



Student and Parent Handbook

2025 – 2026



School

Welcome to South Shore Ballet Theatre (SSBT). 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, choreography, 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 partnering with others in our outreach endeavors.

Statement on Diversity and Inclusion

SSBT 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 provides 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 art form.



American Ballet Theatre National Training Curriculum

South Shore Ballet Theatre is proud to include the AMERICAN BALLET THEATRE® National Training Curriculum, a breakthrough 9 level program that combines high quality 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 ballet training to dance students of all ages and skill levels. Pre-Primary through Level 5 will be taught by ABT® Certified Teachers, Marthavan McKeon and Mary Haddad, who have successfully completed the ABT® Teacher Training Intensive in Pre-Primary through Level 5 of the ABT® National Training Curriculum. Pre-Primary through Level 3 will be taught by ABT® Certified Teachers, Marisa Roman and Mary Haddad, who have successfully completed the ABT® Teacher Training Intensive in Pre-Primary through Level 3 of the ABT® National Training Curriculum.





Programs

Young Dancers Program:

Pre-Ballet and Primary A Levels

The Young Dancers Program, for ages 4.5 - 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 A level students are introduced to performance skills through invitation to participate in SSBT's in house Young Dancers Program graduation.

- Pre-Ballet: Age 4.5 - 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 both age and experience. Classical Ballet Program students have the opportunity to participate in age-appropriate enrichment classes and SSBT Performing Groups.

Intensive Ballet Program:

Level 1iA – 4i

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 required to participate in SSBT Performing Groups and are strongly encouraged to participate in enrichment classes. 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 equal to their level of study. Students may participate in SSBT summer programs or at an outside summer intensive program with Artistic Director approval.

Pre-Professional Ballet Program:

Levels 5i – Pre-Professional

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 with Artistic Director approval.

Students of SSBT's Pre-Professional Program have the unique opportunity to participate in the annual Youth America Grand Prix (YAGP) 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.



Enrollment of New Students

SSBT welcomes all students regardless of prior experience. Enrollment at SSBT is ongoing throughout the year if class space is available. There is a maximum enrollment of 12 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.

Once faculty recommendations for placement have been finalized, registration may be completed by filling out SSBT's online form and by submitting the required non-refundable deposit. Please note that a **non-refundable** registration fee of \$100 will be due at the time of registration.

Enrollment of Returning Students

Returning SSBT students will receive a registration packet, along with their year-end evaluation and class placement in May. 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 a 9-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 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 11. Recommendations for pointe work are made conservatively to prioritize students' health and safety.

Registration Details:

Online registration for the 2025-2026 school year begins May 1, 2025. Please note, there is a ***non-refundable \$100 registration fee for Primary B through Pre-Pro levels and a \$50 non-refundable registration fee for Young Dancers Program*** to ensure your child's enrollment for next year. A credit card is required to always be on file for use to pay tuition, as well as any other supplies needed for your child.

Tuition Payment Policy and Schedule:

Tuition is calculated on a 36-week school year. The total is divided by 10 monthly payments.

Every family will be placed on monthly Auto Pay unless tuition is paid in full prior to the beginning of the school year. All families must create an account in our online system, sign the enrollment contract and have a valid credit card on file to be used to always process tuition payments. Payments are due by the **1st of each month, beginning in August.**

There is a late payment fee of \$35 and a returned check fee of \$40. The late payment fee applies to any payment received more than five (5) calendar days after the start of each month.



By signing the online registration form, you agree to pay your child's tuition for the entire school year (September 2025-June 2026) and to adhere to the policies outlined in the SSBT handbook.

Payment options:

Option 1: 10 Monthly Payments (**August – May**) credit card on file
Due on the 1st of each month
(This is the default payment option)

Option 2: Full payment due on August 30, 2025
4% discount when paying by check or cash

Young Dancers Program:

Payment in full at the beginning of each session

Session I September 2, 2025

Session II January 6, 2026

Late Payments and Returned Checks

A \$35 fee will be charged for all late payments. The late payment fee applies to any payment received more than five (5) calendar days after the start of each month. 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 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

SSBT 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 Google calendar. A live, virtual class option will be offered online via Zoom if needed.

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

Refunds and Early Withdrawal:

All requests for early withdrawal from SSBT ballet programs before the conclusion of the school year **must** be submitted to the Artistic Director in writing. Withdrawal from **all SSBT ballet programs** require a 60-day written notice. Tuition due for the 60-day notice period will be charged at the time of withdrawal. In addition, the students account will be assessed a non-negotiable **\$150 administrative fee**. This fee is due at the time of withdrawal and will be charged to the card on file.

Social Media:

It is the policy of SSBT that the use of the South Shore Ballet Theatre logo and the use of any image belonging to SSBT without authorization is strictly prohibited. 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*,



Alice in Wonderland and *Peter and the Wolf*, as well as neoclassical and contemporary works.

Performing Group rehearsals are generally held on Saturdays but will also be held during the week in small groups. SSBT performances will be held at a venue(s) selected by the Artistic Director. Participation in the Winter Performing Group and Gala is an elective option for Classical Ballet Program students; participation is required for Intensive and Pre-Pro Program students.

Attendance and Absences

Students are expected to attend all 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. Students are expected to attend classes to observe and take notes if not contagious. Excessive absences may jeopardize a student's participation in SSBT productions, as well as his or her promotion to the next level of training. **There are no tuition refunds offered for any reason.**

Make up 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. Makeup classes must be taken in the student's current level or one level **below**.

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 capacity limits, drop-off and pick-up will take place in the SSBT parking lot. Parents/guardians are 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 **\$25 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 are available for purchase at SSBT. Students must wear the leotard of their class level (no underwear worn underneath if wearing tights) along with tights and ballet shoes that should be pink or a tone closest to students' natural skin tone. All hair should be pulled back in a ballet bun.

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.

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. 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. Please volunteer to be a Parent Class Leader if your child is in the Lower School. 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. Students should bring filled water bottles with them to the studio. Water fountains are available.

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

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

All students are required to have a current school/camp form from their doctor on file, including all vaccinations.

Please communicate any allergies or medical conditions that students may have to SSBT administration. Covid vaccination is strongly encouraged for all students. Should changes to a student's health arise, please notify SSBT in writing. If a student should contract Covid, a negative home test is required to return to ballet class.

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

SSBT may, from time to time, implement changes to studio practices and policies to address a public health event, such as COVID-19. 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 has installed medical-grade HEPA filters in all studios to ensure proper ventilation of all studio spaces.
- The lobby will be open for students only. Parents of younger students may be in the lobby at drop off and pick up.
- Family members/guests should pick up and drop off students in the parking lot at the main door. Please use the carpool line as much as possible. Faculty will be present at studio entrances to greet students.
- SSBT will install signage in the studios and restrooms to encourage proper handwashing, vigilant hygiene, and social distancing.

In-Class Distancing Practices

- Class sizes will be limited to 12 students per class time.
- 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.
- Physical contact between students and teachers will be limited; physical contact among students is discouraged.



Suspected/Confirmed Illness Policies

- Students and staff are 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) 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)
 - Sore throat
 - Loss of taste or smell

SSBT reserves the right to adjust operations in the event of any future public health event, including surges of COVID-19. Operational decisions at SSBT are 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:

- 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 required to use PPE while at the studios.

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

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



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

Study at SSBT 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 SSBT 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 SSBT 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, SSBT 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.

Every student enrolled at SSBT represents not only himself or herself and his or her family, but also SSBT by his or her conduct, on or off site, and whether SSBT is in session or not. SSBT has the right at any time to impose disciplinary actions, 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 SSBT, 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), SSBT may suspend the student pending the outcome of those proceedings. However, SSBT is in no way bound by either the pending nature or the outcome of any criminal proceedings against a student.



When warranted, SSBT 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

SSBT 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 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 based on 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, she shall (i) notify the local law enforcement agency if she 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, SSBT 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 Artistic Director. 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 based on any conduct, on or off site, which poses a threat to persons or property within the school community.