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## OVERVIEW



### Background

Welcome to the School of Alberta Ballet and our 2017-2018 Season. Established in 1991, the School of Alberta Ballet is located in downtown Calgary and is recognized as one of Canada's leading professional dance schools. Under the leadership of Artistic Principal, Ashley McNeil, the School of Alberta Ballet has an annual enrollment of approximately 100 students in grades 7 through 12. In addition to the intensive artistic training the School offers private academic instruction and provides residence accommodation, innovative programming, summer training programs and four performances opportunities, including an exciting Year End Performance at the Southern Alberta Jubilee Auditorium. Students are afforded the opportunity to train with both Alberta Ballet's artistic staff and international guest teachers, making the School of Alberta Ballet experience an unforgettable one.

On behalf of all staff, we welcome you to the School of Alberta Ballet. If you have any questions which are not answered in this handbook, please feel free to contact us at the numbers or emails listed in the Staff Directory, or call our reception desk at 403-245-2274.

## PROGRAM INFORMATION



### **What to Expect in the Professional Division**

The School of Alberta Ballet's Professional Division offers training to young dancers who aspire to have a professional dance career. Training professionally at the School of Alberta Ballet includes daily coursework in ballet, pointe work, boy's technique, pas de deux, repertoire, contemporary dance, character dance and body conditioning, as well as integrated academic classes for students from grades 7 through 12. An extraordinary sense of commitment, passion and self-motivation are required to meet the high standards of this program. The professional world of ballet is very competitive and only the best can succeed. Students and their families should be keenly aware of this commitment and investment before beginning this program.

New students coming into the program, especially at the Senior School level, may find their academic classes a little different than classes at other schools they have attended. Given the number and intensity of dance classes required each day, these classes constitute the majority of what would be considered complementary classes at other schools. Academic classes are designed to provide the student with a course load that supports the achievement of a high school diploma while receiving the very best dance training possible. The academic program is intended to ensure that students who do not go on to pursue a career in dance will meet or exceed university entrance requirements.

### **The School of Alberta Ballet and Alberta Ballet**

There is collaboration between The School of Alberta Ballet and Alberta Ballet, creating a unique organization and the only one of its kind in Canada.

The company uses students from the school in many of its productions, offering a glimpse into the life of a professional dancer, affording students the opportunity to gain valuable experience with a professional dance company and to work with numerous acclaimed choreographers.

Each year, junior students audition to participate in Alberta Ballet's *The Nutcracker* and perform with the company on stage at the Southern Alberta Jubilee Auditorium. In addition to *The Nutcracker*, School of Alberta Ballet students of all ages have recently performed with Alberta Ballet in productions such as *Joni Mitchell's The Fiddle and The Drum*, *Love Lies Bleeding*, *Fumbling Towards Ecstasy*, *Romeo and Juliet*, *Dangerous Liaisons*, *Othello*, *Mozart's Requiem*, *Serenade*, *The Sleeping Beauty*, *Swan Lake*, *Madame Butterfly* and *Giselle*.

This close partnership between the school and the company gives students an opportunity to jump start their performing careers. Many graduates from the School of Alberta Ballet have gone on to join Alberta Ballet as company artists.

Students in the Professional Division will also be given the opportunity to attend numerous master classes and workshops led by the artistic staff of Alberta Ballet, various guest teachers and choreographers. Through these opportunities, the students are able to learn original choreographic works as well as excerpts from standard classical ballet repertory. This association enables the students to audition for roles in many of Alberta Ballet's productions. Students in the Professional Division are also expected to attend the dress rehearsals for all Alberta Ballet productions when access is granted by Alberta Ballet.

### **Alberta Ballet Discounts**

In order to facilitate students observing and learning from Alberta Ballet, Professional Division students will receive a 50% discount on all subscriptions and single tickets to Alberta Ballet productions, while parents receive a 20% discount. The offer is valid in sections B and C for any production within the 2017-2018 Season in both Calgary and Edmonton.

The purchase of single tickets to Alberta Ballet's *The Nutcracker* is excluded from this offer.

### **Out-of-Province and International Students**

Students coming from outside Alberta will find it helpful to understand the nature of curriculum standards in our province. The Alberta High School Diploma is recognized across North America and throughout the world. Curriculums in Alberta are provincially standardized, meaning students study the same material and receive the same quality education regardless of which school they attend.

International students study the same internationally recognized curriculum as Alberta students and can expect instruction in mathematics, science, language arts and social studies. Often, students from other provinces or countries find they are not as prepared for the Alberta curriculum as they may have been with their local curriculum. Families should be aware of these differences, expect a transition period and prepare students for the challenges presented.

Students coming from other countries will find that their experience will vary depending upon their English language proficiency and the difference in curriculum standards compared to the content in their home country or region. For example, students coming from abroad may have difficulties with English and Social Studies because of the volume and complexity of reading and comprehending extensive English narratives. However, many international students, even English as a Second Language students, find they perform quite well in Mathematics and Science.

For more information on the Alberta Curriculum and programs of study, visit:  
[www.learnalberta.ca/content/mychildslearning/](http://www.learnalberta.ca/content/mychildslearning/)

## **Assignment of Ballet Class Levels and Pointe Work**

The Artistic Principal, in collaboration with faculty, make all decisions in regards to the placement of students, recommendations regarding exams and the appropriate time for beginning pointe work. From time to time, students may be moved to different classes when, in the school's judgment, the student's training would be improved by such a change. Advancement in the school is not automatic. Each student's development as a dancer is individually assessed and tailored to accommodate different stages of physical development, coordination, ability to assimilate instruction and degree of motivation. During fulltime study, levels are set by stage and ability. This is to ensure a proper basic technical foundation is secure.

Students will receive a customized approach to leveling. If a student's abilities and talents are stronger in contemporary dance versus classical, their level placement and programming within the school will reflect this.

## **Exams**

### *Ballet*

Students in the Professional Division may be asked to participate in in-house assessment classes throughout the year. These classes are designed to help monitor the students' progress and give the students and their teacher valuable feedback. In some cases, the students may receive a mark in the class which will appear on one or more of their progress reports. Progress reports are distributed up to four times per year and help our teachers to communicate a student's progress to their parents. Parent-teacher interviews are also scheduled throughout the year in order for this progress to be further discussed. Parents who wish to schedule a meeting outside of these scheduled times should contact the Head of Junior School/Head of Senior School first in order to arrange a meeting.

### *Academic*

Academic classes include two final examination periods at the end of each semester and multiple semester checkpoint assessments.

- Final Exam sessions take place in January and June for all students.
- Semester Checkpoint Assessments are scheduled at the teacher's discretion.
- Provincial Exams:
  - Provincial Achievement Tests are written by all grade 9 students in June.
  - Diploma Exams are written by all grade 12 students enrolled in 30-level courses in January or June.
- Provincial and Diploma Exam Dates are set by the Province of Alberta. In keeping with the nature of standardized assessments, all students in the province write on the same day.
- Other academic exams for students in grades 7, 8, 10 and 11 will be aligned with the provincially set dates and are set by the school.
- Students are expected to remain in Calgary until all regularly scheduled exams have been completed.

Please check "Guide to Education" on Alberta Education website for High School Diploma requirements.

[https://education.alberta.ca/media/3272731/guide\\_to\\_ed\\_2016.pdf](https://education.alberta.ca/media/3272731/guide_to_ed_2016.pdf)

## **School Productions and Performance Opportunities**

Each year, students in the Professional Division participate in a Year End Performance at the Southern Alberta Jubilee Auditorium. The performance allows students at all levels to perform at a

venue with all of the lights, costumes, stage design and choreography of a professional production. Not only will the younger students gain valuable experience, the audience will be able to witness the brilliance of our graduating students before they begin their careers at dance companies around the world. Participation in this performance and all related rehearsals are mandatory for students, except for those who are injured. Students missing more than one of the mandatory rehearsals may be withdrawn from the performance, and if, for any reason, students miss the dress rehearsals at the Jubilee Auditorium they will not be allowed to perform under any circumstances. Failure to perform or attend rehearsals for non-medical reasons may result in denial of reacceptance for the following year.

### **The Nutcracker**

All students in the Junior School of the Professional Division will be asked to audition for and, if chosen, participate in Alberta Ballet's *The Nutcracker* as a mandatory component of their training, unless approved by the Artistic Principal. As a condition of performing in *The Nutcracker*, students must attend all rehearsals and related or associated activities. Parents with Calgary based students are fully responsible for the transportation of their student to and from rehearsals and performances with prompt pick-ups each day.

### **Outside Programs**

The early years of a dancers training are invaluable and must be approached with great care. Student's bodies can be fragile and a strong foundation of technique must be established early on to avoid permanent damage. We recommend students do not consider auditioning for any additional summer program until this strong foundation has been established. This is often not until the Grade 10 year. Junior School students are not recommended to attend any additional summer programs as the different training methods can cause confusion and potential for injury. Young bodies also need a significant amount of rest throughout the summer in order to heal and grow properly. Any student wishing to audition for an additional program must seek advice and approval from the Artistic Principal prior to auditioning. Students should avoid attending auditions for summer programs or other schools for the sole purpose of gaining audition experience. This intention may reflect poorly on the student and may affect their chances of successful auditions in the future. Audition experience is a part of the student's training and curriculum throughout the program.

If a student wishes to attend another summer program at a different school, please bring the dates and information to one of the program heads for discussion. Programs that conflict with School of Alberta Ballet summer programming will only be considered if they do not exceed one week.

The approval and guidance of the Artistic Principal is required before acceptance of any invitation to participate in performances, festivals, competitions, auditions, dance-related courses and summer schools outside the School of Alberta Ballet. Activities unrelated to the performing arts require permission when there is any risk of physical injury.

### **What is Summer School?**

For returning students, Summer Intensive is part of the School of Alberta Ballet's Professional Division full-year program, offering an opportunity to train full-time for a portion of the summer without the added workload of an academic program. For new students, Summer Intensive acts as the second part of their audition for the full-year program, giving School of Alberta Ballet faculty the ability to see how a student performs, reacts to corrections and adapts to the Professional Division environment over a longer period of time.

## **Readmission Procedure**

Students hoping to return to the School of Alberta Ballet's Professional Division will receive notice in late February as to their status for the following September. Some students and parents may be required to attend a meeting with Artistic and Academic staff prior to their notification. Please be aware that a request for a meeting does not automatically mean the student is not being reaccepted. All students must attend Summer Intensive in order to be considered for readmission to the Professional Division the following year.

## **Absences**

Ballet training must be consistent if it is to be effective. Curriculum is planned to allow each student to progress through the succession of classes into increasingly more complex levels of dance. Irregular attendance defeats this objective and may result in detention or other disciplinary procedures at the discretion of faculty. In some cases, the dismissal of the student from the school or denial of reacceptance for the following year will be carried out. The school calendar is designed to allow for student travel, as the school wants students to visit their families and take holidays where appropriate.

Non-reacceptance for the student will be considered when families pull students out of classes early or miss too many classes throughout the year. Further, students who choose to leave the school early before classes are finished, or return late from scheduled school breaks are putting themselves at risk of failing one or more classes. Students may be asked to leave the program should too many absences occur.

If the absence is absolutely necessary, students must complete and submit an Absence Request Form prior to travel that occurs outside of regularly scheduled school breaks. It is important to submit the absence request for approval two weeks in advance of travel arrangements being made to ensure that essential school programs and events are not being missed, impacting academic and artistic progress and performance. Students that will miss two full day of school or more are required to submit the Absence Request Form to School Reception according to the above timelines. This request will then be reviewed by the Artistic Principal and the Academic Principal. If the request is granted, the student can miss the approved time.

## **Student Sign-Out**

A sign-out sheet is located at reception desk and on bulletin boards in academic Junior and Senior High areas. Students that are leaving campus during their regular ballet school-day are expected to report to their academic homeroom teachers and sign out. Failure to sign-out or inform homeroom teachers can lead to not being able to leave the campus. Students in grades 7 through 9 are permitted to leave campus in groups of 3 and must remain inside the boundaries indicated by the school.





## CONTEMPORARY STUDIES



### **Program Description**

Modern dance training, philosophically and practically is about recognizing the natural functioning of the body and the purpose of its architecture. Therefore alignment, muscle tone and breath form the basis of technical training. We recognize the natural forces which affect movement or indeed create it: momentum, inertia, gravity, weight and centrifugal or centripetal force. Every dancer will have his or her own personal process as every individual is created differently. As a generalized imagining of the process, one starts with a clear understanding of the importance of alignment. This ensures the physical safety of the dancer. Layering in influencing factors such as the emotional state of the dancer and creating and cultivating an understanding of the metaphoric, symbolic and suggestive potential inherent in posture and movement happens in tandem with the physical process. The intended goal is to reveal a dancer who is strong, supple and resilient physically, mentally and imaginatively.

Dancers of today need to be well versed in both areas of classical and contemporary movement, and it is our philosophy to ensure a high level of training in both classical and contemporary dance for our students. The Contemporary Programming at the School of the Alberta Ballet is geared towards the student striving for a career in the contemporary arts field. Students will be placed into a level that is customized to their abilities and talent. Depending on the level placement, some students will be placed in a level that is geared more towards contemporary ballet work. The contemporary dance classes are complimented with a strong classical ballet component, which ensures the student is well prepared in many movement forms and has knowledge of differing idioms. There is a strong emphasis on the learning and performing of repertoire as it serves an arena in which everything learned in technique class can be brought to the fore and realized. The program consequently includes partnering, and choreographic composition as well as discussion on the role the contemporary arts play in modern society. This is an intellectually and physically demanding program for the aspiring young dancer.

## PREPARATION FOR PROFESSIONAL DIVISION



The Preparation for Professional Division is part of the Open Division at the School and provides classes for students in Grades 5 and 6 to develop their skill, stamina and passion for dance. This dedicated, intensive program will help prepare the student for the Professional Division, which is offered to students in Grades 7 to 12 and Post-Secondary, aiding in their aspirations of pursuing a professional career as a dancer. Students are not required to audition for the Preparation for the Professional Division program, however we recommend students to consult their primary ballet teacher to see if this program is a good fit.

The Preparation for Professional Division Program is designed as a full-year, high intensity extra-curricular program. Three weekly classes focus on developing a strong aptitude to ballet, offering training which is very detail oriented with an aim to develop a strong and precise technical foundation. These classes are comprised of classical workshops, pre-pointe or pointe work and modern ballet curriculums. Enrichment classes are offered to specifically target additional ballet training. Furthermore, students may supplement their core training with a weekly Jazz class.

Students entering Grade 7 must participate in our Summer Intensive, which is the third and final audition step for students wishing to participate in the Professional Division for the upcoming school year. Students who are entering Grades 5 and 6 are not required to participate in the Summer Intensive, but it is recommended as it will greatly assist in their training and development.

# **FACILITY INFORMATION**

## **School Facilities**

The School of Alberta Ballet is located in the heart of downtown Calgary in a state of the art facility within walking distance of the Alberta Ballet offices. Boasting six studios and six classrooms, the school is spread over 30,000 square feet and includes a library, costume room, physiotherapy room, student changing rooms with showers and lockers, a lobby and dining area for students, the School of Alberta Ballet Boutique Store, staff offices and a reception area. The residence, located on the Mount Royal University campus, is a 15-minute drive from the school. Calgary Transit also offers bus route #13 between the school and residence.

## **Security**

The school is extremely conscious of safety for all students. Two video cameras and buzzer system are in effect, connecting reception to the street level main entrance for after-hours access; the other, connecting the studios to the courtyard. Only students and parents are given access codes for the courtyard system. All guests must be buzzed in at all times. Within the school, only students are permitted in studios or the main corridor. Parents and all other visitors must wait in the lobby until the student is excused from class. Only Professional Division students of the school are allowed admittance to the upper floor and change room areas. All visitors must report to reception to sign-in at which time they will receive a visitor badge that must be worn at all times while in the building.

A number of lockdown and emergency evacuation drills are held throughout the school year, led by school staff, Calgary Police, and Fire Department.

Students are responsible for their own belongings and parents are asked to speak with their children about the importance of keeping their valuables locked in the lockers that are provided for them. Ideally, valuables should be left at home, or under extreme circumstances, they should be brought with students to class. Students may bring a small tote bag and a water bottle into the studio. All other belongings should be kept in their lockers. The School will not be held responsible for the loss of any personal effects or valuables. It is strongly recommended that parents mark all of the student's clothing, uniforms, ballet shoes and other belongings with the student's name. All unclaimed Lost and Found items will be removed at the end of each month and donated to charity.

## **Parking**

The School of Alberta Ballet is located in the heart of downtown Calgary. Parking at the School of Alberta Ballet is limited to street-front parking and residential parking in the nearby streets. Additionally, there is a public parkade available directly across the street.

## EDUCATION AND OUTREACH

The School of Alberta Ballet and Alberta Ballet are deeply committed to providing Education and Outreach opportunities to students within Alberta. Each year, the school reaches over 20,000 students within all corners of the province. Imagine children working with children, sharing experiences and fun while learning together. The Outreach programs set out to introduce and expose people of all ages and socioeconomic backgrounds to the artistry, grace and power of the art form of dance. There are many opportunities for Professional Division students to be involved in these outreach opportunities, broadening their own performance experience while bringing dance to new audiences.

### Emerging Artists Programs

The goal of these programs is to enrich the lives of children living in our community. Our Emerging Artists introduce ballet to children through storytelling and interactive creative movement. Since its inception in 2012, this program has brought world-class ballet to young people in dozens of urban and rural communities across Alberta, fostering both arts exposure and grassroots civic engagement.

Programs include: Emerging Artists in YOUR Community; Emerging Artists in YOUR Library; Emerging Artists EN Tour; Emerging Artists in YOUR School & Emerging Artists in OUR Studio

### Let's Dance Programs

Let's Dance brings dance and creative movement to children and youth who are identified as at risk or having special needs. Programming is delivered in collaboration with staff from participating social agencies.

### Why should students take part in Alberta Ballet Outreach programs?

- It is important for students from the School of Alberta Ballet to learn the value of giving back to the community in which they live by sharing their love of dance with the broadest possible audience.
- These performances allow for the students to positively represent their school out in the community.
- Every performance, no matter how large of a stage or audience, is a vital part of the student's dance education.
- It is these experiences that reinforce the commitment and discipline it takes to achieve goals.

For more details about the School of Alberta Ballet's Outreach programs, please visit our website <http://www.schoolofalbertaballet.com>.



## DRESS CODE & REQUIREMENTS

Uniforms for both dance and academic classes are required. Students and parents need to be aware that uniform violations are tracked on a three strike process in accordance with School of Alberta Ballet. Both ballet and academic uniforms are identified below.

Store hours are:

September-May:      Tuesday–Thursday: 4:00 p.m. – 7:00 p.m.

                                 Saturday:                      9:00 a.m. – 1:00 p.m.

July-August:              Please check our Facebook page for summer store hours

### Dance Uniform for Full Year and Summer School

All students are required to wear leotard colours and styles as set by the School of Alberta Ballet. Store staff will advise parents and students on the specific style and colour of leotard for different levels and divisions. There will be a specific style and colour of leotard for different levels and divisions. This uniform must be worn to classes and no other attire will be accepted. Students in the Professional Division should purchase a minimum of four leotards and enough pairs of tights to ensure they have clean clothing daily.

Please note that for all classes, in all divisions, hair must be secured in a neat classical bun using hairspray, hairnets and pins. There should be no bangs or accessories (headbands, scrunchies and/or clips). For jazz or modern, a high, slicked back ponytail will be acceptable. The school does not supply hairnets, pins, hair spray, dance shoes, leotards or tights to students who have not brought these items to class. However, many of these items will be sold at the School of Alberta Ballet Store. Students may be required to purchase these items if they do not bring them to class and they may be asked to observe class, rather than participate, until the appropriate items are worn. All students will also need yoga mat for conditioning, yoga and strength classes.

We will be introducing outdoor conditioning classes for our students during the spring and summer months. Students will need to come prepared with:

- Sunscreen
- Yoga mats
- Active wear (hats, workout shorts & shirts)
- Running shoes



## **Classical Ballet Uniform**

### ***Female Student Requirements:***

Black fitted shorts

Black footless tights

Jazz shoes (any colour)

Pointe shoes (if applicable)

Sansha convertible pink tights

Black character shoes 2" heel (Please only purchase once level placements have been made)

Hair secured in a classical ballet bun with a hair net

Pink Sansha ballet canvas shoes with crossed elastics

Character skirt (any ribbon colour; Summer school: required in all levels)

Uniform Repertoire skirt (available only through School Store after level assignments are completed)

Uniform leotard (available only through School Store after level assignments are completed)

### ***Male Student Requirements***

Dance belt

Character shoes

Black fitted shorts or pants (for contemporary and jazz class)

White short-sleeve leotard

Gray canvas ballet slippers with elastics

Gray footed tights – with elastic or belt to roll waist band

Hair must be neat, tidy and kept away from the face

White fitted t-shirt (for contemporary and jazz class)

### ***Contemporary Female Student Requirements:***

Black fitted shorts or pants

Uniform Leotard (available only through School Store, must be plain with no unique design)

Pink Sansha ballet canvas shoes with crossed elastics

Please note, watches, rings, necklaces, dangling earrings, hair accessories and warm up clothing (such as sweats, leg warmers, sweaters or wraps) are not permitted in class.

## **Academic Uniform**

Uniforms are worn at the School of Alberta Ballet to create a sense of community and cohesion in a professional learning environment. Students will be fitted for uniforms on the last day of Summer Intensive. All students must purchase their uniform prior to the first day of classes either from fitting days, at InSchoolWear store Unit A9E 6120–2nd Street SE, Calgary, AB T2H 2L8 or on InSchoolWear website at <https://www.inschoolwear.com/>.

Students are required to wear their uniform while in the school or while attending outside school activities. The School of Alberta Ballet logo must be visible and be prominently on display during these occasions. On Formal Days, students are required to wear their full uniform including blazer.



### ***Female Uniform Requirements:***

Kilt shorts

Navy knee socks/tights

School of Alberta Ballet tartan kilt

Girls Grey Pants (optional)

School of Alberta Ballet tie (optional for females)

Black oxford style or black athletic shoes. Boots are not permitted.

School of Alberta Ballet v-neck or collegiate cardigan sweater

White School of Alberta Ballet girls formal shirt (long, short,  $\frac{3}{4}$  length sleeve)

School of Alberta Ballet navy blazer (worn on Formal Days, field trips, special events)

### ***Male Uniform Requirements:***

Gray ribbed socks

School of Alberta Ballet adjustable pants

Black oxford style or black athletic shoes. Boots are not permitted.

School of Alberta Ballet tartan tie (mandatory for males)

School of Alberta Ballet v-neck or collegiate cardigan sweater

White School of Alberta Ballet boys formal shirt (long or short sleeve)

School of Alberta Ballet navy blazer (worn on Formal Days, field trips, special events)

Students are expected to wear their uniform at all times during school hours and to keep their uniforms clean and well maintained. Students should purchase enough items to ensure that they have clean clothing daily. Additional items can be purchased online throughout the year as required.

## School Supply Requirements



All students require a laptop computer for daily use (Windows / Mac) and a calculator. English as a Second Language students require a Franklin Language Master Translator.

### **Grade 7-9 Supplies:**

Scientific calculator (not a graphing calculator)

2-3 – 2” 3 ring binders

2 packages binder dividers

1 Pair scissors

2 white vinyl erasers

1 ruler (clear – 30 cm)

2-4 multi-coloured highlighters

2 pkgs. of pens

1 glue stick

1 packages graph paper

1 pencil sharpener

1 USB memory stick

2 pkgs. HB pencils or mechanical pencil with refills

2 duo tangs

2 pkgs. Loose leaf or coil notebooks

1 pkg. coloured pencils

1 pkg. graph paper

1 day planner (recommended)

Geometry set

### **Grades 10-12 Supplies:**

1 Graphing Calculator – Texas Instruments TI 83 OR TI 84-Plus (required both semesters)

1 packages binder dividers

1 or 2 – 3 ring binders

1 USB memory stick

2 packages pens

1 pencil sharpener

1 pkg graph paper

2 packages HB Pencils or mechanical pencil with refills

2 white vinyl erasers

2-4 highlighters (different colors)

2 pkgs. Loose leaf or coil notebooks



# HEALTH AND WELLNESS

## **Physiotherapy, Chiropractic Care and Nutrition**

The School of Alberta Ballet provides on-site wellness services, physiotherapy, massage, naturopath, and chiropractic care for our students. In partnership with local health-care providers, students may book and pay for appointments directly with the service provider and receive receipts that parents can use for insurance benefits, if applicable. Parental consent is required prior to treatment for students under 18 years of age. Our Registered Dietitian provides nutrition workshops for students and parents, as well as individual ongoing consultations with students.

Students' physical and mental health is of the utmost importance in meeting the demands of professional training. If a student requires the attention of a professional, such as a doctor, physiotherapist, massage therapist, or chiropractor, the school must receive a clear diagnosis, prognosis and estimated timeline for returning to ballet class. The staff will liaise with the student, and if possible, the healthcare practitioner, to monitor the student's full recovery to ballet class. This recovery may include Pilates, floor exercises, therapeutic exercises, remedial ballet class and/or modified work in their regular ballet class. If a student is unable to participate fully in ballet class, the expectation is they will continue observing their dance classes, take notes and work port de bras from a Pilates/yoga ball or chair, injury permitting.

In the event of suspected or reported eating concerns/disorders, parents will be notified immediately. Students will require a medical assessment from a General Practitioner, stating (in writing) that they are fit to continue dancing. This may include weight, BMI or blood test results being taken into account. Students' stamina and strength in class will also be assessed. Students may be asked to see a nutritionist or counsellor, or asked to keep a food journal in order to ensure that they are getting the right nutrition necessary for training in the Professional Division. In extreme cases, students may be suspended from ballet classes until their health has improved enough to return to dancing. They may be sent home in order to recover fully before returning to training. Please note that to support healthy eating habits, the School of Alberta Ballet does not allow scales in our residence.

Students from outside Canada are required to carry health insurance. International students, however, may also be eligible for Alberta Health Care Insurance Program (AHCIP) coverage. Students need to complete the application for AHCIP coverage. Students under 18 years of age must be added to the AHCIP account of a custodian. Students who have a 12-month Study Permit (valid for an Alberta educational institute) and who will reside in Alberta for 12 months or more are eligible for AHCIP coverage. Students with Study Permits valid for more than 3 months, but less than 12 months, may be eligible for AHCIP coverage if their application is accompanied by a letter from the student confirming their intent to reside in Alberta for at least 12 months. Study Permits, Custodianship forms, School of Alberta Ballet acceptance letter and passports are given to the Head of Residence to help facilitate this. Alberta Health Care allows students to go to the doctor or hospital at no additional charge. It also covers any X-rays that may be needed to determine any injuries. If the application is received within 3 months of entry into Alberta, coverage is effective on the date of either entry into Alberta or the date signed on the Study Permit, whichever is later.

## **Allergies**

Parents of students with severe allergies must advise the school when the allergy is diagnosed and/or at the beginning of each school year. School Administration will be responsible for

communicating this allergy to the student's academic and ballet teachers and residence staff as applicable. An Anaphylaxis Emergency Plan must be completed for each student who is identified as having a potentially life-threatening allergy (anaphylaxis) and kept on file and posted throughout the school. Affected students should wear an allergy bracelet or other identifier and provide at minimum 2 auto-injectors as well as Benadryl with them at all times, as indicated on their Anaphylaxis Emergency Plan.

Parents are required to complete the Anaphylaxis Emergency plan and return to the school principal. Visit [http://www.anaphylaxis.ca/en/resources/helpful\\_info.html](http://www.anaphylaxis.ca/en/resources/helpful_info.html).

Given the nutritional training needs of our students, the School of Alberta Ballet sells nut-based products at our store. When possible, we make all attempts to reduce the amount of peanut-based products, but almonds and other nuts are regularly found in our nutritional or protein bars. Traces of peanuts may also be found in many of these products. Students and families must be keenly aware of this prior to registering at the School of Alberta Ballet.

All classrooms and studios are identified as nut aware areas. Designated lunch areas do allow for students to consume nuts and nut products. Students with anaphylaxis allergies must take great care in protecting themselves in these areas. Parents should make every effort to teach their allergic children to self-protect.

### **Communicable Diseases**

The school is committed to treating students with communicable diseases in a humane, responsible and compassionate manner.

The school will report to Public Health when 10% of the Professional Division student body are absent with similar symptoms including severe diarrhea, food poisoning and/or influenza like illness (sudden onset of fever, cough, chills).

The school will report to the Public Health Nurse any person known to have a communicable disease. A School Report to Public Health Nurse for Absences Related to Communicable Diseases will be completed.

Under the *Health Act*, the school may be required to exclude students from classes for specific lengths of time who are exhibiting symptoms of or have been diagnosed with diseases such as chicken pox, whooping cough, measles and pink eye. Such decisions will be made in consultation with the Public Health Nurse assigned to the school.



# **PARENT INFORMATION**

## **Parent Portal and Weekly Updates**

Weekly updates will be sent to parents by email each Friday during the Fall and Winter Semesters. All Weekly Updates and accompanying documents will also be posted on the School of Alberta Ballet's website in the Parent Portal. Registered students' families will receive a username and password for the Parent Portal upon registration. Please make sure to read the updates carefully to become aware of upcoming schedules and events.

## **Class Viewing and School Visits**

In addition to attending all performances throughout the year, parents are invited to watch their child in dance class during one week each semester to view the work and progress their child has been making. Viewing at other times are not recommended. Parents or other guests should wait in the lobby until their child is dismissed from class.

Three times per year, parent-teacher interviews are held to provide the opportunity for parents and teachers to discuss how students are progressing, and how they can help them succeed in their program. Meetings between parents and teachers are encouraged throughout the school year and can be arranged by contacting the appropriate teacher. Please see Staff Directory for contact information.

## **Volunteering**

Volunteering for the School of Alberta Ballet is a great way to get involved with the school and to learn what happens behind the scenes for a ballet school. Many performances and events would not be possible without our volunteers. There are a variety of ways to volunteer – from administrative support, performance coordination and costuming, to special events and fundraising opportunities.

To volunteer, a preliminary assessment is made to determine the suitability of all applicants and in what capacity they could best work as a volunteer. Aspiring volunteers must first return a completed application form to the Volunteer Coordinator. Application forms are available at School Reception and through email by request. The candidate must also complete a Police Information Check (PIC). A Police Information Check discloses Canada-wide Criminal Record History, Vulnerable Sector Search, and Police History. The school will reimburse candidates for the cost of the PIC. The results of the PIC must be submitted to the Volunteer Coordinator. Further, the candidate must participate in the online Respect in Sport child abuse prevention program prior to beginning their role as a volunteer.

## **Parent Advisory Council**

The parent advisory council is an association of parents and administrative staff, who seek to work together to promote the well-being and effectiveness of the entire school community. The Parent Advisory Council is a means to facilitate cooperation among all the concerned participants in the School of Alberta Ballet. Meetings are held monthly from September through May each year. Chair, Vice Chair, Secretary and general membership are elected at the beginning of each school-year. Parents who are interested in joining the Parent Advisory Council should contact the Academic Principal. General membership requires that your son or daughter is a student of the full Professional Division program, including academics.

# ADMISSION PROCEDURES



## **Step 1: International Audition Tour**

Dancers ages 9 and up are invited to audition for the School of Alberta Ballet's Summer Intensive - a three week-long audition process for students wishing to attend the full-year Professional Division program. Auditions will be held in eight different cities across Canada, and will also take place in Australia and Japan. Auditions for the Dedicated Contemporary Dance Stream are available in select cities. Please check Auditions Dates page for more information.

An orientation will be held for those who wish to audition for the full-year program. Families will have the chance to tour the School and meet with faculty and staff. All applications are due by March 31.

## **Step 2: Summer Intensive**

From the International Audition Tour, less than 200 students will be accepted to the School of Alberta Ballet's Professional Division Summer Intensive at the School's Calgary Studios. The Summer Intensive also acts as the second stage of the audition process for students wishing to attend the full-year program. This gives the School of Alberta Ballet's artistic faculty the ability to see how a student performs in class, reacts to corrections and adapts to the Professional Division environment.

Auditioning students entering grades 7 through 12 are asked to submit their most recent report cards, along with supporting documents, to the Admissions Department at time of registration. Upon review of completed applications, the Admissions Committee will determine appropriate programming and possible support services available to the student. All students who are auditioning for the Professional Division full-year program will be given a ribbon to wear throughout Summer Intensive so that they are easily identifiable to faculty. Audition results will be given during the last week of Summer Intensive and will be communicated to parents by email.

New student Summer Intensive runs for 3 weeks in July with residence opportunities available. Detailed class schedules will be posted at the School of Alberta Ballet and students should routinely check the schedule for updates. Please note that all times are approximate and will be updated

once classes are assigned after the first day of classes (detailed class schedules will be posted outside the studios).

Junior Levels:	Monday – Friday 8:00 a.m. – 3:15 p.m.
Senior Levels:	Monday – Friday 11:00 a.m. – 6:15 p.m.
Final day of program:	Parent viewing and demonstrations

Parents are encouraged to attend the viewing date. Other detailed information will be announced at a later date.

### **Step 3: Acceptance**

After the Summer Intensive, students and families will be notified of their acceptance status to the full-year Professional Division program. If the student is accepted, a formal response is required in order to officially register him/her for the program. Additional documents will also be required at that point.

### **Tuition**

Tuition is due in full at the time of registration. However, in an attempt to make tuition payments more convenient for families, School of Alberta Ballet parents or students may be eligible to arrange other payment methods with the school. These payment methods are available only to families whose accounts are in good standing and who do not have a history of arrears. Tuition arrears from previous years or terms are payable before registration is permitted for the following year or before student can continue the following year.

Payment options may include:

- Pay tuition in full at time of registration
- Pay tuition in four instalments: September 15, November 15, January 15, March 15
- Pay tuition over a 10-month period: September 15 - June 15, inclusive

The School of Alberta Ballet reserves the right to withdraw the instalment plan at its sole discretion. Circumstances that could result in this action include, but are not limited to, cheques being returned NSF, pre-authorized credit card payments being declined and late payments. If so notified by the School of Alberta Ballet, the entire balance owing becomes immediately payable.

A \$40 fee will be charged for all cheques returned or credit card payments refused. Amounts outstanding for more than 30 days will be subject to an interest charge of 1.5% per month (18% per year).

### **Summer School Tuition**

Summer School tuition is due in full at the time of registration and is non-refundable.

# CANCELLATION, REFUND AND WITHDRAWAL POLICY

Cancellation of registration must be done in writing and received by the Admissions department at the School of Alberta Ballet at least fourteen days prior to the first day of the semester. The non-refundable registration deposit will not be refunded for cancellations.

Withdrawals are not permitted in the Professional Division unless due to medical reasons and accompanied by a medical note from a member of Alberta Ballet's Medical team. All unpaid tuition until the official withdrawal date and medical note have been received will still be due, regardless of attendance, and will adhere to the following schedule:

<b>Withdrawal request received by the Admissions Office</b>	<b>Percentage of Tuition Owning</b>	<b>Percentage of Applicable Refund</b>
- More than 14 days before September 12 <sup>th</sup>	20%	80%
- From 13 days before September 12 <sup>th</sup> to October 15 <sup>th</sup>	30%	70%
- From October 16 <sup>th</sup> to November 15 <sup>th</sup>	40%	60%
- From November 16 <sup>th</sup> to January 15 <sup>th</sup>	60%	40%
- From January 16 <sup>th</sup> to March 30 <sup>th</sup>	80%	20%
- From March 31 <sup>st</sup> to the last day of classes	100%	0%

All fees paid to the School of Alberta Ballet residence are **non-refundable**. No exceptions will be made.

Students who receive a scholarship from the School of Alberta Ballet are **not** permitted refunds under any circumstance, including medical withdrawals. No exceptions will be made. Please refer to the Scholarship Agreement for more details.

Upon acceptance of placement offered to a student, persons assuming financial responsibility for that student have an obligation to pay the fees charged for the full dance season. No portion of the fees, paid or outstanding, will be refunded or cancelled in the event of a student's absence or non-medical withdrawal from the School of Alberta Ballet.

As the School of Alberta Ballet Professional Division provides students with both artistic and academic training, we will work with the Medical Staff and each student to identify if their medical reason should result in a full removal of the program or if it will only apply to the artistic training of their program.

## Refund Policy

- **Summer Intensive**
  - Summer Intensive tuition is not refundable once the application is submitted to the Admissions Department. In case of non-medical withdrawals, tuition is still considered owing.

- **Residence security deposit**
  - If the student withdraws from Boarding prior to moving into Residence, this amount will NOT be refunded.
  - If there is no damage assessed to the Residence unit, this amount will be refunded at end of term.
  - If the student chooses to move out of Residence part way through the year for non-medical reasons, this amount will NOT be refunded.
  
- **Full-year program deposit of \$1,000 (prior to the school start date)**
  - If the student withdraws prior to being offered a placement in the full-year program, this amount will NOT be refunded.
  - If the student is not accepted into the full-year program, this amount will be refunded.
  - If the student is offered a placement in the full-year program and accepts it, this amount will be applied to the tuition owing for the school year.
  - If the student is offered a placement in the full-year program, but chooses not to accept, this amount will NOT be refunded.
  
- **Full-year tuition (after the school start date)**
  - Withdrawals due to medical reasons, accompanied by a doctor's note from one of Alberta Ballet's medical staff: a monthly pro-rated refund may be issued from the month following the date the doctor's note is received by the Admissions Department. Retroactive refunds will not be granted in the case of a late submission of a doctor's note. Until the doctor's note is received, all unpaid tuition is still owing, regardless of attendance. Non-attendance or communication without a doctor's note does not constitute approval to withdraw.
  - Dismissal of the student due to inability to perform according to class expectations: a monthly pro-rated refund will be granted from the month following the last class attended.

Refunds will not be granted for any other reason, including:

- Students who have been dismissed from the School due to behaviour problems
- Students who have been dismissed from the School due to attendance problems
- Failure to notify the Admissions Department of withdrawal prior to cancellation deadline
- Failure to provide a doctor's note or notification to any staff member other than the Admissions Department
- Students who choose to move out of Residence part way through the year

*Please note that no amount of tuition will be refunded for any reason after March 31, 2017.*

## **Grant Applications**

Students and families wishing to submit a grant application for tuition assistance or scholarship (for example, through the Alberta Foundation for the Arts) must provide the school a minimum of one month notice for assistance in preparing these applications. Without this notice, the staff of the School of Alberta Ballet will not be able to assist your student in their application. Assistance may include video-taping, editing, letters of support or other necessary materials. Choreography fees for the video may apply as well as extra coaching fees. Please discuss details with the head of the

Junior or Senior School before applying. While awaiting response regarding grant application, tuition is due and payment plans will not be suspended.

### **Independent Student Status**

Students from other provinces within Canada who are 16 years and over have the ability to be declared Independent Students. The School of Alberta Ballet Board Policy on Independent Student status states (as of March 28, 2013):

*An Independent Student at the School of Alberta Ballet is one who is over the age of 16 years at the time of declaration, whose parents have signed the Independent Student Declaration form, who has signed the Independent Student Declaration form themselves, who resides independently from their parents, and who is responsible for all day-to-day decision-making regarding living arrangements, activities, meals, medical treatment, studies and finances.*

An Independent Student who is from Canada, but outside of Alberta, can be considered an Alberta Resident and therefore can receive additional Alberta Education funding to offset their overall tuition. In order to receive Independent Student Status, parents and students must sign the declaration, which is included in the Application Package.





# INTERNATIONAL STUDENTS



The School of Alberta Ballet provides a number of support services to our international students, in order to ensure they are properly oriented and protected during their stay in Canada. English as a second land (ESL) programming is necessary to support students as they develop English language proficiency.

## Admissions Support

Through our Admissions Department, international students can receive assistance in enrolling at the school, study permit guidance and custodian arrangements, if required. Our Admissions team is here to assist all students with their entry into Canada, helping them to navigate the various immigration issues and departments required to have a successful experience in Canada. Students can also receive further information on the regulations and services for studying in Canada through: [www.cic.gc.ca/english/Study/index.asp](http://www.cic.gc.ca/english/Study/index.asp).

## Study Permits

It is the responsibility of all international students and their parents to obtain study permits and renewal for attending the School of Alberta Ballet. Necessary documentation from the school and consultation can be provided; however, it is imperative that students, their parents and their agent (if applicable) ensure that all permits and visas are up to date. Copies of these permits must be given to the school. The School of Alberta Ballet is required to submit copies of these permits to Alberta Education.

# CODE OF CONDUCT



## Expectations

Promptness to classes will be strictly enforced. Proper warm-up at the beginning of dance class is critically important in the prevention of injuries. This is also to avoid class disruptions. Parents must also make sure they are on time to pick up their child. Parents are asked to tell their children to wait inside our building for their own safety.

It is in everyone's interest for the school to remain a safe, welcoming and respectful place for the entire community. Disrespectful or abusive behaviour by either a student or their parents may result in the dismissal of the student from the school. Any student or parent of the School of Alberta Ballet may submit a written complaint to the Admissions Department if they witness or have been the unwilling recipient of a violation either of the law or the Code of Conduct. When possible, the written complaint should be submitted within one week of the incident.

In circumstances wherein students violate federal, provincial or municipal law and/or the School of Alberta Ballet Code of Conduct, the school will cooperate fully with law enforcement and other agencies.

## Conditions of Enrollment

Withdrawal: Upon acceptance of placement offered to a child, persons assuming financial responsibility for that child have an obligation to pay the fees charged for the full academic year. No portion of the fees, paid or outstanding, will be refunded or cancelled in the event of a student's absence, withdrawal or dismissal from the School of Alberta Ballet aside for reasons listed above.

## Student Expectations

All students will recognize and accept that character development is a primary focus of the School of Alberta Ballet.

All students will use their abilities and talents to gain maximum learning benefits from the School of Alberta Ballet learning community and to contribute to a climate of trust and respect that is conducive to effective learning, personal development and social living.

All students will be a positive role model, making healthy lifestyle choices that reflect commitment to achieving excellence, holding peers accountable for their decisions and actions.

All students will recognize that the School of Alberta Ballet learning community is focused on achieving excellence and students will accept corrective feedback that assists them to demonstrate excellence.

All students will understand and accept that any action having a detrimental impact on the learning community will lead to a loss of privileges and possibly a review of their status at the School of Alberta Ballet.

Students will use social media (Facebook, Twitter, etc.) in a way that positively contributes to the wellbeing and reputation of the School of Alberta Ballet, its faculty, and other students.

Students will contribute to a clean, presentable environment within the school, ensuring that their belongings will be stored in lockers or cubby holes at all times.

## **Hygiene**

Professional Division students dance many hours each week and they are in close contact with other students and teachers. Keeping the highest level of hygiene is extremely important. Appropriate hygiene includes being clean each day (showers at the school are available), wearing appropriate deodorant, and having both clean leotards and clean tights each day. Perfumes, body sprays or other applied fragrances are not permitted at the school. Please ensure to purchase enough leotards and tights so that they are clean every day for class. Students who arrive for class without the appropriate degree of hygiene will be asked to leave class and may return once the specific problem has been resolved.

## **Misconduct**

The following list represents misconduct. It is intended to act as a guideline for behaviour within the school and the residence. The following situations and actions will not be tolerated and may lead to disciplinary action:

- *Theft:* Attempted or actual theft.
- *Damages:* To property of the school, a Professional Graduate or Alberta Ballet II member, residence, or other personal or public property.
- *Compliance:* Failure to comply with reasonable direction or requests of the school officials.
- *Harmful Behaviour:* To oneself or to fellow Professional Graduates or Alberta Ballet II members, staff, volunteers or dancers.
- *Drugs/Alcohol:* Use, possession, manufacture or distribution of any controlled drug is prohibited. Distribution or sharing of prescription medications is also prohibited. Smoking is prohibited by Professional Graduates and Alberta Ballet II members on School of Alberta Ballet premises, residence or at a school event taking place outside of school premises. Consumption of alcohol is prohibited on Alberta Ballet premises, residence or at a school event taking place outside of school premises.

- *Emotional Abuse*: Repeated attacks on another's self-esteem, verbally or non-verbally.
- *Physical Abuse*: Deliberately hurting or threatening to injure another – this includes hitting, throwing, pushing grabbing, pulling etc.
- *Sexual Abuse/Assault*: Sexual abuse is when a person with less power is used by a person with more power for sexual gratification. Sexual assault is defined as any form of sexual contact without both parties' voluntary consent, regardless of power differences. Sexual assault includes non-consensual intercourse, fondling, touching or kissing. Students should not be engaging in any form of sexual interaction with any school staff or volunteers. Students under 18 should not be engaging in any form of sexual interaction whatsoever on school grounds or during school time.
- *Harassment*: Behaving in ways that are insulting, intimidating, humiliating, malicious, degrading or offensive and discriminatory. All acts of discrimination will be based on federal/provincial/territorial human rights legislation.
- *Bullying*: Behaviour between children under the age of 12 that is hurtful and harmful, as well as behaviour that is humiliating between youth or between adults that are not addressed under human rights and child protection legislation. Bullying can be physical, verbal and relational; direct or indirect.
- *Gossip*: Casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true. Rumour-spreading, conducted by either students or parents.

## **Disciplinary Action**

Disciplinary consequences are designed to educate students and guide their behaviour, as a reflection of school values. If a student is found to violate policies, penalties may be assigned. Common penalties are detailed below; however, administration may recommend and assign other penalties.

The School of Alberta Ballet adheres to a zero tolerance policy when dealing with breaches of school policy and the Code of Conduct. Every incident will be addressed.

Disciplinary action will include but not be restricted to:

- Documented incident reports to be kept on students within their cumulative student record.
- In-school suspensions will be administered at the discretion of the Academic and Ballet Principals and reporting department.
- In-school suspensions may take a variety of forms but will include 1, 3 and 5 day suspensions.
- Out of school suspension for serious incidents or repeated breaches of school policy and code of conduct.
  - An out of school suspension, involving a student returning home, at the family's own expense, for the duration of the suspension and until the suspension has been resolved.
  - Under suspension, a student will lose the privilege and right to attend any school function and will not be allowed to be on any school property unless prior permission has been granted by an Administrator.
  - Each out of school suspension will involve a full review of a student's status for both the current and next school year.

All disciplinary actions are to be dealt with by the school administrative team. Parents and students can appeal disciplinary action in writing within 7 school days from the effective suspension date.

## **PARENT AND STUDENT AGREEMENTS**

### **Acceptable Use Policy and Agreement**

This policy describes the types of network applications which are contrary to our network mission and which are therefore prohibited. These are guidelines only and are not meant to be an exhaustive list of prohibited activities.

#### **Network Mission**

The network, and through the network the Internet, offers an abundance of educational material as well as opportunities for collaboration and the exchange of ideas and information. Successful operation requires that all users view the network as a shared resource, and work together to maintain its integrity by behaving in a responsible, conscientious manner.

#### **Definition of User**

A user is defined as any person who has been assigned a valid network logon or otherwise authorized to utilize the School of Alberta Ballet network. Users must use the network in a legal and ethical fashion at all times.

#### **Responsibility of Users of Their Account**

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person. Users will immediately notify the Network Administrator if they have identified a possible security problem relating to misappropriated passwords.

#### **Illegal or Destructive Activities**

Users may not use the network for any purpose that violates the law or threatens the integrity of the network or individual workstations. For example:

- Users may not attempt to gain unauthorized access to the network, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files, attempting to obtain passwords, or attempting to remove any existing network security functions. Intentionally searching for security problems will be construed as an illegal attempt to gain process.
- Users must not intentionally develop or use programs to harass other users or to attempt to violate the security or alter software components of any other network, service or system. Examples of such activities include hacking, cracking into, monitoring or using systems without authorization, scanning ports, conducting denial of service attacks, and distributing viruses or other harmful software.
- Users must not attempt to damage hardware, software, or data belonging to the school or other users. This includes adding, altering or deleting files or programs on local or network hard drives,

- removing or damaging equipment such as mice, motherboards, speakers or printers.
- Further examples of unacceptable use include, but are not limited to, fraudulent use of credit card numbers to purchase online merchandise, distributing licensed software, or installing software such as games in violation of software license agreements (piracy).

### **Inappropriate Material**

Users will not use the network to access or distribute material that is obscene, pornographic, indecent or hateful, that advocates illegal acts, or that advocates violence or discrimination towards other people. This includes but is not restricted to distribution through e-mail, newsgroups or web pages. Exceptions may be made if the purpose of such access is to conduct research, and if access is approved by the teacher. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to their teacher or the network administrator.

### **Respect for Other Users**

Restrictions against inappropriate language or images apply to personal email, newsgroup postings, and material posted on web pages. Users will not use obscene, profane, vulgar, inflammatory, threatening or disrespectful language. Users will not post false or defamatory information about a person or organization. Users will not post information that, if acted upon, could cause damage to individuals or property. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. This includes, but is not limited to, distribution of unsolicited advertising, chain letters or e-mail spamming. If a user is told by a person to stop sending them messages, the user must stop. Users will not post personal contact information about other people, including address, telephone, home address, work address etc. Users will not forward a message that was sent to them privately without permission of the person who sent them the message. Users must not send mail that does not accurately identify the sender, the sender's return e-mail address, and the e-mail address of origin.

### **Resource Limits**

Users will not download large files that are not absolutely necessary. If necessary, users will download the file at a time when the network is not being heavily used and immediately remove the file from the network workstation to their personal computer. Users have the right to temporary use of disk storage space and are responsible for keeping their disk usage below the maximum size allocated. Extremely large files, if left on the network for an extended period, may be removed at the discretion of the network administrator.

Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota. Users will subscribe only to discussion group mail lists that advance and are relevant to their education or professional/career development. Users will unsubscribe from discussion groups before any vacation, break, or other extended absence from school.

### **Websites**

Web pages may include student pictures and first name only unless their legal guardian requests in writing that this information not be posted. Web pages may include pictures and the full name of staff members unless it is requested in writing that this information not be posted.

### **Theft of Intellectual Property**

Users must respect the legal protection provided by copyright law and license agreements related to content, text, music, computer software and any other protected materials. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting as if they were original to the user. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

### **Personal Safety of Students**

Students will not post personal contact information about themselves or other people. This includes addresses and phone numbers. Students will not agree to meet with someone they have met on-line without their parents' approval and participation. Students will promptly disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable.

### **Violation of This Policy**

In the event there is an allegation that a student has violated the AUP and Agreement, the student will be provided with notice of the alleged violation and an opportunity to provide explanation to an administrator. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to access the computer network.

The school may at its sole discretion determine whether the use of the network is a violation of this Policy. Violations of this Policy may result in a demand for immediate removal of the offending material, blocked access, suspension or termination of the user's account, in or out of school suspension, expulsion or other actions appropriate to the violation. The school reserves the right to act without notice when necessary, as determined by administration. The school may involve, and will cooperate with, law enforcement if criminal activity is suspected. Violators may also be subject to civil or criminal liability under applicable law.

### **Acceptable Use Agreement**

Students must read and agree to follow the rules contained in this handbook. They understand that if they violate the rules, their account can be terminated, and they may face other disciplinary measures. Parents and guardians hereby release the school, its personnel, and institutions with which it is affiliated, from any and all claims and damages of any nature arising from the use of, or inability to use, the system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

## ACCEPTANCE OF TERMS

By registering your son/daughter at the School of Alberta Ballet, parents and guardians hereby release and waive, and further agree to indemnify, hold harmless or reimburse the School of Alberta Ballet, Alberta Ballet, and any and all related companies, subsidiaries, affiliates, and associated corporations and their individual members, employees, consultants, volunteers, insurers, agents, and representatives, including faculty members, from and against all claims (including defence legal fees) which parents, any other parent or guardian, any sibling, the student, or any other person, firm, or corporation, may have or claim to have, known or unknown, directly or indirectly for any losses, damages, or injuries to the student or the parent/guardian, or to any person or property, during the time of the student's attendance or the physical attendance of the parent/guardian at the School of Alberta Ballet, during travel to or from the School of Alberta Ballet, or any School of Alberta Ballet event or performance, and during any activity which may occur off of the school of Alberta Ballet's property, whether or not such losses, damages or injuries were sustained in connection with the School or its activities and/or arising out of or in connection with the rendering of emergency medical procedures or treatment by the School of Alberta Ballet staff, as authorized in this agreement.

Parents and guardians must understand and accept that in order to properly teach and correct dance movement and technique, physical contact between the student and the instructor is necessary. Such contact, as is considered necessary by the instructor, is consented to by the student and/or the parent/guardian. The School of Alberta Ballet undertakes to ensure that such contact is applied in a professional manner and as is required for dance instruction and correction.

Parents and guardians consent to the taking and use of photographs or videos of their child by the school of Alberta Ballet and Alberta Ballet for use in promoting the School of Alberta Ballet programs, activities or events or with Alberta Ballet, including in school publications, newsletters, web pages, calendars, news releases or any other promotional usage. Parents and guardians understand and agree that the School of Alberta Ballet and/or Alberta Ballet, as applicable, does not need to notify them, solicit their approval, or compensate them in any way prior to using any such photographs or videos.





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