toward all people and will insist that the highest standard of behavior will be upheld in their presence.

- \*No gum chewing, food or drinks are allowed in the studios AT ANY TIME. Water bottles may only be used between barre and center.
- \*The studio is a place to work quietly and with concentration. When students enter the studio, they must feel they are entering a special place where they can achieve anything they work for.
- \*Students are encouraged to enter the studio prior to class for a time of quiet practice or stretching.
- \*Students should be waiting outside the classroom prior to their scheduled time if another class is inside.
- \*All street clothing must be removed before entering the studio.
- \*Behavior in the halls and the dressing room should be polite and quiet
- \*Respect for the teacher and for one another is essential to a successful classroom environment.
- \*No food or drink except water is permitted on our carpet. Please eat in the Green Room.

## **Teaching Method**

Ballet teaching requires that the teacher physically touch the students. The student who wants to improve appreciates verbal or physical corrections. Actual touching and physical moving of body parts is essential to the proper teaching of ballet. Proper ballet training happens only when the student feels the correct body position and in most cases that requires the teacher to place the body into position. This can cause muscular discomfort. It is not unusual for a dancer to come home with sore muscles just as participants in any sport or physical activity might do. Communication and education for both dancers and parents is very much a part of our program. Parents are welcome to observe class and speak to the teacher regarding any special concerns.

## **Corrections**

As a part of their training, Dancers will receive frequent constructive criticism (called corrections) throughout the year. Corrections are given to assist and teach. The student should understand that a correction is a gift and should be received as such.

## **Ballet Etiquette**

In today's world of instant informality and less than perfect manners, ballet class provides an oasis of true courtesy and dignity, a remnant of the royal decorum of the Baroque age. In ballet we create an environment conducive to learning and physically demonstrate the esteem in which we hold your art, our teacher and our fellow students. Considerate, respectful behavior is expected. Courtesy is especially important for

performing artists. A performance is a complicated machine with a lot of moving parts and politeness is the essential lubricant.

### **Waiting Area**

Parents are invited to wait for their child in ESO's Dance Lobby outside the studio. Bring your cell phone, your lap top or a really good book and make our home, your home. If you have brought other children with you while waiting, please be sure that you are supervising them. We strive to make this a safe and comfortable environment for you and your children. With this in mind, we ask:

- Please be considerate of those around you. At no time should someone be throwing objects, running through the green room or rough-housing
- Please be sure that all children clean up any snacks and behave appropriately at all times.

### **Visitors**

Arrangements may be made for special visitors to observe a class from time to time. Please contact the Dance Director before class to arrange a visit.

### **Sitting or standing in the Studio Doorways**

*The Dance Director has requested that parents and siblings be kind enough not to stand or sit (either in a chair or on the floor) in or near the doorways of the studios during classes and rehearsals where the children can see you.*

We invite you to glance in briefly, but please be good enough not to stand and watch for more than a moment or two.

The problem is that the children do not give their full attention to their instructor when there is another audience to draw their attention. Some children behave differently when their parents are watching, others simply want to wave or keep their eye on their parent for approval or input. Small children sitting inside the studio, running in and out of the doorways and laughing or doing gymnastics where the students can see them is also extremely distracting. For you to receive full value for your dancer's class time, they need absolute concentration. The fewer distractions available to them, the more progress the teachers can make in each class. Please enable us to give your children the best possible training in classical ballet.

### **CITIZENSHIP**

Responsible citizenship, combined with consistent effort, is the basis for success in life. It is essential that students understand the School's expectations concerning citizenship and student recognize that each individual is accountable for his or her actions. We believe that the citizenship of our students is as important as success in dance.

All members of the ESO School of Dance community must demonstrate the ability and the willingness to conduct themselves with courtesy and self-control, to respect the rights

and property of the individual and the School and to demonstrate a seriousness of purpose and a spirit of cooperation and trust.

### **Code of Ethics**

- Dancers of ESO School of Dance represent the highest standards of morals, ethics, honesty and responsible behavior. They set a good example for their peers and for the younger children in the school.
- Dancers will be truthful, straightforward and honest, demonstrating integrity in their dealings with each other, other dancers, their teachers and other adults.
- All dancers will treat each other with respect, consideration and courtesy.

Competition, though encouraged within the classroom situation, should not be felt in the halls and dressing rooms. Each Dancer should help and encourage all of the others to do their best and set a good example for others.

### **Studio Attire**

Dancers are participating in a disciplined art form that requires disciplined preparation. The dress code encourages improved concentration. Clothes (washed after every class) and shoes should be marked **INSIDE** with the student's name and kept in a dance bag to insure that all items are ready for class.

Pink tights for girls and black for boys, enable muscles to be seen. Pink and white shoes continue the line of the leg, and leotards outline the body so the physique can be clearly seen.

- Nothing should be worn except the uniform as the uniform is several layers.
- Ballet slippers must have elastic SEWN across the instep and tights must cover the feet.
- New Shoes - New shoes should be checked by the teacher before they are worn, as they cannot be returned once dirty. Parents should not cut strings or ribbons but ask the teacher to do it. Shoes will be checked, ties adjusted and cut by the teacher on the first day of class for the younger children.
- Pointe Shoes - **Only Ms. Dana** should cut the ribbons and ties on toe shoes.
- Jewelry and watches should not be worn. Tiny earrings are acceptable.
- Legwarmers and shorts may not be worn in class.
- No pins should be used anywhere in the uniform.

No T-shirts, boxers, or baggy outerwear are to be worn in class.

### **Dance Attire may be purchased from the following stores:**

Jete (mention ESO and receive a 15% discount) 4668 Pembroke Blvd, **Virginia Beach**, VA. 757-499-9184

Discount Dance (online)

We will gladly receive any out-grown dancewear or shoes for our borrower's box.

## SHOES: THE DANCER'S TOOLS

1. **Do not wear dance shoes outside!** Oils and dirt are hazardous when tracked into the studios and are damaging to the shoes.
2. Shoes must fit properly.
3. Dance shoes fit snugly and are **not** fitted with room to grow.
4. Toenails should be cut short and straight to avoid sore nails.
5. Do not sew elastic or ribbons on the shoes if you are unsure of the fit or do not know where or how to sew them on. Have your teacher check and approve the shoes first. Elastics may **never** be knotted and wrapped around the bottom of the foot.
6. Leather shoes will stretch. Canvas shoes do not.
7. Gaps and bagging are signs of an improper fit.
8. Cross the drawstring to pull taut around foot, then tie and tuck into the shoe.
9. Never use the drawstring to fit the shoe. This could injure the skin or tendon.
10. Laces, ribbons and ties must be neatly secured or tucked in.
11. A small crochet hook is helpful in retrieving a drawstring that has withdrawn into the casing.

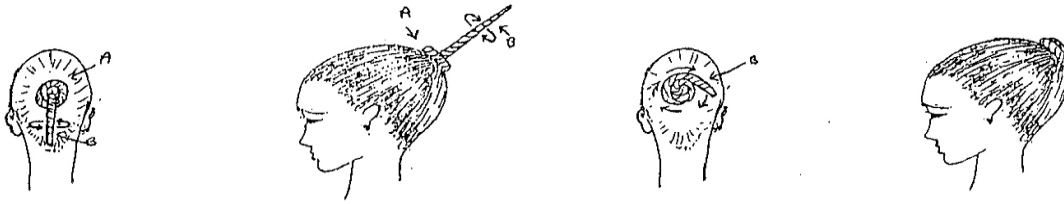
## Hair

One of the cardinal rules of being a dancer is having the hair groomed so that it is immobile and not distracting. Hair must be fixed in place, close to the head without exception. There are to be no hanging braids of any kind or beads. If there is no possible way for a dancer's hair to be fixed this way, please see the teacher for instructions. Girls must wear their hair in a bun with NO BANGS. Buns must have rubber band, hairnet and hairpins. **No scrunchies.** Please use long hairpins with long hair. Hair that is too short for ponytail and other options listed above can be held in place with a headband.

Students should learn how to fix their own hair. It will take practice, but before long they will be able to do it easily in the car on the way to the studio if necessary. All students will be expected to meet hair requirements.

## Instructions for Styling Hair

1. Brush hair smooth. Remove all tangles.
2. Spray hair lightly with hair spray. Smooth hair with hands and secure wisps, layers or short ends into a ponytail and secure with a braided elastic band. (Do not use rubber bands. They tear hair.)
3. Secure sides and back hair with clips or barrettes.
4. Divide ponytail into two sections and twist or three sections and braid.
5. Wrap each section of twisted or braided hair clockwise around the braided elastic band secure with hair and bobby pins as you wrap.



6. Place the hair net over the bun; twist the net over the bun at least two times. Tuck ends of hair net into the bottom of the bun and secure with hair or bobby pins.
7. Spray hair and bun with hair spray to set. Smooth with hand or comb.

### **Shorter Hair:**

1. Chin length hair - This length is difficult to place hair in a bun. Pull hair into a ponytail, securing the sides back away from face with clips or barrettes. Spray heavily with hair spray to set.
2. Very short hairstyles should pull sides away from face. Long bangs secured back with clips to keep from eyes.

### **Why do dancers wear their hair this way?**

Credible professional dance schools require their students to wear their hair up for class. The correct use and placement of the head and neck are very important in dance for concentration and balance. Hair must be removed from these areas to allow instructors to see the development, technique and growth of the head, neck and shoulders so they can give proper corrections to achieve the desired results.

Unsecured hair is distracting and can throw a dancer off balance, especially when turning or can injure partners. Bangs and wisps can cause shadowing on the face and create a short look to the forehead. A uniformed look is desired in class and is essential for neat grooming and for confidence and conscientiousness. This demonstrates the value of being prepared, encourages individual artistic expression and provides visual ease for the teacher's corrections.

### **Valuables**

Please guard your valuables. If necessary, bring them into the studio with you. The school is not responsible for lost or stolen articles.

### **Class Assignments**

Students may not change class day or time within the semester.

### **Nutcracker**

Each year ESO School of Dance includes all students in the production of *Nutcracker*. Schedules and further information will be posted on the website and passed out in mid October.

## **Spring Performance**

Takes place every year during the month of May. All students take part. Schedules and further information will be posted on the website and passed out in March of the performance year.

## **Casting**

Casting decisions are made by the Dance Director. As a rule, casting decisions are not considered a topic for conversation with the director. If you feel strongly that you must discuss it with someone, please make an appointment with the Dance Director by contacting the office.

## **Videotaping and Photography of Performances**

As a service to parents, Shorefire Productions videotapes all performances in HD and makes them available for a small fee. Photography is permitted at rehearsals; however, flash photography may not be used at any time there are dancers onstage. It is extremely hazardous for the dancers and prevents the lighting designer from doing his work. **As a courtesy to all attending the performances, please enjoy the event and let us tape it for you.**

## **Electronic Devices**

It is understood that parents may give a student a cell phone for his/her safety. Cell phones must be kept out of sight and **TURNED OFF** during class. **IF A CELL PHONE RINGS DURING CLASS IT WILL NOT BE ANSWERED.** Please call the office at 757-442-3226 to leave a message for your dancer.

## **Email notices**

To join our emailing list for information and updates, sign up by emailing us at: [eso@esoartscenter.org](mailto:eso@esoartscenter.org)

## **SUMMER CAMPS**

Intermediate and advanced students with professional aspirations are encouraged to take part in the national summer school auditions held during the early months of the year. Auditioning is a valuable part of a dancer's training and the more auditions that one does, the easier they become. Even if the student is not planning to go away for the summer, the audition process is a valuable one and one that should be experienced by any serious dancer. Please ask your teacher for more information or check in *Pointe Magazine* in December and early January.

## **DANCE CAMP**

This is a 2-week-long summer adventure for younger students. Children will experience a dance class utilizing various props to enhance their movements. Healthy snacks are discussed and enjoyed each day. Weeklong activities include live performances, games,

music, and activities centered around a classical ballet such as *The Nutcracker* or *Swan Lake*.

### **INTENSIVE WORKSHOPS**

Open to serious students of dance, an exciting program of activities is planned to enhance the daily training necessary for aspiring dancers. A placement class may be held on the first day of workshops. Students attending all five weeks will take part in a special performance at the end of the workshop.

### **ANIMALS ON CAMPUS**

Dogs, cats, and other animals (except companion dogs for individuals with disabilities) are prohibited at any ESO School of Dance site or activity, including all exhibitions, concerts and performances. Prior permission of the Executive Director must be secured to include animals in productions or for any other purpose.

### **TOBACCO**

The possession or use of tobacco or tobacco products is not permitted at The ESO School of Dance or at any ESO School of Dance activity, including trips.

### **ALCOHOL AND OTHER DRUGS**

Using, possessing, transmitting or being under the influence of any illegal drug or alcohol by a ESO School of Dance student while on the site of any ESO School of Dance facility or in attendance at any ESO School of Dance function at any location is strictly prohibited. Trips are included. Violation of this rule will result in disciplinary action and referral to appropriate law enforcement agencies.

### **WEAPONS OR FACSIMILES**

Possession of firearms, knives, explosives, or other dangerous weapons, BB/ pellet guns, mace, pepper gas, or facsimiles on the facility or in attendance at any ESO School of Dance function at any location, including trips, is forbidden. Violation of this rule will result in disciplinary action, and referral to appropriate law enforcement agencies.

Assault is defined as an unlawful threat or attempt to harm another physically. Assault and battery is defined as the carrying out of threatened physical harm. Battery is defined as any bodily hurt, however slight, done to another in an angry, rude or vengeful manner. Battery, assault or assault & battery will result in disciplinary action, possible referral to the student's high school and referral to appropriate law enforcement agencies.

### **HAZING**

Hazing or any type of activity considered to be initiation is prohibited and will result in disciplinary action.

### **SEXUAL HARASSMENT and ASSAULT**

Sexual harassment is forbidden. It shall be understood to be: *unwelcome sexual advances; requests for sexual favors and other sexual verbal communications; or physical conduct of a sexual nature in which the conduct substantially interferes with a*

*student's performance or creates an intimidating, hostile, or offensive school environment.*

Sexual assault and/or harassment will result in disciplinary action, referral to the student's high school, and possible referral to appropriate law enforcement agencies.

### **FOOD**

Food consumption is permitted only in specific areas designated by the School of Dance Director.

Students may bring food to ESO but must only eat in those designated areas and must clean-up after themselves.

### **DAMAGE TO FACILITIES, EQUIPMENT, AND SUPPLIES**

ESO operates in leased facilities and often with leased or borrowed equipment. It is especially important that students use the facilities and equipment with care. Defacing or damaging property in any way is considered a major offense and will be handled as such. Students who use ESO School of Dance equipment are responsible for repair or replacement if damaged, lost or stolen while assigned to them.

### **SELF-SUPERVISION**

During extra time before and after classes, during class breaks and occasionally on rehearsal and performance days, students will be responsible for themselves without direct adult supervision. This may occur before rehearsals or performances begin, or at scheduled breaks or meal times. Students are not to leave the premises during these times without the expressed permit of the School of Dance Director.

The Executive Director and The Assistant Director of ESO have the same authority as the school of dance director to exercise whatever disciplinary measures are appropriate in dealing with student misbehavior. Such measures include short term suspension from ESO. Suspension from ESO may be appealed directly to the Executive Director. Suspension from a middle or high school may also result in suspension from ESO and vice versa. Students who have serious or repeated behavior problems may be withdrawn from ESO.

### **REQUIRED REPORTING OF CERTAIN OFFENSES TO LAW ENFORCEMENT AUTHORITIES**

§ 22.0-279.3:1.D. of the *Code of Virginia* **requires principals to immediately report to the local law-enforcement agency** any act enumerated in clauses (ii) through (vii) of § 22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the *Code* lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § 18.2-60.3 on a school bus, on school property, or at a school sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property, or at a school sponsored activity;
- v. The illegal carrying of a firearm, as defined in § 22.0-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devises, or hoax explosive devises, as defined in § 18.2-85, or explosive or incendiary devices, as defined § 18.2-433.1, or chemical bombs, as described in §18.2-87.1, on school property, or at a school sponsored activity; or,
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property.

## **DISCIPLINARY MEASURES**

Be advised Eastern Shore's Own School of Dance Assistant Director and Executive Director may request at any time and in any situation the presence of law enforcement personnel and may report any situation determined necessary in their opinion.

## **BUSINESS MATTERS**

### **Paying Tuition**

Tuition may be paid annually, by the semester or in monthly installments. Monthly tuition payments are due on the 10<sup>th</sup> day of each month.

### **Billing**

ESO School of Dance sends statements about the 15<sup>th</sup> of each month. Any questions or concerns about your statement should be discussed with the Assistant Director or the Executive Director.

## **Returned Checks**

If your check is returned for insufficient funds, we will call you immediately. There is a \$25 charge for all returned checks.

## **Financial Assistance**

Financial Assistance, based upon need and merit, is designed to permit as many qualified students as possible to attend the School. It is available through the School financial assistance program. Financial Assistance is available for students age 4 and up by September 1 of the current academic year. Requests must be made by August 15 each year. Any family with limited resources who feel they may qualify for aid should contact the school office for applications and requirements.

Students who receive financial aid in the fall will be reassessed during the month of January. At that time ESO School of Dance staff will consider students' attendance, commitment level and parental timeliness of payments. ESO School of Dance reserves the right to discontinue financial aid if the student and parent are not reassessed favorably.

## **Refunds / Tuition Credits**

**Registration fees and tuition are non-refundable**, except for medical reasons with a doctor's written explanation, or due to relocation. Tuition credits may be allowed under certain circumstances, if a withdrawal form, available in the Ballet office, is received prior to withdrawal.

## **Withdrawal**

If a student withdraws from class for any reason, the parent must notify the office as soon as possible. **Tuition credits or refunds will not be issued unless a withdrawal form is completed and returned to the office within one week of the withdrawal.**

No credit or refunds are given for missed classes. In the event of a prolonged illness or injury that prohibits dancing, a doctor's statement must be presented to the Dance Director in order to secure a partial refund. Registration fees are not refundable. Classes missed cannot be made up after withdrawal. To withdraw from a class, written notice must be received in the office two weeks prior to the withdrawal. Parents are responsible for all fees prior to written notification. There is no credit for classes missed prior to two weeks after written notification.

## **WEBSITE & PUBLICATIONS**

In an effort to be good stewards of the resources available to us, we post all general communication to our website in lieu of sending out mailings. Periodic emails will be sent alerting you to new and updated postings and giving you links to the latest newsletters and rehearsal schedules. This allows us to make the most recent and comprehensive information available to our parents and students 24/7. You may contact our office via email at [eso@esoartscenter.org](mailto:eso@esoartscenter.org). There is also a Facebook group: ESO School of Dance, which will provide timely information.

The semi-annual newsletter will be posted on the website and a notice will be emailed to our families. Each issue contains important notices and helpful information. Sometimes we have to update calendar dates or other things. The most current information on the website is always correct. Also, if you move, please be certain we have your new address and phone number!

The website is <http://www.esoartscenter.org>

Eastern Shore's Own School of Dance  
**Student Information for School Directory 2011 - 2012**

**(Print or type all items)**

Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

Parent(s) Name(s):

First Last \_\_\_\_\_

First Last \_\_\_\_\_

Mailing address:

Street City Zip \_\_\_\_\_

Parent's email address: \_\_\_\_\_

Student's email address: \_\_\_\_\_

Phone Parent's \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

\* Emergency #

(Other than parent): Cell # \_\_\_\_\_

Work #: \_\_\_\_\_

I do not wish to have the above information included in the ESO Directory.

**Parent Signature Date** (Month/Day/Year)

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\* For Student records only

Eastern Shore's Own School of Dance  
**Student Driving Permission Form 2011 - 2012**

\_\_\_\_\_ (Student) has my permission

(PLEASE PRINT)

to drive to, at, and from Eastern Shore's Own School of Dance, including the sites checked below.

- **Eastern Shore Community College**
- **Nandua High School**
- **Northampton Middle School**
- **Richmond Ballet**
- **TR Dance Center & Monroe Building**
- **Chrysler Hall / Scope**
- \_\_\_\_\_ **Other**

Neither Eastern Shore's Own School of Dance (ESO), nor any of its agents shall be held liable in case of accident involving this student while driving to, at, or from ESO. I hereby certify that my son/daughter has a valid driver's license and that all regular high school policies have been followed. I also understand that ESO will NOT be held responsible for any parking or traffic violations incurred by this student. I understand that school bus transportation is provided; however, I waive this provision and request that the above named student drive a personal vehicle.

\_\_\_\_\_  
**Parent/Guardian Signature Date (Month/Day/Year)**

Eastern Shore's Own School of Dance  
**STUDENT HANDBOOK FORM**  
2011 - 2012

Return this form to your Department Director or to ESO by mail or fax.

We have read Eastern Shore's Own School of Dance 2011 - 2012 Student Handbook, and agree to meet the expectations contained therein.

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**STUDENT SIGNATURE DATE (Month/Day/Year)**

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**PARENT SIGNATURE DATE (Month/Day/Year)**

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**STUDENT NAME (PRINT) DEPARTMENT**