



THE  
CALIFORNIA  
CONSERVATORY OF DANCE

# POLICIES & PROCEDURES

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***www.theccofdance.com***

The California Conservatory of Dance is open and holds classes seven days a week. A member of the front desk will be happy to help answer any of your questions or concerns during the front desk operating hours of 9:30am-7:30pm. While members of the front desk will gladly try and resolve any pertaining issues, matters regarding level placement and/or casting must be discussed directly with the Director. To schedule a meeting with the Director, please see a member of the front desk. The CCD has the right to refuse service to anyone and maintains that it does not discriminate against race, gender, age, or religious belief.

In an effort to maintain consistency and efficiency, The CCD uses email notifications as the primary method of communicating current and relevant information.

The CCD requests that parents check their email regularly and promptly notify The CCD office of any email address changes.

The CCD also maintains current information (such as registration forms, class schedules, dress code, etc.) on The CCD's website: [www.theccofdance.com](http://www.theccofdance.com)

Parents and students may request information through The CCD's e-mail: [info@theccofdance.com](mailto:info@theccofdance.com).

For requests of a time-sensitive nature, it is best to call The CCD at 949-829-5911.

Please note that schedules are subject to change without notice.

## **ATTENDANCE**

The following headings cover The CCD's policies and procedures regarding student attendance. Consistent attendance is mandatory and necessary for students to maintain progress. Attendance is a strong factor when a student's progress is being evaluated and level placement considered.

### **DAILY ATTENDANCE**

Students in all levels will have their attendance taken in the classroom by their teacher. All students are required to attend all classes in their level's schedule. All students who must miss a class are encouraged to make up the missed class(es) in a lower level class within the month of the absence.

### **REHEARSALS**

Students are required to attend ALL REHEARSALS in preparation for any CCD School/Ensemble performance or appearance. If a student must miss a rehearsal, parents must inform The CCD in advance by emailing: info@theccofdance.com. The CCD office will notify the appropriate teachers. Please do not direct absence notifications to teachers or to The CCD Director. The CCD Director reserves the right to withdraw a student from a performance should the student be absent from required rehearsals. Parents should carefully consider rehearsal requirements before committing their child to any CCD School/Ensemble performance opportunity. Absences - excused or for other reason - may result in a student being asked to understudy their role or another role. Understudies will return to their roles at the sole discretion of The CCD Director.

### **ABSENCES**

Parents or students will promptly notify The CCD of ANY absences via email at info@theccofdance.com or by calling The CCD at 949-829-5911. The CCD office will notify the appropriate teachers. Please do not direct absence notifications to teachers or The CCD Director. Excused absences include only the following: Family emergencies, medical emergencies, illnesses, severe injuries that prohibit a student from watching their classes and/or rehearsals, religious obligations, or participation in a CCD event.

### **TARDINESS**

Students are expected to be on time for their classes. In the interest of injury prevention, teachers may not allow a student who arrives tardy to participate in the class. In such an instance, the student will observe the class. Chronic tardiness will be taken into consideration when a student's progress in the Conservatory is being evaluated.

Please notify The CCD of any tardiness via email at info@theccofdance.com or by calling The CCD at 949-829-5911. The CCD office staff will notify the appropriate teachers. Please do not direct tardy notifications to teachers or The CCD Director.

Students arriving late may not enter the classroom while music is being played. Once students hear a pause in the music of their class, they may enter the classroom, greet their teacher and wait courteously to be placed in the class. For the safety of the students, teachers have the right to ask a tardy student to sit and observe his or her class. This is not meant as a punishment, but rather as a necessary means to ensure a dancer's safety and well-being.

### **MAKE-UP CLASSES**

Shall the schedule allow, all students should make up any missed classes by taking an additional class in the same level or one level lower, within a month of the absence. Students wishing to make up a class must notify a member of the front desk staff.

## **LEVEL PLACEMENT AND ADVANCEMENT**

Students are placed in levels according to what The CCD feels is appropriate for their age and experience. Students may not automatically move on to the next level in The CCD at the end of the year as in academic schools. It may take more than one year of training at any level to arrive at the proper physical strength, skill, proficiency and emotional maturity of that level. The CCD Director makes all final decisions regarding level placement.

### **STUDENT EVALUATIONS**

Teaching faculty will evaluate a student's progress throughout the year. Students will receive written evaluations from their teachers in May. Parents may schedule a conference to discuss their child's progress and may do so by first contacting The CCD office.

## **CONDUCT**

The Conservatory is committed to maintaining a healthy school environment that allows all students to participate in and fully enjoy their dance training. By enrolling in The California Conservatory of Dance, parents and students agree to abide by the following codes of conduct:

### **STUDENT CONDUCT**

All students will be courteous and respectful to one another, to their teachers, to all The CCD and Ensemble staff, as well as fellow dancers. The CCD Director will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory.

Students will promptly report any injury or illness that occurs while they are at The CCD to their teacher, The CCD administrative staff, or The CCD Director.

Students will arrive and leave The CCD with appropriate clothing covering their dancewear.

Students will recognize that The CCD views it a privilege to watch Ensemble rehearsals. Students may watch rehearsals or other classes quietly from the hallway. When watching from the hallway, students will move aside when Staff and visitors pass by. Talking in the hallways or causing distractions may jeopardize this privilege. Congregating in the hallways for any reason other than watching rehearsals/classes is not permitted.

Students will respect that The CCD common and office areas are work places; and students will conduct themselves appropriately, talking quietly, and keeping the common areas clean.

Students will be responsible for their own belongings. No valuables should be left unattended in the dressing rooms or studios. Personal items left at The CCD will be placed in the Lost and Found for a maximum of two weeks only. Items not claimed within that time will be removed from The CCD.

Students will demonstrate a respect for Conservatory property by maintaining clean and tidy dressing rooms and not leaving trash behind in the studios and hallways. There is no eating or drinking in the dressing rooms and studios. Students may eat or drink in the common areas, but need to be mindful to clean up trash and/or crumbs.

The CCD will not tolerate the theft of any Conservatory or other student's property. Students who participate in theft face immediate dismissal from The CCD.

### **NO BULLYING POLICY**

The CCD maintains a strict no bullying policy. Students who verbally or physically cause harm, threaten to cause harm, who physically or psychologically intimidate another student, and/or name call or harass other students for any reason will be placed on a probationary status and may face immediate dismissal from The CCD.

The CCD strongly encourages students and/or parents to notify The CCD office with their concerns regarding student conduct. In situations of immediate conflict, students must not take matters into their own hands. Conservatory teachers and administrative staff should be made immediately aware of the conflict so that they may mediate and help bring resolution to any problems that may arise.

### **PARENT CONDUCT**

Parents will be respectful toward all employees of The California Conservatory of Dance.

Parents will make an appointment in advance, if needed or necessary, to meet with The CCD Director or faculty member.

Parents are invited to observe classes only during scheduled Observation Weeks or by arrangement with The CCD office.

Parents will be respectful of other CCD parents and their children. With the exception of any parent volunteers, who have been asked to help coordinate rehearsals or performances, no parent may discipline another parent's child while at the Conservatory. Parents will immediately direct any concerns with other students to the Conservatory Office.

### **TEACHER-STUDENT CONTACT**

In teaching the art of Ballet, as well as other dance disciplines offered by The CCD, it is entirely appropriate for teachers to put their hands on a student to correct the student's posture, physical line, position of the student's body, or to help a student hold a position. The CCD does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling a child in the Conservatory, parents acknowledge that it is The CCD practice to correct students with physical contact.

## **SAFETY**

The CCD requires that parents and students abide by the following additional safety procedures:

### **INJURY/ILLNESS**

Should a student suffer a prolonged injury or illness, parents are required to provide The CCD with written notification from a physician that permits the student to resume classes. The CCD also requests any medical information or recommendations that may help The CCD's teachers best work with a student as he or she recovers to be directed to The CCD office. Information will then be passed on to the appropriate teachers. The CCD is not responsible for illnesses or injuries that occurs at anytime on the school premises or during school/company functions.

### **IN-CLASS INJURY/ILLNESS**

Students who become ill or develop a minor injury while at the Conservatory should immediately report this to his or her teacher or other Conservatory staff member. If possible, in such instances, students are expected to continue to watch his or her class as an observer.

### **MEDICATIONS**

The CCD does not permit The CCD staff members or teachers to provide or administer over-the-counter medication.

The CCD must receive written notification for any student who requires prescription medication while participating in The CCD classes, rehearsals or performances. All prescription medications must be in the original container with the prescription. **THE CALIFORNIA CONSERVATORY OF DANCE DOES NOT ADMINISTER PRESCRIPTION MEDICATIONS.** The CCD requires that students who are taking prescription medication be able to either self-administer or have a parent/guardian assist them.

### **SUBSTANCE ABUSE POLICY**

The California Conservatory of Dance forbids the possession, consumption, sale, or storage of any alcoholic beverages or illegal drugs on The CCD property or at a CCD sponsored event. Students face immediate dismissal from The CCD and will be referred to the proper authorities, should they be involved in any of the above activities.

### **SIGN OUT PROCEDURE**

Students should remain in the Conservatory building once they arrive for classes. Students who wish to sign out of The CCD building between classes/rehearsals must:

1. Provide The CCD with written parental consent (if under age 18).
2. Sign out with The CCD front desk upon leaving and sign back in upon returning.
3. Leave using the "Buddy System."
4. Be dressed in appropriate clothing covering their dancewear.

If a student does leave the building between classes or rehearsals, The CCD will not be held responsible for a student's behavior or experience outside of The CCD.

### **ARRIVAL/DISMISSAL**

All parents will ensure that their child enters The CCD building for his or her class.

Parents will make every effort to pick their children up from The CCD on time. In the event that the parent or guardian is unable to pick up his or her child up from The CCD, the parent must notify The CCD in advance of the person who is authorized to sign out the student. This person may be required to provide identification to The CCD staff upon arrival.

Students should remain inside The CCD while waiting for their parents to pick them up after class. Whenever possible, parents should park their cars and enter The CCD building to pick up their child at the end of classes.

## **GENERAL**

The following provides information regarding general policies and procedures of The California Conservatory of Dance:

### **DRESS CODE**

Students are required to follow the appropriate dress code(s) for their level, as outlined in the Registration Handbook.

### **WARM-UPS**

Students are encouraged to have warm-up/cover up clothes for both before and after their classes.

Students are required to arrive and leave the building with their dance wear appropriately covered.

Students with minor injuries, who are continuing to take class, may wear close fitting leg warmers.

During class students may not wear plastic pants, shorts, or any other type of concealing warm-up clothes.

### **HAIR, JEWELRY AND MAKEUP**

Ladies will wear their hair and bangs neatly away from their face and secured in a bun or French twist. Ponytails are not acceptable for ballet classes.

No distracting hair ornaments are allowed.

Male students will not have their hair overly long or falling into their eyes for class.

Students may not be allowed to perform with The CCD Ensemble if their hair is dyed to an unnatural color.

No jewelry, with the exception of studded earrings, will be allowed.

Only natural peach or pink nail polish may be worn.

No body art or tattoos may be visible.

### **PARENT OBSERVATION**

Parents, guardians, and relatives of students are invited to watch classes during The CCD's Observation Weeks.

Dates for these weeks are given in The CCD's calendar page of the registration material and on the website.

Parent requests for themselves or other family members to observe classes outside of the Observation Weeks may be made only by contacting The CCD front desk in advance.

### **PHOTO/VIDEO POLICY**

Upon registration, parents sign a photo/video release which authorizes The CCD to use images of their child for The CCD's promotional purposes.

The CCD restricts the use of such images to archival needs or The CCD marketing opportunities.

The CCD does not permit or authorize the use of such images by any individual or other entity outside The CCD.

The CCD does permit parents to photograph (without flash) and/or videotape their children during Observation Weeks.

Parents may not make any commercial or other non-personal use of any photographs or videotapes made at any time.

Parents must not disrupt the progress of their child's class with the taking of photos or video.

The CCD prohibits any unauthorized or inappropriate use of images taken of The CCD's students while they are engaged in CCD activities.

For the safety of the performers and with respect for copyright laws, The CCD does not permit any unauthorized photography or video to be taken during performances.