



Student Handbook 2017/18

DRESS CODE

Why are dress codes important?

- Dress codes ensure that an instructor will be able to see a student's alignment to give corrections.
- Proper footwear is required to ensure that students are able to safely implement correct technique.
- Dress codes teach professional discipline, help with overall focus and energy, minimize distractions and aid in maintaining a neutral social environment.

FEMALE ATTIRE

TB TOTS

Solid colored leotard w/ black or pink dance tights/leggings
(No glitter please)

COMBO DANCE:

Solid black leotard w/ black dance tights/leggings w/thin socks

ACTING / VOICE / PRIVATES

Solid black Jazz/athletic pants/capris with solid black fitted top or KSMT Musical T-Shirt

TAP / MT JAZZ / HIP HOP / LEAPS & TURNS / MUSICAL REHEARSAL

1. Solid black leotard and black *convertible* dance tights (dance shorts layer optional)
2. Solid black leotard w/solid black dance capris & convertible tights
(NOTE: Musical T-shirts are only permitted for Musical rehearsals)

BALLET

Solid black leotard with black *convertible* dance tights (dance shorts layer optional)

FEMALE HAIR

ALL DISCIPLINES / MUSICAL REHEARSALS / PRIVATES

Securely tied and slicked completely back w/product in a low neck pony tail

BALLET

Hair must be slicked back in a proper ballet bun w/net secured at base of neck with bangs off of face.

MALE & FEMALE LAYERS: Solid black or KSMT warm up layers are optional as long as they are easily removable if asked. Please label your layers with your name.

MALE & FEMALE SHOES:

TOTS - Black Jazz Slip-On shoes

COMBO DANCE - Ballet shoes (girls-pink, boys-black/white) & Black Tap shoes

BALLET

Females: black or pink split sole canvas ballet shoes
Males: black or white split sole canvas ballet shoes

JAZZ / LEAPS & TURNS - Black jazz slip-ons (jazz sneakers permitted in Hip Hop classes only)

TAP - Jazz taps -(Pro Tip- nude color taps for females is preferred on stage)

MALE ATTIRE:

TOTS

Solid color fitted Jazz pants/leggings w/ thin socks, solid colored t-shirt

COMBO DANCE

Solid black fitted Jazz pants/leggings w/thin black socks, solid black fitted top

ACTING / VOICE / TAP / MT JAZZ / HIP HOP / LEAPS & TURNS/ PRIVATES

Solid black fitted dance pants w/solid black fitted shirt/tank

(NOTE: KSMT Musical T-shirts are not permitted in dance classes)

BALLET and MEN'S TECHNIQUE

Solid black fitted shirt or tank top & thin black socks with either:

1. Solid black male ballet "tights"
2. Solid black fitted mid thigh dance shorts
3. Solid black fitted jazz pant securable above the knee

(Pro Tip: nude or black color dance belts are recommended for dance classes & stage)

MALE HAIR: Long hair must be tied securely off face in a slicked back pony tail. Loose bangs secured off face

Not permitted at the KSMT Performing Arts Academy in class/rehearsals

- School or street clothing such as, but not limited to: jeans, jackets, hats, etc.
- Exposed torso, tummy, or thighs
- Street shoes including sneakers, flip-flops, sandals, heels, boots, etc
- Jewelry, watches, dangle earrings or glitter
- Obtrusive displays of name brands, logos, or prints.
- Baggy attire
- See through or worn pants/leggings
- Colored layers
- Heavy amounts of perfumes, colognes, or body sprays

KSMT Policies

Refund Policy

- If a student is withdrawn from a class, refunds will be given for months paid in advance. Refunds will not be given for past classes, or the current month regardless of attendance. Notification must be communicated to the office before the 1st of the month. Costumes, DVDs, and KSMT swag are non-refundable.

General Make-Up Policy

- There are no refunds or credits given for missed classes.
- Students must request a make-up class with the Academy Administrator via email.
- Approval of make-ups by the KSMT administration is based on space, curriculum & level.
- Lessons must be made up with-in 30 days and must be completed prior to the Spring Showcase.
- Absent students may be excluded from choreography or scenes staged during missed class.

Private Lesson Make-up Policy

- Private lessons cannot be rescheduled.
- No refunds or credits will be given for missed private lessons.
- If a private lesson is missed, students may request a make-up class in Total Broadway or Expansion classes.
- Approval by the KSMT administration is based on space, curriculum and level.
- Make-ups must take place with-in 30 days and must be completed prior to the Spring Showcase.
- Please read the Private Lesson Agreement for more detailed policy info.

Cancellation Policy

- In a rare event that a class is canceled by KSMT, students will be given an option to make-up the class at a different time, or in a different discipline.
- Cancellations due to weather will be announced via KSMT's Facebook and Instagram pages.
- Please note: KSMT sits at the corner of four school districts and for this reason does not follow one particular weather cancellation schedule.
- Privates that are canceled by KSMT will be rescheduled, or refunded.

Instructor Policy

- Instructors may occasionally have subs.
- Instructors may change.

Late Policy

- For safety reasons: At instructors discretion, students arriving more than 10 minutes late to any class may not be allowed to physically participate in class but will be allowed to study through observation.
- Tardy students must approach their instructor quietly and ask for permission to join class
- Late and absent students may be dropped from choreography or scenes staged during missed class time.

Drop Off / Pick-Up Policy

- For safety and management reasons, all students under age 12 must be escorted by a parent/guardian to the KSMT bathrooms and studios upon arrival.
- All students must wait in the KSMT lobby until a parent picks them up.
- Students are not permitted to wait in the RLA public areas, hallway or outdoors for pick-up.
- Students under the age of 12 must get dropped off / picked up in person in the KSMT lobby.
- Students 12 and older must first receive a text when their pick up is on the RLA premises and inform a staff member prior to leaving the KSMT lobby.
- KSMT strictly closes 15 minutes after the last class of each day.
- Instructors will wait up to 15 minutes for students to be picked-up in person inside the Academy. Late pick-ups longer than 15 minutes may incur a \$10 fee.

Additional Policies

- KSMT is not responsible for lost or stolen personal items.
- KSMT is not responsible for students outside of the Academy.
- Due to allergies and student partnering, students with pets should lint roll their attire before class.
- To prevent a widespread of germs, students are encouraged to wash or sanitize their hands prior to class and after each snack/meal break.
- KSMT aims to be a peanut free environment. No peanuts, or products containing peanut ingredients are allowed inside the Academy.
- Students with EpiPens, rescue Inhalers or other life saving medical supplies, have a responsibility to remember to put their belongings next to the instructors cubby for every class.
- It is the parent's responsibility to explain special medical instruction, for your child, to each instructor they have, each year and communicate changes to the office email.
- Students are expected to clean up after themselves in the Academy and RLA Vending/Lounge area.
- Students are not permitted to hang on the ballet bars or touch any equipment such as stereos, keyboards, televisions etc.
- Unless instructed to do so, tumbling is not permitted in or outside of studios.
- Partnering, lifts, and tumbling is only allowed under the supervision of an instructor.
- Street shoes are not permitted inside the studios.
- No food or drink with the exception of covered labeled water bottles, are allowed in the studios.
- Students are not permitted to change in the studios or lobby of KSMT.
- Students are not permitted to enter the studios without an instructor present or without permission.
- KSMT has NO tolerance for cliques or bullying and expects all students to act in a professional respectful manner at all times.
- To uphold a safe and focused environment for our students and instructors, KSMT does not support unprofessional behavior such as gossip or emotional outbursts from parents or students inside or around the Academy. If there is a concern to be addressed please communicate with a KSMT Director in private during our non-teaching hours. We are always open to working out any concerns.
- KSMT reserves the right to suspend a student from classes or performances who does not uphold these policies and expectations. This is under the sole discretion of the KSMT Directors.

Regional Learning Alliance

Rules of Conduct

It is a privilege for KSMT to call the beautiful and prestigious Regional Learning Alliance (RLA) home. With your cooperation, we will continue to contribute to it's professional atmosphere. The RLA is a public building with many other tenants and guests. KSMT shares a wing with other tenants. The restrooms and hallway outside of KSMT studios are considered public areas.

- Conduct in all areas of the RLA is to be similar to that of a library; there is to be no shouting or conversing loudly.
 - o Be respectful of furniture, fixtures, artwork.
 - o Students must refrain from stretching, running, practicing, playing music or sitting on the ground unless inside KSMT's studios/lobby.
 - o Please keep feet and legs off of chairs and tables.
 - o Students and parents are expected to clean up after themselves.
 - o Please walk and use inside voices while in the hallway when entering or leaving the building.
- Students under 12 must be accompanied by an adult at all times.
- If you are approached by RLA staff and asked to modify your behavior or move to a different area, students and parents/guardians must be respectful and comply with their requests.
- Students must wear cover-ups over dance attire and be wearing shoes in all RLA areas. Socks, slippers or flip flops are not allowed.
 - o Students are not permitted to change clothes in hallways or any public area.
 - o Students of all ages should change or be changed inside the stalls of the RLA public restrooms located in the KSMT wing.
- When entering the RLA please go directly to the KSMT wing. When entering or exiting, please do not linger in the lobby to socialize or prepare for class.
 - o Parents are allowed to quietly help their child prepare for class in the hallway outside of the academy. Please keep all doorway and traffic areas clear.
- Students and parents are not permitted on the elevator or the upper level of the RLA.
- Vending/Lounge/Main Lobby/Atrium- These areas are occasionally occupied and solely reserved for use by other tenants conventions or business groups. No KSMT students or parents are permitted to eat or drink from refreshment tables, or drink machines aside from the vending area dispensers.
- No students under 12 are permitted in the vending areas unless accompanied by an adult. Please act in a professional manner when in these areas. We ask that students and parents do not gather in large groups, and maintain quiet levels of talking.
- All students wishing to find a quiet spot to study material or do schoolwork may do so with the presence of an adult or with individual permission (Teens only) from KSMT staff. The vending area and the outdoor seating area can be used for this purpose unless occupied by other groups.
- Habitual disregard for these rules may result in expulsion from the Academy.

Release Form 2017/2018

Student Name _____

Parent/Guardian Name _____
(for students under 18)

Media Release

I understand that KSMT is a not-for-profit organization that promotes musical theater as an art form not only to its students, but also to the community at large. As such, articles, brochures, videos, websites and other media may be used either promotionally or educationally and may include images of KSMT's students or other participants in our programs. I hereby grant to KSMT and its partners a world-wide right to use my, or my daughter/son's image to be photographed, videotaped, other wise recorded, modified, reproduced, and displayed in such materials. These materials include, but are not limited to, photographs and videos of classes and performances, newsletters, school publications, KSMT's Internet webpage, and social media.

Parent/ Guardian
Initials

Student
Initials

Physical Correction Release

I give permission to all KSMT instructors to use physical corrections to adjust and help improve my/my child's technique and alignment.

Parent/ Guardian
Initials

Student
Initials

Handbook Release

I have read the student handbook. I understand and I will adhere to KSMT and the RLA policies.

Student Signature _____ Date _____
(for students 7&up)

Parent/Guardian Signature _____ Date _____
(for students under 18)