

South Shore Ballet Theatre

Student and Parent Handbook

2020 – 2021

South Shore Ballet Theatre

School

Welcome to South Shore Ballet Theatre. Our mission is to provide families on the South Shore of Massachusetts with the highest quality pre-professional and recreational ballet training in an inclusive environment.

At SSBT, we provide students and families with the opportunity to develop an appreciation for both classical and contemporary forms of ballet. Our programming features comprehensive instruction in ballet and related disciplines—including jazz, modern, character, and conditioning—to ensure a broad understanding of the art form. We offer students various performance opportunities throughout the year to develop performance skills, while sharing our work with members of our community. Our faculty provides expert recreational and pre-professional dance instruction for students from kindergarten through adulthood in a safe environment. We welcome all members of our community who wish to come dance with us and share our love of ballet.

Community

SSBT actively partners with communities on the South Shore of Massachusetts. We regularly collaborate with local schools and arts organizations to provide children and adults of all backgrounds with the chance to enjoy ballet through presentations, performances, after school programs, and on-going enrollment in our school throughout the year. We demonstrate our strong commitment to community enrichment by including all that are associated with our organization – artists, staff, parents, and students – in our outreach endeavors.

Statement on Diversity and Inclusion

South Shore Ballet Theatre is committed to supporting diversity, equity, inclusion, and social justice for all. SSBT welcomes **all** students to share in the joy of dance at our studio regardless of appearance, gender, race, religion, ethnic origin, sexual orientation, or disability. SSBT is dedicated to providing a safe, respectful, inclusive environment for students and families. We maintain an open-door policy so that all individuals who wish to do so may join the SSBT community and share our artform.

South Shore Ballet Theatre

American Ballet Theatre

South Shore Ballet Theatre is proud to include the AMERICAN BALLET THEATRE® National Training Curriculum—a breakthrough 8-level program that combines the superlative artistic training with the basics of dancer health and child development. The ABT® National Training Curriculum consists of a comprehensive set of age-appropriate, outcome-based guidelines to provide the highest quality training to dance students of all ages and skill levels. South Shore Ballet Theatre is proudly led by ABT® Affiliate Teacher and Artistic Director of SSBT, Marthavan McKeon, who is certified in the American Ballet Theatre National Training Curriculum. Mrs. McKeon has completed the ABT Teacher Training Intensive in Primary through Level 5 of the ABT® National Training Curriculum and has successfully presented students for examination. Head of SSBT's Lower School and Ballet Mistress, Marisa Roman, is also an ABT Affiliate Teacher from Primary through Level 3 the ABT® National Training Curriculum.



South Shore Ballet Theatre

Programs

Young Dancers Program: Pre-Ballet and Primary Levels

The Young Dancers Program, for ages 5 - 7, is designed to introduce our youngest students to ballet training and establish a lifelong love of ballet. YDP curriculum is designed to aid in the development of coordination, musical and spatial awareness, and listening skills. Primary level students are introduced to performance skills through invitation to participate in SSBT's annual production of *The Nutcracker* and year-end Gala.

- Pre-Ballet: Age 5 - 6
- Primary A: Age 6 - 7

Classical Ballet Program: Primary B, Elementary, Intermediate, Advanced Levels

The Classical Ballet Program, for ages 7 - 18, offers a comprehensive curriculum designed to develop strong classical ballet technique for SSBT's recreational students. Students follow the same ABT National Training Curriculum as the Intensive Ballet Program, presented at accessible levels appropriate for age and experience. Classical Ballet Program students have the opportunity to participate in enrichment classes and SSBT Performing Groups. Pointe may be introduced to qualifying Classical Ballet Program students solely at the discretion of SSBT faculty.

Intensive Ballet Program: Level 1i – 7i

The Intensive Ballet Program, for ages 8 – 18, is specifically designed to prepare students to advance to the Pre-Professional Program. Students follow the ABT National Training Curriculum at a rigorous level. Participation is by invitation only. Intensive Ballet Program students are strongly encouraged to participate in enrichment classes and SSBT Performing Groups. Pointe work is introduced to Intensive Ballet Program students solely at the discretion of SSBT faculty.

Intensive Ballet Program students are expected to continue their dance training during summer months. Students may participate in SSBT summer programs or at an outside summer intensive program, per faculty approval.

South Shore Ballet Theatre

Pre-Professional Ballet Program: I and II

The **Pre-Professional Program, for ages 12 – 19**, is a rigorous program designed to meet the needs of highly-dedicated students who intend to pursue college-level conservatory training and/or careers in professional ballet. Participation is by invitation only. Pre-Professional Program students receive additional training in repertoire and pas de deux. ABT National Training Curriculum classes are also supplemented by enrichment classes, individualized coaching, and mentoring from highly skilled faculty with a special focus on performance opportunities.

Pre-Professional Program students are expected to continue their dance training during summer months. Students may participate in SSBT summer programs or at an overnight summer intensive program affiliated with a professional company and/or pre-professional studio, per faculty approval.

Students of SSBT's Pre-Professional Program have the unique opportunity to participate in the prestigious Youth America Grand Prix (YAGP) annual competition. Select students may present solo and/or ensemble choreography for competition at this internationally renowned event. SSBT is proud to provide this important opportunity to our most dedicated students.

Adult Program

At SSBT, we believe that you should never stop dancing! We are very happy to provide dancers with our **Adult Ballet Program**, featuring beginner and intermediate level for adult students 18 and older. Adult classes are offered on a drop-in and/or pre-paid class package basis. We encourage all who are interested to attend classes, regardless of previous experience.

SSBT is also pleased to offer our home video series, featuring at-home classes recorded by SSBT faculty. Video series classes are intended for adult students interested in training at their own pace and convenience. Class videos are available for purchase and are distributed digitally.

Enrollment of New Students

SSBT welcomes all students regardless of prior experience. Enrollment at SSBT is ongoing throughout the year, provided that class space is available. There is a maximum enrollment of 10 students per class.

Students ages 7 and older are required to take a placement class to determine the level of study best suited to their abilities. Group placement classes and open houses are offered at the beginning of each school year.

South Shore Ballet Theatre

Once faculty recommendations for placement have been finalized, registration may be completed by filling out SSBT's online form and by submitting the required tuition payment. Please note that a deposit will be due at the time of registration; 100% of the deposit will be applied to the tuition payment.

Enrollment of Returning Students

Returning SSBT students will receive a registration packet, along with their year-end evaluation and class placement in June. Returning students will receive priority placement if their registration form is submitted by the noted deadline and their SSBT tuition account is in good standing. Returning SSBT students who do not meet the priority deadline will be processed with new students on a first-come, first-served basis. Enrollment of any student is subject to the discretion of faculty and staff.

Placement and Promotion

Advancement through SSBT is based on a variety of factors including a student's physical strength, mastery of material, maturity, attendance record, and artistic development as assessed by SSBT faculty and the Artistic Director. A student's ability to safely execute the required class material is prioritized above all other factors.

Students in the Classical Ballet Program and Intensive Ballet Program receive a year-end evaluation from SSBT faculty. Evaluations address overall progress and recommend improvements in relevant areas. Student placement is noted on the written year-end evaluation at the conclusion of the school year.

Conferences between the parent and teacher and/or Artistic Director are encouraged whenever there is a question or concern about a student's progress. Please contact the Artistic Director (via email preferably) to schedule a conference.

Repeating Levels of Study

Unlike academic schools, SSBT has an 8-level system based on the ABT's National Training Curriculum and each level is designed to take two years to complete. Thus, students will likely remain in their current level for **two** or more years, as recommended by ABT Curriculum. SSBT ensures that students are placed in a level and program best-suited to his or her individual skill level, physical strength, and overall development.

Training on Pointe

Pointe work is offered to students in the Classical Ballet Program, Intensive Ballet Program, and Pre-Professional Program solely at the discretion of the Artistic Director. Students **may** be allowed to begin training on pointe after a minimum of three years of disciplined ballet training and **not** before the age of 10. Recommendations for pointe work are made conservatively to prioritize students' health and safety.

South Shore Ballet Theatre

Registration Details:

Online registration for the 2020-2021 school year begins July 6, 2020. Please note, there is a **non-refundable \$300 deposit for Levels 1i through Pre-Pro (100% applied to annual tuition)** to ensure your child's enrollment for next year. Tuition may be paid by cash, check, or charge (MasterCard, Visa, or Discover only).

Tuition Payment Policy and Schedule:

All families must create an account in our online system and have a credit card saved on file **at all times. Every family will be placed on Auto Pay unless tuition is paid in full prior to the beginning of the school year.** Tuition may be paid in full or in installments. Payments are due by the **1st of each month.** There is a late payment fee of \$20 and a returned check fee of \$40.

By signing the registration form, you agree to pay your child's tuition for the entire school year (September 2020-June 2021) and to adhere to the policies outlined in the SSBT handbook.

Payment options:

- Option 1:** 10 Monthly Payments (Sept – June) with credit card on file
Due on the 1st of each month
(This is the default payment option)
- Option 2:** Full payment due on September 1, 2020
4% discount when paying by check or cash
- Option 3:** 2 payments due on September 1, 2020 and February 1, 2021

Young Dancers Program:

Payment in full at the beginning of each session	
Session I	September 8, 2020
Winter Virtual Session	January 4 - February 20, 2021
Session II	March 2, 2021

Late Payments and Returned Checks

A \$20 fee will be charged for all late payments. If payments are beyond 30 days past due, your child will be temporarily withdrawn from SSBT and future enrollment may be jeopardized. You are still responsible for the full year tuition as agreed upon in the

South Shore Ballet Theatre

signed waiver. Those with outstanding balances will be prohibited from participation in SSBT program productions.

A \$40 fee will be charged for all checks returned to our office for insufficient funds.

If financial difficulties arise, please contact the school immediately. **We will work with you to find a payment plan for you and your family.**

Cancelled Classes

South Shore Ballet Theatre reserves the right to cancel any class during the year due to insufficient enrollment.

Snow days will be announced in accordance with Hingham Public Schools. Notification of cancelled classes can be found on our website calendar. A live, virtual option will be offered online via Zoom if possible.

South Shore Ballet Theatre does not offer refunds for class(es) cancelled due to holiday, vacation, illness, weather, facility closures, or other extenuating circumstances.

Refunds and Early Withdrawal:

All requests for early withdrawal from SSBT programs before the conclusion of the school year **must** be submitted to the Artistic Director in writing. Withdrawal from the **Classical Ballet Program** will require a 30-day written notice; tuition will be charged to the card on file for the current month and the following month tuition. **Students will remain actively enrolled until a written withdrawal notice has been received by the Artistic Director.**

A **non-negotiable \$500 fee** will be charged to the account of any student in the **Intensive Ballet Program and Pre-Professional Program** who chooses to withdraw from SSBT after the beginning of the school year. This fee is due at the time of withdrawal and will be charged to the card on file. This fee is waived in the case of a serious illness or injury documented by a doctor's explanation and/or at the discretion of the Artistic Director.

Referral Policy:

If you refer a student to SSBT **and** they register for classes, you will receive \$15 off tuition (limit 3 referrals per school year). This referral discount **does not** apply to siblings.

South Shore Ballet Theatre

Social Media:

It is the policy of South Shore Ballet Theatre that the use of the South Shore Ballet Theatre logo & unauthorized photos is strictly prohibited. All logos may only be used by authorized persons as determined by the Artistic Director. It is expected that all social media pages and posts that use the name and/or image of SSBT should uphold the studio in a reputable manner.

Performance Opportunities

Members of the Classical Ballet, Intensive, and Pre-Professional Programs will have an opportunity to join our performing groups. Additional fees may apply.

Winter Performing Group: SSBT's annual full-length production of *The Nutcracker* provides students with the opportunity to participate in a traditional classical ballet in a professional theatrical setting.

The Gala: Our school year concludes with a Gala performance to demonstrate students' progress throughout the year. Past performances have included classical excerpts and/or full-length productions such as *Coppelia*, *Cinderella*, and *Alice in Wonderland*, as well as neoclassical and contemporary works.

Performing Group rehearsals are normally held on Saturdays but with the new social distancing regulations, will most likely be held during the week in small groups. SSBT performances will be held at a venue(s) on the South Shore. Participation in the Winter Performing Group and Gala is an elective option for Primary and Classical Ballet Program students; participation is required for Intensive and Pre-Pro Program students.

Attendance and Absences

Students are expected to attend all of the classes for which they have registered. If a student is unable to attend a class, **SSBT must be notified prior to the scheduled class.**

If a student will be absent for two weeks or longer due to medical reasons, a parent/guardian must notify SSBT and provide a valid doctor's note. Excessive absences may jeopardize a student's participation in SSBT productions, as well as his or her promotion to the next level of training.

South Shore Ballet Theatre

Makeup Classes

Students are not required to make up missed classes but are strongly encouraged to do so. Classes that fall during school vacation or holidays are **not** eligible for makeup classes, as tuition rates already reflect these dates.

Makeup classes must be scheduled in advance, either through your online account or through SSBT administration due to the Covid-19 regulations. Makeup classes must be taken in the student's current level or one level **below**.

Please note that due to COVID-19, SSBT will strictly adhere to class size limits. Therefore, makeup classes **must** be scheduled in advance so that class sizes can be monitored.

Arrival, Tardiness, and Pick Up

Students are expected to check-in **ten minutes** prior to their class. Check-in is available up to a half hour prior to class and up to 10 minutes after the class has begun. Students who arrive ten minutes **after** their class has begun will not be permitted to take class but may be allowed to observe. Students who take additional classes during the same day are expected to also check in for their 2nd and/or 3rd class.

Due to COVID-19 capacity limits, drop-off and pick-up will take place in the SSBT parking lots on either side of the building until further notice. Parents/guardians will be asked to remain in their vehicles. Faculty will accompany students to the door adjacent to the studio in which they have taken class.

Students should be **picked up at the end of their class in a timely manner**. If you will be late for any reason, please contact SSBT administration. There is a **\$15 fee** for pickups that occur more than 15 minutes past the completion of class.

Dress Code

Students must adhere to the SSBT dress code. Required items may be purchased through SSBT administration. Students must wear the leotard of their class level along with tights and ballet shoes that should be pink or a tone closest to students' natural skin tone.

Due to COVID-19, dressing rooms will be closed until further notice. As such, students should arrive at the studio dressed for class. Outerwear must be worn when entering and exiting the buildings; students should not enter or exit the building wearing only leotard and tights.

South Shore Ballet Theatre

Students are expected to maintain an orderly appearance in class. All dancewear should be cleaned frequently, and extra items should be carried in dance bags. Outerwear must be removed prior to the beginning of class. Hair must be done **neatly** in a ballet bun. For the safety of the students, only simple stud jewelry is permitted. Only SSBT-branded warmups will be allowed occasionally at the discretion of faculty.

Volunteer Association and Parent Involvement

SSBT strongly and gratefully encourages the parents and guardians of all students to be involved with our performances and special events. We simply could not operate without the generous help of our parent community. **Please plan to be involved in at least one performance, event, or committee.**

Classroom and Building Etiquette

Students are encouraged to attend to their personal needs prior to class. Students will be instructed to demonstrate respect for faculty by remaining attentive and acknowledging corrections politely.

Chewing gum, food, and drinks are not allowed in the studio. Only water is allowed in the studios. Please note that water fountains are closed due to COVID-19. As such, students should bring filled water bottles with them to the studio.

To ensure cleanliness of the space, students will be asked to enjoy food and snacks outside of the building. Students should participate in the stewardship of our space and pick up after themselves.

All street shoes are to be left at the front door on the racks provided.

Lost and Found

Please mark your child's full name on his/her ballet attire and any other personal belongings brought to the studio. Please do **not** bring valuables to the studio. SSBT cannot be held responsible for personal items left in the facilities. Please contact SSBT administration to retrieve items from lost and found. Please note that items not retrieved from lost and found in a timely manner will be donated to charity.

Medical Concerns and Emergencies

Please communicate any allergies or medical conditions that students may have to SSBT administration. All students are required to have a current school/camp form from their doctor on file at all times. Should changes to a student's health arise, please notify SSBT in writing.

South Shore Ballet Theatre

In the event of an emergency, a student's parent/guardian will be contacted first. If a parent/guardian cannot be reached, the emergency contact provided on the registration form will be contacted.

COVID-19 Policies and Procedures

Due to the 2020 COVID-19 pandemic, SSBT has instituted changes to studio practices and policies. These decisions are intended to ensure the health and safety of students and staff. **SSBT staff reserves the right to adjust all operational decisions as needed based on the guidance and recommendations of the Commonwealth of Massachusetts, including but not limited to the Governor of Massachusetts and Massachusetts Department of Public Health, local and regional officials, and public health metrics.**

COVID-19 health and safety practices at SSBT will include, but are not limited to:

Facility Procedures

- SSBT will provide hand sanitizer for students and staff use.
- Faculty will clean surfaces and studio spaces before/after each class.
- SSBT will install medical-grade HEPA filters in all studios to ensure proper ventilation of both spaces.
- Studio 3 will be reserved for YDP and select CBP classes. Students participating in these classes will enter/exit exclusively through the Studio 3 door to the parking lot. Weather permitting, this door will remain open during classes to help with airflow.
- The lobby, dressing rooms, and water fountains will remain closed until further notice.
- Family members/guests may **not** enter the studio without prior permission from the Artistic Director until further notice. Pick up and drop off for students will take place in the parking lot at either the main door or the Studio 3 door. Faculty will be present at studio entrances to greet students.
- Due to dressing room closures, students should please arrive in dress code to ensure a smooth transition to class time.
- SSBT will install signage in the studios and restrooms to encourage proper handwashing, vigilant hygiene, and social distancing.
- SSBT will place tape markings on lobby and studio floors to note appropriate distances between students and directions of foot traffic to ensure safe usage of our space.

South Shore Ballet Theatre

In-Class Distancing Practices

- Class sizes may be limited to 5-10 students per class time slot to allow for distanced training.
- We ask students to bring a hand towel or barre guard to use when holding the barre. Faculty will also enforce handwashing/sanitizing breaks during class as needed.
- Students will be asked to maintain distanced placement among themselves during barre and center; floor tape will be used as a visual aid.
- Physical contact between students and teachers will be highly limited; physical contact among students will be strongly discouraged.

Suspected/Confirmed Illness Policies

- SSBT will continue to stream/record classes via Zoom so that students who cannot or do not wish to attend in person may participate from home.
- Students and staff will be encouraged to stay home should they or members of their immediate household experience symptoms of illness.
- Students and staff must have **zero** symptoms of illness (including common cold, allergies and influenza) in order to return to in-person training. A return to in-person classes post illness, will **only** be allowed with a note from your child's doctor stating that it is safe to do so. Should students experience symptoms, of any kind, they **must** be reported to SSBT staff. Based on CDC recommendations, symptoms include, but are not limited to¹:
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Muscle pain (note: this refers to atypical muscle aches, not to be confused with typical muscle aches from dance training; please consult faculty for guidance)
 - Sore throat
 - Loss of taste or smell

SSBT reserves the right to adjust operations in the event of any future surges of COVID-19. Operational decisions at SSBT will be based on recommendations and/or restrictions put in place by the Commonwealth of Massachusetts, local and regional officials, and public health metrics. These changes may include, but are not limited to, the following protocols:

¹ https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

South Shore Ballet Theatre

- SSBT may reconsider and/or adjust class, rehearsal, and/or performance schedules based on COVID-19 precautions.
- Faculty may adjust class or rehearsal sizes as needed to allow for safe, socially-distant training.
- Faculty may adopt the use of PPE (e.g. facemasks) during SSBT operations; students may be encouraged and/or asked to use PPE while at the studios.

SSBT may temporarily transition all classes to remote learning platforms in the event that the Commonwealth of Massachusetts and/or local officials suspend non-essential business activities.

Please note: SSBT's remote learning platform will remain in place until further notice so that classes may continue in the event of any future COVID-19-related closures. As such, tuition payments and/or plans agreed upon at the time of registration will remain unchanged throughout any changes in facility access.

Please be advised that students participating in remote learning classes will do so at their own risk. Students are encouraged to be mindful of their space and of any potential limitations that may arise from training outside of the studio. Students will be responsible for modifying material as needed.

Anti-Bullying Policy

Honorable Behavior

Life at South Shore Ballet Theatre is based on honesty, responsibility, and respect for oneself and others. Our rules and policies are designed to support these principles and to provide a safe, friendly place for students to learn, play, and grow as individuals and as members of the community.

Discipline

By joining the South Shore Ballet Theatre community, each student agrees to abide by the rules and principles articulated in this handbook and *by such additional rules and regulations as may be established by South Shore Ballet Theatre from time to time.* While these rules and principles represent good-faith efforts to clearly state school policies, do note that in all disciplinary matters, South Shore Ballet Theatre reserves the right, at its own discretion and in its best judgment, to vary from these procedures or to impose such penalties as it deems appropriate. Only in matters related to dismissal or expulsion may decisions be appealed to the Artistic Director.

South Shore Ballet Theatre

Every student enrolled at South Shore Ballet Theatre represents not only himself or herself and his or her family, but also South Shore Ballet Theatre by his or her conduct, on or off site, and whether South Shore Ballet Theatre is in session or not. South Shore Ballet Theatre has the right at any time to impose disciplinary sanctions, including dismissal or expulsion, on any student if his or her actions, on or off site, violate reasonable expectations of conduct, or in any way damage or impugn the reputation of South Shore Ballet Theatre, its faculty, or its student body. Such actions may include, but are not limited to: harassment or bullying, illegal use of drugs and alcohol, shoplifting, vandalism, disruptive and inappropriate behavior while on site, or while visiting another school or institution. If a student is the subject of criminal proceedings (whether by way of arrest, the application for a criminal complaint, or otherwise), South Shore Ballet Theatre may suspend the student pending the outcome of those proceedings. However, South Shore Ballet Theatre is in no way bound by either the pending nature or the outcome of any criminal proceedings against a student. When warranted, South Shore Ballet Theatre may elect to pursue its own disciplinary proceedings and make its own determinations at any time – before criminal proceedings formally begin, while those proceedings are ongoing, or after those proceedings have concluded.

Harassment & Anti-Bullying Policies

South Shore Ballet Theatre is committed to maintaining an atmosphere in which all members of our community are treated with respect and dignity. Bullying undermines these objectives and will not be tolerated. In addition, in certain circumstances, perpetrators of such behavior could find themselves subjected to criminal proceedings (see below).

Bullying can include, but is not limited to remarks, rumors, threats, gestures, physical contact, the display or transmission of images, written, verbal or electronic statements or other acts that are unwelcome or demeaning with respect to appearance, gender, race, religion, ethnic origin, sexual orientation, disability, or other characteristics. Students whose statements or actions, on or off site, constitute disrespect, mockery, intimidation, harassment, or bullying (including cyber-bullying) will be subject to disciplinary action. Additional legal definitions and consequences can be found below.

Massachusetts Anti-Bullying Law (signed May 3, 2010) defines bullying as:

“the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment[*] at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the

South Shore Ballet Theatre

orderly operation of a school.”

Cyber-bullying is defined by the same statute as:

“bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

*A hostile environment exists when conduct is sufficiently severe or pervasive that it materially interferes with a student’s educational experience.

In addition, the law also prohibits retaliation against any person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information pertaining to bullying.

Reporting Bullying or Retaliation

Any student who feels he or she or any other student has been the subject of bullying or retaliation should immediately report the matter to the Artistic Director. Student reports of bullying may be made anonymously, although no disciplinary action will be taken against a student solely on the basis of an anonymous report. Any faculty or staff member of our school community who has witnessed or otherwise “become aware of” any bullying or retaliation also must, by law, report it to the Artistic Director.

School Response to Allegations of Bullying or Retaliation

Once any allegation of bullying or retaliation is received, a prompt investigation of the charge will be conducted by the Artistic Director.

If the Artistic Director determines that bullying or retaliation has occurred, he shall (i)

South Shore Ballet Theatre

notify the local law enforcement agency if he believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action;** (iii) notify the parents or guardians of a perpetrator; (iv) notify the parents or

guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation, and (v) assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for the victim.

**The disciplinary actions that may be taken against a perpetrator of bullying or retaliation include the full range of disciplinary sanctions for other forms of student misconduct, up to and including dismissal from the school. In taking disciplinary action, South Shore Ballet Theatre will strive to balance the need for accountability with the need to teach appropriate behavior. No disciplinary action will be taken against a student solely on the basis of an anonymous report.

If the Artistic Director determines that a student has knowingly made a false accusation of bullying or retaliation, the Artistic Director will take appropriate disciplinary action.

Sexual Harassment

The Massachusetts Department of Public Health has published *The Comprehensive School Health Manual* with school guidelines regarding sexual harassment.

Students are protected from sexual harassment under the provisions of Title IX.

The U.S. Supreme Court has ruled that schools are required to protect their students from sexual harassment.

- By law, the victim defines sexual harassment.
- Sexual harassment in schools is any unwanted or unwelcome sexual attention by students, faculty, or staff, including sexual suggestions or threats, sexual jokes, spreading sexual rumors, comments regarding body parts or sexual orientation, staring or pointing at body parts, obscene gestures, display of obscene materials or remarks, grabbing, touching, or intentional physical contact, pulling or touching
- a person's clothing, impeding a person's movements, and any implicit or explicit pressure for sexual activity.
- Any form of retaliation against any person who has made a complaint relating to sexual harassment is forbidden.
- Those involved with sexual harassment investigations must protect the confidentiality of all information relating to the case.

Any student who feels that he or she has been the subject of harassment by anyone in our school community must immediately report the facts of such harassment to the

South Shore Ballet Theatre

Artistic Director. In order to facilitate a thorough investigation, this report must be in writing, and should detail specific circumstances related to any harassment (date, place, name, description of what transpired). Once any allegation of harassment is received, a prompt investigation of the charge will be conducted. Any charge determined by the investigation to be valid will result in disciplinary action. Disciplinary action may be taken on the basis of any conduct, on or off site, which poses a threat to persons or property within the school community.

Hazing

The Commonwealth of Massachusetts requires schools to advise all students of An Act Prohibiting the Practice of Hazing (1985). Section 17 of Chapter 269 of the Massachusetts General Laws defines hazing as:

“Any conduct or method of initiation into a student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.”

Violators are subject to fines and/or imprisonment. Any student who feels that he or she has been the subject of hazing by anyone in our school community must immediately report the facts of such hazing to the Artistic Director.

South Shore Ballet Theatre

MASSACHUSETTS ANTI-HAZING LAW, M.G.L. c. 269, §§ 17-19

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-

South Shore Ballet Theatre

secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

South Shore Ballet Theatre