

Academy Ballet School of Annapolis

Class Policies & Code of Conduct

Our Commitment

ABSA is committed to creating a safe, supportive, and encouraging environment where every student can learn, grow, and discover a love of dance. Through ballet students develop not only technical skills but also discipline, confidence, perseverance, teamwork, and respect.

Our policies help foster a positive studio community where students feel safe to make mistakes, challenged to grow, and proud to be part of the ABSA family.

In addition to our internal policies, families must adhere to the [Maryland Hall Class Policies](#), which apply upon registering for classes held at Maryland Hall.

1. Respect & Conduct

Students are expected to treat faculty, staff, fellow students, parents, volunteers, and guests with courtesy and respect. Students should:

- Speak respectfully to teachers and other students.
- Allow other students to learn without unnecessary interruptions or distractions.
- Respect differences in age, ability, experience, appearance, background, and learning style.
- Treat the studio, equipment, costumes, and school property with care, and use equipment only as instructed. Intentional or negligent damage to school property may result in the responsible student or family being asked to assist with repair or replacement costs.
- Inform the teacher if they are unable to safely participate in an exercise.
- Students are responsible for their own personal belongings. Students should clearly label dance shoes, water bottles, and bags wherever possible to help if items are lost. Academy Ballet School is not responsible for lost, damaged, or misplaced personal property. Students should not bring unnecessary valuables to the studio.
- Cell phones and other electronic devices should be turned off or silenced and stored appropriately during class unless the teacher has given permission for their use. Students should not use devices during class for texting, social media, gaming, recording, or other activities unrelated to instruction.

- No running in the hallways, excessive noise, or disruptions to surrounding classrooms before or after class time. This extends to family members of students; there are many other Teaching Artists and companies that share Maryland Hall spaces.

Dance instruction may require appropriate physical contact for purposes such as demonstrating movement, correcting alignment, assisting with technique, or ensuring safety. Faculty will use professional and appropriate methods of physical correction and instruction.

Students are expected to respect the personal boundaries of their classmates and teachers. Unnecessary, inappropriate, or unwanted physical contact is not permitted. Students should communicate with their teacher if they are uncomfortable with a particular correction or interaction.

Rude, disruptive, threatening, intimidating, discriminatory, or intentionally disrespectful behavior is not acceptable. ABSA does not tolerate bullying, harassment, intimidation, discrimination, or deliberately exclusionary behavior. Students who experience or witness concerning behavior are encouraged to report it to a teacher, the Artistic Director, or another trusted adult at the school. Reports will be taken seriously and handled as appropriately as possible while respecting the privacy of those involved.

Students who violate the Codes of Conduct may be asked to leave a class temporarily, and if behavior continues, ABSA reserves the right to deny the student entry into the remaining classes without refund.

2. Dress Code

Students are expected to follow the dress code established for their class. Appropriate dancewear allows teachers to observe alignment, placement, and technique and helps maintain a professional classroom environment. Hair should always be neatly secured away from face, in style appropriate for level. Keep jewelry and other accessories to a minimum when they may interfere with movement or safety. Teachers may ask a student to modify something that interferes with instruction or creates a safety concern.

3. Attendance & Punctuality

Per Maryland Hall policies, students under 12 should be accompanied to and from the classroom. Students aged 3-6 will need to have their parent or guardian remain in the building for the duration of the class.

- Consistent attendance is an important part of dance training. Students are expected to attend all scheduled classes and rehearsals and to arrive on time
- **Students who arrive late should be fully changed into their shoes and dancewear, wait until there is a break in the music, enter quietly, and follow the teacher's instructions before joining the class.**

- Parents/guardians should notify the school via private chat on BAND/text message/email when a student will be absent or significantly late whenever possible.
- Excessive absences or repeated lateness may affect a student's ability to safely and successfully participate in class, rehearsals, or performances. For production rehearsals and performances, attendance requirements may be more stringent due to the collaborative nature of the work. Repeated absences, lateness, or failure to follow classroom or production expectations may affect casting or participation.

4. Reporting Concerns

Students and families are encouraged to communicate concerns to the Artistic Director or appropriate school administrator promptly. A student who feels unsafe, uncomfortable, bullied, harassed, or otherwise concerned about something occurring at the studio should tell a teacher, the Artistic Director, or another trusted adult.

Concerns involving suspected abuse, neglect, or other matters requiring reporting will be handled in accordance with applicable laws and Academy Ballet School's [Child Protection and Safeguarding policies](#).

5. Class cancellation and make-up policy

- **All class tuition allots for 1 unexpected closure per semester. (Fall semester = Sept-Dec, Winter/Spring semester = Jan- May)**
- Weather related closures, usually county-wide: Academy Ballet will attempt to, but cannot guarantee make-up classes, as we have very limited studio and teacher availability outside of normal classes. Possible refund of class session at the discretion of the Maryland Hall Director of Teaching and Learning if no make-up sessions can be scheduled.
- Maryland Hall independent closure due to building failure/issue: Academy Ballet will attempt to, but cannot guarantee make-up classes, as we have very limited studio and teacher availability outside of normal classes. Possible refund of class session at the discretion of the Maryland Hall Director of Teaching and Learning if no make-up sessions can be scheduled.
- Teacher illness or other ABSA closure decision: ABSA makes every attempt to make these sessions up. Make-up polls will be sent out and classes offered based on highest possible attendance date(s). If no make-up session can be scheduled, refunds for that session will be issued.

Pre-Ballet 1 and 2 classes have multiple sessions per week, and students are able to use these other sessions for make-ups. Please inform the instructor ahead of time.

Intermediate and up can use the Monthly Open technique class as a makeup, and occasionally levels above them. Please inquire with the instructor.

6. School contact information

Owner and Artistic Director: Lindsay Zetter Lucas

Info@academyballetschool.com

Studio phone: 443-659-2272

BAND app profile name: Academy Ballet School Admin

Acknowledgment

By enrolling a student at Academy Ballet School of Annapolis, students and their parents/guardians acknowledge that they have read and agree to follow the school's Class Policies and Code of Conduct. The school reserves the right to modify these policies as necessary to maintain a safe, respectful, and effective learning environment.

- I understand that ballet and dance are physical activities that involve movement, stretching, jumping, turning, balance, and physical exertion. While Academy Ballet School of Annapolis (ABSA) takes reasonable steps to promote a safe learning environment, participation in dance involves ordinary physical risks, including soreness, strains, sprains, falls, bruises, and other injuries.
- By enrolling my child in ABSA classes, rehearsals, performances, or other activities, I acknowledge these ordinary risks and agree to support my child's safe participation.
- I understand that my child is expected to follow teacher and staff instructions, use studio equipment appropriately, and notify their teacher if they are experiencing pain, illness, or an injury that may affect their ability to participate safely.
- I agree to provide ABSA with accurate emergency contact information and to notify the school of any relevant health or physical limitations that may affect my child's participation.
- I understand that ABSA faculty are not medical professionals and that, when reasonably necessary, ABSA may contact me or seek emergency medical assistance for my child.
- Nothing in this acknowledgment is intended to release or limit any rights or claims that cannot legally be waived under Maryland law.