

ELLISON *Ballet*

PROFESSIONAL TRAINING PROGRAM 2022-2023

Code of Conduct
Rules and Regulations
Attendance Policy

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Code of Conduct and School Policies

Ellison Ballet seeks to provide the very finest dance education experience for our students. Students are expected to assume responsibility for their behavior and conduct. Students are expected to become familiar with and abide by the rules, procedures, and standards of conduct established by Ellison Ballet, which may be modified during the school year. A student whose conduct is not consistent with these standards and rules will be subject to disciplinary action, up to and including dismissal from Ellison Ballet.

CODE OF CONDUCT: The standards of conduct include but are not limited to the following prohibitions and apply both on and off Ellison Ballet, MMAC, and the student residence at 850 West End premises:

Illegal Activities

- Use of, possession of, or impairment by illegal drugs, alcohol, vaping products, or tobacco products
- Possession or use of weapons of any nature, firearms, fireworks, or an instrument that can be used in a dangerous or menacing manner
- Injury to the persons or property of others, including but not limited to theft
- Any behavior that places other students, staff, visitors, innocent bystanders, and/or self in danger or creating any dangerous or hazardous condition
- Violations of law, mandates, rules, practices or other policies of Ellison Ballet, the City of New York, New York State, or the United States of America

Bullying

- Bullying in any form including harassing, discriminatory or abusive conduct or language
- Verbal, written, online, or physical harassment based on race, color, religion, sex, age, disability, sexual orientation, national origin, or appearance
- Should a student or group of students infringe on another's right to an equally safe environment, they can be dismissed from Ellison Ballet.

Conduct and Etiquette

- Threats, disruptive or disorderly conduct, including horseplay, hazing, cursing, or yelling
- Sexually oriented behavior of any kind
- Permitting unauthorized visitors to school or residence facilities
- Lying or cheating
- Falsification of records or documents submitted to the Ellison Ballet
- Failure to provide identification or comply with an Ellison Ballet Staff member
- Students must report any accident, injury, or illness to a staff member
- Students are expected to treat faculty, staff, and fellow students in a courteous and respectful manner at all times.
- Any behavior that compromises the good name of Ellison Ballet is unacceptable
- Any other behavior deemed unacceptable by Ellison Ballet staff or faculty
- Students are required to attend all classes, rehearsals, and performances in dress code and to adhere to all policies regarding absence, tardiness, and class observance

Consequences for unacceptable behavior or violation of the Code of Conduct or any school Rules and Regulations, either within this Handbook or communicated to students in the future include, but are not limited to:

- Verbal or written warnings
- Early curfew and grounding at the dorm (if applicable)
- Referral to counseling
- Probation
- Loss of scholarship (if applicable)
- Loss or suspension of privileges (such as participating in performances or competitions)
- Suspension or dismissal from Ellison Ballet or 850 West End

****Ellison Ballet has a zero-tolerance policy for any illegal behavior and for bullying in all forms verbal, written, physical, sexual, and online. All decisions for class suspension & school dismissal are made by the Ellison Ballet Artistic Director and Managing Director with input from the faculty and staff.*

Non-Discrimination/Non-Harassment Policy

Ellison Ballet is dedicated to treating persons with respect and dignity and to providing an environment that is free from any form of discrimination or harassment. The school prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parents/guardians, and any other person affiliated with or doing business with Ellison Ballet.

This prohibition includes harassment for any unlawful discriminatory reason, such as race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

This policy also prohibits actions that, while they may not be so severe or serious as to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful of others. Accordingly, slurs, jokes, or remarks that are derogatory of a person or of the person's race, ethnic background, religion, gender, disability, sexual orientation, economic status, or age are considered inappropriate.

Each person is responsible for exercising their own good judgment to avoid engaging in conduct that may violate this policy.

A person who believes themselves to be a victim of discrimination or harassment, or who has witnessed such discrimination or harassment, should report the incident to an Ellison Ballet staff member immediately. The matter will be dealt with on a confidential basis with disclosure only to the extent necessary for fair problem resolution and only to those who have an immediate need to know.

**Ellison Ballet admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of any of the aforementioned qualities or characteristics in its recruitment and admission of students, educational policies, scholarship programs, and the operation of any of its school-administered programs.*

Student/Faculty Engagement Policy

- When faculty are meeting with parents/guardians or students, at least one staff member should always be present.
- Faculty and staff may not take minor students out for one-on-one meetings including dinner, travel, or transportation to an event.
- All correspondence between students and faculty should occur via official school channels as arranged through the Ellison Ballet office.

Meetings with Artistic Director Edward Ellison

Parents who have any questions regarding their dancer's participation in our program, progress, curriculum etc. must make an appointment through the Managing Director, Diane di Stasio, to speak with Mr. Ellison. Please email diane@ellisonballet.org to arrange a meeting.

Social Media Policy

Only those employees officially designated by Ellison Ballet are authorized to speak or post on behalf of the school. Unless you have received permission from the Ellison Ballet office, you should not in any way imply that your speech is approved or adopted by Ellison Ballet, or that you speak in any official capacity for the school.

However, Ellison Ballet encourages all faculty and students to engage with and create content related to their training at Ellison Ballet. All active social media participants, directly or indirectly representing Ellison Ballet, should be aware that Ellison Ballet reserves the right to request the immediate removal of content that in any way relates to Ellison Ballet, or the activities herein.

Sanctuary Policy

To encourage students to seek help for medical emergencies involving drugs or alcohol, Ellison Ballet has instituted a Sanctuary Policy. If a student determines that they or a friend needs immediate medical attention as a result of drug or alcohol use, the student may contact a member of the faculty or staff. Students must understand that there will be a follow-up. No disciplinary action will be taken if the student is seeking aid and if the school knows of the problem in no other way.

Healthy Weight Management Policy

Ellison Ballet faculty and staff will not discuss a weight concern with a student who is under the age of 18 unless at least one parent/guardian is present, in person or via telephone, or with parental/guardian permission. If a student is 18 or older, the student may opt to include or not include the parent/guardian in their discussion, but the parent guardian will be notified of the discussion via email or by phone.

Ellison Ballet does not and will not make specific recommendations about a student's weight. If desired, the student or the parents/guardians may seek such a recommendation from a health professional. A list of resources, including doctors, nutritionists, and body conditioning specialists is included on page 21 of this Handbook.

A student will not be taken out of a level or have a scholarship revoked due to a weight issue. However, only students at a healthy dancing weight will be able to participate, with the determination to be made by a qualified medical professional.

School Rules and Regulations

Schedules & EB-PTP School Holidays

Schedules, including last minute changes, are emailed to all students and parents. Students are notified of school breaks well in advance of each semester. Do not schedule travel or vacations during EB-PTP classes or rehearsals.

Inclement Weather Alerts – School Closings

School closings due to inclement weather will be sent to all families via email at least 2 hours prior to the start of classes. Ellison Ballet generally bases these decisions on the NYC Public School closures. If you are unsure, please contact our office by emailing info@ellisonballet.org to confirm.

Competitions

Students may be chosen to participate in competitions only at the discretion of the Ellison Ballet Artistic Director and faculty. If selected, student competitors must be coached by Ellison Ballet faculty.

Outside Performance Opportunities (i.e. *Nutcracker*)

Participation in outside performances may be allowed if permission is first obtained from the Ellison Ballet Artistic Director. You must also request permission to miss any classes due to your performance schedule. All rehearsals should be scheduled outside of class time, if possible.

Outside Photo Shoots

Please do not accept any outside photo shoots that will identify you as an Ellison Ballet dancer without the express permission of the Ellison Ballet Artistic Director. This is to ensure that there is no conflict of interest with any existing campaign. *(This includes any photographer you have worked with in the past.)*

Summer Intensives Not Held by Ellison Ballet

Students may audition for and participate in outside summer programs. However, we ask that students speak with Mr. Ellison and their teacher prior to auditioning/enrolling, to make sure that the intensive will not conflict or work against the training and methodology of Ellison Ballet.

Media Inquiries

All media inquiries and requests for interviews of students must be referred to and approved by the Ellison Ballet office. At no time should a dancer, student, parent, guardian, teacher, employee, staff member, or other person affiliated with Ellison Ballet speak with a member of the media about Ellison Ballet or any individual associated with the school, on or off the record, without prior authorization from Ellison Ballet.

Attendance Policies

Ellison Ballet has very strict attendance policies. All students must attend all classes on their schedules. Weekly schedules are emailed to all students and parents. Any last-minute changes will be emailed and will be marked on the schedule posted at Ellison Ballet. Students and parents are responsible for knowing their class schedule.

Absences:

- **Whenever a student is not able to attend a class (due to illness, doctor appointment, or any other reason); the student or parent MUST email the office at info@ellisonballet.org at least one hour prior to the start of class (ie: before 9:30am for a 10:30am technique class). If the office is not informed BEFORE the start of class, the absence will **NOT** be excused.**
- Even if the student has notified his/her teacher regarding an absence and has received permission in advance, THE OFFICE MUST BE NOTIFIED BY EMAIL prior to the start of class.
- The office must be notified by email for ALL absences: not just sick days and doctor's appointments, but also academic exams, company auditions, outside performances, competition travel, etc.
- The office must be notified via email for EACH DAY that a student is absent. Ex: If a student is sick on Tuesday and emails the office before 9:30am Tuesday morning, the Tuesday absence is excused. If the student is still sick and stays home again on Wednesday but does not notify the office, Wednesday's absence will not be excused.
- If a student is at the studio and feels ill or needs to leave for any reason, he/she must come to the office in person to let the staff member know and receive verbal permission to leave the studio. He/she must then email info@ellisonballet.org with an official notification of their absence to create a written record for why they are not in class.
- Any student who is absent, late, or leaves early for any reason and does not notify the office via email at info@ellisonballet.org will be given a disciplinary hand-written homework assignment.
- Students with extensive absences (excused or otherwise) may not be permitted to participate in student showcases, performances, competitions, or press opportunities. Additionally, a student's attendance record is a consideration when evaluation for acceptance/placement for subsequent school years. Students with extensive unexcused absences may face disciplinary action, including possible suspension or dismissal at the discretion of the artistic and administrative directors.

Personal Days, Injuries, Appointments, Observation, Tardiness

- Each student is allowed 3 personal days per school year. These must be requested at least one week in advance and approved by the Artistic Director **before** permission is granted.
- Advanced notice is required if a student will need to be absent due to scheduled academic school tests. Students are notified of school breaks well in advance of each semester and should not schedule travel or vacations during Ellison Ballet classes or rehearsals.
- Though time may be tight, it is important to arrive for class on time and prepared. In the event that a student does arrive late, the student must wait until a pause between exercises and then receive permission from the teacher to enter the room. For the safety of the dancers and to ensure a proper warm up, students who arrive more than 15 minutes late will not be permitted to dance. They will be asked to sit and observe class.
- If a student is injured and unable to participate (but still able to travel to the studio), the student is expected to observe all their classes and take notes.

- If the student is too severely injured to travel to the studio, the office must be informed.
- Students who feel ill or sick in any way or have a fever should stay home and must notify the office by email info@ellisonballet.org prior to 9:30am.
- All non-emergency appointments (doctors, physical therapy, etc) throughout the school year must be made outside of school hours if at all possible, so that the student does not miss class or rehearsal. This represents the professionalism we expect of all EB students and displays respect for both the teacher/choreographer and classmates.
- In the two weeks leading up to each performance and/or competition, if an appointment must be made which causes a student to miss class or rehearsal, the student or parent must contact the EB office at least 24 hours in advance to request permission. In the case of an emergency where 24-hour notice cannot be given, the office must be notified as soon as reasonably possible.

Please note that for an absence to be excused, the office must be informed by emailing info@ellisonballet.org before 9:30am.

The following notifications and situations will result in an **UNEXCUSED** absence:

- Notification by text message or WhatsApp
- Notification by phone call or voicemail
- Notifying the teacher but not the office
- Notification after class has begun
- Individually notifying/emailing a staff member or teacher but NOT emailing **info@ellisonballet.org**
- Absence without notification

Absences are excused for the following reasons:

- Illness
- Family emergencies
- Religious observance
- Mandatory academic school event/activity/exam (with a note from the academic school only)
- Inclement weather (when travel to Ellison Ballet would be dangerous). This is at the discretion of Ellison Ballet, and families will be notified via email when students may be excused for this reason.

Unexcused absences include, but are not limited to:

- Vacations (when classes/rehearsals are in session)
- Illnesses or school activities without a note
- Absences where the Ellison Ballet has not been notified in advance with a reason and/or has not received approval by the school

Code of Conduct + Rules and Regulations Agreement

All students must sign the Code of Conduct + Rules & Regulations Agreement (online form) agreeing to the terms herein. A parent/guardian must sign for all students under the age of 18.

Digital signature is a binding agreement and student and parent agree:

1. That they have thoroughly read and understand the Ellison Ballet - Professional Training Program 2022-2023 Code of Conduct + Rules & Regulations
2. To adhere to and abide to all of the policies, protocols, and procedures presented in the EB-PTP 2022-2023 Code of Conduct + Rules & Regulations