

## **Ballet Lubbock '23 – '24 Open House Checklist:**

- ☐ Meet my dancer's teacher(s)
- ☐ Meet Ballet Lubbock staff members
- ☐ Pick up my dancer's FREE Ballet Lubbock t-shirt and sticker
- ☐ Make at least 1 new friend
- ☐ Get my dancer's Ballet Lubbock uniform
- ☐ Update my account information if needed (new credit cards, emails, phones, or emergency contacts)
- ☐ Find answers to questions
- ☐ Visit the Ballet Lubbock photo booth and yellow ballerina statue to take pictures
- ☐ Tag photos #ThisIsBalletLubbock on social media

### **Levels 2 – Company:**

- ☐ Meet the Production Team
- ☐ Sign up for volunteer opportunities

## **DANCER CODE OF CONDUCT**

Ballet Lubbock is an inclusive and nurturing organization that celebrates each person's contribution to our communal culture. Families are encouraged to create and maintain friendships through respect for each other and our shared love of dance.

We value communication and encourage all students and families to contact us with any questions or concerns. The sooner that a staff member knows about a problem or concern, the sooner we can all work towards its resolution.

Artistic Director, Yvonne Racz Key: [yvonne@balletlubbock.org](mailto:yvonne@balletlubbock.org)  
Executive Director, Nicholas Dragga: [nicholas@balletlubbock.org](mailto:nicholas@balletlubbock.org)  
Business Manager, Meg Davis: [meg@balletlubbock.org](mailto:meg@balletlubbock.org)  
Confidential and Board of Directors monitored  
email: [concern@balletlubbock.org](mailto:concern@balletlubbock.org)

### **Ballet Lubbock works towards an environment of mutual respect.**

Dancers, teachers, staff, and families are expected to work together to create and sustain an inclusive environment for all of the Ballet Lubbock family.

Dance is a creative discipline. It allows for expression through technique, and it requires commitment, time, focus, and dedication. Your teachers have worked hard to achieve their status as instructors and are eager to share their knowledge and expertise with you. Your teachers have been where you are, and they have great respect for you. In turn, they must have your respect.

Dancers must respect their fellow dancers. The purpose of a class is to learn not only for yourself but to rise together as a group through mutual respect and consideration.

You are the face of Ballet Lubbock and should conduct yourself in a manner that reflects positively on both yourself and the organization. The kindness, respect, and artistry you practice in the classroom will always serve you well outside of it.

### **Treat others the way they want to be treated.**

Our differences are what make us a stronger team.

We will always be stronger cheering for one another's success. Bullying, harassment, hate speech, or gestures will not be tolerated by students, faculty, office staff, or anyone in the Ballet Lubbock family. We are all expected to honor and support each other in and out of the classroom, in person, and on social media platforms.

**Integrity Matters.**

Honesty and integrity are honorable and brave.

Communicating with kindness and truth creates connection.

**Take pride in your education.**

Be mindful. Be present.

We are strengthened when each person takes pride in and responsibility for their own performance and behavior.

**Respect the rules.**

Rules are established as an agreement between the teacher and the student. The repetition and discipline of class help you grow strong and confident.

Please respect the dress code, an essential part of dance training. The dress code enables you and the instructor to see your form and lines in order to develop your technique.

**NON-DISCRIMINATION POLICY**

Ballet Lubbock admits students of any race, color, sexual orientation, gender identity, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis of race, color, sexual orientation, gender identity, national and ethnic origin in the administration of our education policies, admissions policies, scholarship programs, or any other programs.

## **FAMILY CODE OF CONDUCT**

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## **TUITION**

Our tuition fees are an annual amount, billed in 8 installments on the 15th of the month, September through April. We understand circumstances may require you to set up a different pay schedule, please contact our Business Manager should you require assistance in this manner.

Tuition is not based on a monthly fee. Payment may be made by cash, check or credit card.

Autopayments may be set up using a credit card or bank account. Please be aware, if your credit card or bank account information changes, it will need to be updated on your Ballet Lubbock account.

Students are allowed to withdraw from classes at any time. However, we must receive notification by the 5th of the month in order for you to not be charged the next installment.

Tuition can be paid in full or in advance at any time.

## **ATTENDANCE**

Attendance is critical to consistent progress and advancement in the School. Students who are injured are expected to observe classes and take notes. Poor attendance (for any reason) may jeopardize a student's placement, participation in productions, promotion or Financial Aid.

3 absences per year may be made up within the month of the absence by emailing [attendance@balletlubbock.org](mailto:attendance@balletlubbock.org). Classes are made up by attending another section of your level, or if your level does not have another section, attending a class from the level below.

If your child is injured and will miss a prolonged series of classes, we ask that you provide us with an applicable doctor's note.

## **WITHDRAWING**

Please immediately notify Ballet Lubbock in writing if you plan to remove your student from our school. In order to not be charged for the month, notification must be given by the 5th of that month. This ensures that your account will be closed properly, any auto payments to be stopped, and that your student is removed from the roll sheets. Ballet Lubbock is not responsible for fees incurred due to failure of withdrawal notification.

# 2023 - 2024 Ballet Lubbock School Calendar

Unless otherwise specified below, Ballet Lubbock is open with classes in session.

## 2023

August 17 – 18	Teacher Training
August 19	Open House
August 21	First day of classes
September 2 – 4	<b>No classes/office closed</b>
September 11	Enrollment for Fall Semester ends
September 15	Tuition installment due
September 15	<i>Encore: A Backstage Bash</i>
October 9	<b>No classes/office closed</b>
October 15	Tuition installment due
October 16 – 21	Dance-with-Me Week, select levels
November 15	Tuition installment due
November 18	Last day of Fall classes
November 20 – 26	Thanksgiving Holiday <b>No classes/office closed.</b>
November 27 – 30	Winter Break – <b>No classes/limited office hours</b>
December 1 – 15	Winter Break – <b>No classes/limited office hours</b>
December 2 – 3	<i>The Nutcracker</i>
December 8 – 10	<i>The Nutcracker</i>
December 15	Tuition installment due
December 16 – Jan. 2	<b>No classes/office closed</b>

## 2024

January 3	Regular office hours resume
January 8	Classes Resume
January 15	Tuition installment due
January 15	<b>No classes/office closed</b>
January 31	Enrollment for Spring Semester ends
February 12 – 17	Dance-with-Me Week, all levels
February 15	Tuition installment due
February 19	<b>No classes/office closed</b>
March 9	Last day of classes before Spring Break
March 11 – 16	Spring Break – <b>No classes/office closed</b>
March 15	Tuition installment due
March 29 – 31	<b>No classes/office closed</b>
April 15	Tuition installment due
April 13	Spring Production
April 21	Dance Connect Performances
May 10	Last day of classes
May 11	School Performance
May 12	In-Studio Demonstrations