



MIAMI
CITY
BALLET
SCHOOL

MIAMI CITY BALLET SCHOOL
PARENT/STUDENT HANDBOOK

2026/2027

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HISTORY

Founded in 1993, Miami City Ballet School (MCBS) has grown into one of the nation's most prestigious dance training academies, providing enrichment through holistic dance education. It is one of the leading dance training programs in the nation, training dancers for careers with Miami City Ballet (MCB) and other professional companies throughout the world. MCBS's expanded national and international audition tours attract more than 1,000 students each season. As one of the most diverse classical ballet companies in the nation, MCB serves as a gateway to the Americas for dancers from Central and South America, resulting in a robust international roster of both dancers and students.

ABOUT MIAMI CITY BALLET SCHOOL

Miami City Ballet School is a school where we foster artistry, love of dance, and respect for one another, while preparing students to be versatile 21st century dancers with the necessary technique, and physical strength to perform ballets in the Balanchine repertory as well as other choreographic styles.

The School's affiliation to the world-renowned Miami City Ballet allows us to offer students unique performance opportunities alongside MCB dancers including the annual production of *George Balanchine's The Nutcracker* and more!

MCBS strives to be a leader in diversity within classical ballet, embodying the belief that ballet is for all. Recognizing that financial barriers disqualify many young people from participating in ballet, MCBS offers more than \$600,000 in annual scholarships to talented students from around the globe. Scholarships provide students with the opportunity to develop a lifelong interest in arts study and create a pipeline to professional ballet for diverse dancers.

As part of a comprehensive syllabus designed to develop versatile artists, Miami City Ballet School trains students of all ages through three progressive levels:

- The Children's Division, for students ages 3-8, introduces the basic

concepts of dance steps and musicality. This program is open access and no audition is required.

- The Student Division, for students ages 8 and up, places an emphasis on strong classical technique, proper alignment, and overall strength. This program is by audition only.
- The Pre-Professional Division trains students ages 14 and up to develop the necessary technique, artistry, and physical strength to professionally perform ballets in the neoclassical Balanchine repertoire, and other choreographic styles. This highly selective program is by audition only.

Summer Programs

Current students do not need to audition for MCBS Summer Intensives.

Children's Summer Dance: For boys and girls ages 3 – 8. This program allows children to try dance for the first time, or to continue their ballet studies during the summer months.

Summer Intensive: An intensive five-week training program geared towards serious ballet students ages 12 and up who have a passion for dance and are ready to achieve a new level of artistic excellence.

Young Dancer Intensive: A two-week program designed for dedicated young dancers who are seeking a challenging summer dance experience. This program gives students ages 9 and up the chance to train with MCB's renowned faculty and experience the highest quality of dance education.

Choreographic Intensive: A unique, two-week summer program where a selective group of students ages 14-18 will have the exclusive opportunity to work with new and emerging guest choreographers. Students will experience first-hand what it is like to have a work created on them, while choreographers will have the resources to create new work. The program

concludes with a performance to premiere the new pieces.

DIVERSITY, EQUITY, AND INCLUSION

Miami City Ballet strives to become a cultural beacon for southern Florida. We believe that creating a welcoming, valued, and supportive environment for our students, dancers, staff, and faculty is essential to building an organizational culture that provides a safe space for our community to celebrate our commonalities, while respecting our cultural differences.

Our vision is to create an institution where diversity, equity and inclusion are embedded in our work and evident in our brand. These principles provide opportunities for our ongoing learning and growth, positioning our company as inseparable from and reflective of the communities we serve.

POLICIES AND PROCEDURES

The following policies apply to all students in the Children and Student Divisions of the School. Disciplinary action will be taken if any of these policies are violated.

All classes begin on the first week of September, and end the first weekend of June. Exact dates are available in the School Calendar. Students must commit to the full school year.

ADMISSION/ADVANCEMENT

Children's Division

Open enrollment. Must be the set age for the class of choice by September 1 of the School year

Advancement from Children's Division to Student Division is by invitation only. Students who are invited to advance will be notified at the end of the School Year. At the end of Ballet Prep III, the School Faculty and School Artistic Director will evaluate students seeking admission into the Student Division. The student's physical aptitude, coordination, musicality, work ethic, classroom effort, attendance, feet, flexibility, turnout, structure, and proportions will be taken into consideration. It is not unusual for a student to spend more than one year in a level.

Student Division

Selective admissions for new students is by audition only.

Advancement from level to level is based on annual evaluations of the individual student's technical ability, physical aptitude, strength, classroom effort and attendance, and is determined by the Artistic Director and faculty.

It is important to note that advancement is a unique process for each individual. Above all, students will be placed in a level that will allow for challenging study without placing the physical health and emotional well-being of the child at risk. Student progress is also evaluated on an ongoing basis and level adjustments will be made throughout the year when warranted. Students wishing to take on additional hours of study in lower-level classes may do so, space permitting and with approval of the School Artistic Director.

Spring Evaluations are conducted in the Student Division and Year End Evaluations, including placement for upcoming year, are provided in the portal.

DRESS CODE

MCBS logoed leotards and t-shirts are designed to create an environment of uniformity.

[Children's Division Uniform](#)

[Student Division Uniform](#)

[Hair Guidelines](#)

All uniform items may be purchased here:

Dancing Supplies Depot Inc.

10556 SW 8th Street

Miami, FL, 33174

(P) 305.226.0666

Visit: dancingsuppliesdepot.com/mcbs (Access Code: MCBS)

ATTENDANCE

We cannot emphasize enough the importance of regular attendance. Progress in class depends upon consistent participation. Students are expected to attend all classes unless formally excused due to illness or other extenuating circumstances.

If a student misses more than three (3) consecutive unexcused absences, they will be contacted by the School to arrange a meeting.

Students are encouraged to make up any excused absences, which include those missed due to illness, injury, family emergency, or religious holidays.

There are no makeup classes for weather related closures.

Absence notices should be entered in the Parent Portal or e-mailed in advance to school@miamicityballet.org before class so that the teacher and staff may be alerted. It is essential that students come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries and disrupt class concentration. Students more than ten minutes late to any class will be asked to sit and observe.

Students are not permitted to leave class early. In extenuating circumstances, parents should contact the School Office to receive permission for a student to be excused early.

STUDYING OUTSIDE OF MCB SCHOOL

Studying in any outside dance school/competition school and/or with private training is not encouraged nor promoted by Miami City Ballet School for students enrolled in the Academic School Year. Students who choose or are considering outside training in addition to being enrolled at Miami City Ballet School must take into account the following:

- Training can become conflicting and confusing for young dancers with dance training due to different methods of teaching with diverse pedagogy and styles being taught.
- Participating in outside study could affect the possibility of advancing to the next level.
- If a student begins to miss consecutive classes or more than three (3) classes a month due to a student studying in outside classes, the student may not be

permitted to perform in the End-of-Year Student Workshop Performance. Additionally, MCB School reserves the right to remove any student from any class or performance due to poor attendance.

INJURIES/ILLNESS

All injuries either sustained in class or out of class or illness must be reported to the School Office by email school@miamicityballet.org.

Written permission from a medical provider will be required to resume classes. Injured students are expected to observe classes and take notes. Tuition will not be adjusted for missed classes.

PERFORMANCE OPPORTUNITIES

Children's Division

All Children's Division classes will participate in a year-end Showcase. The performances will be at the end of the full year, and it is a ticketed event.

Student Division

To culminate and celebrate the work our students have accomplished throughout each year, Miami City Ballet School holds our Annual End-of-Year Student Workshop Performances. These performances allow our students from Student Division & Pre-Professional Division to demonstrate on stage the technique and artistry they have gained throughout the year.

All students from Level I – Level VII along with Pre-Professional I & II will participate in our End-of-the-Year Student Workshop Performances.

In order for students to perform, they must abide by the following:

- All Students must be present for ALL rehearsals and performances during the Rehearsal & Performance Week (dates are included in the School Calendar)
 - During this week, students will attend mandatory Tech rehearsals & Dress rehearsals. Additionally, students must attend and perform in all scheduled performances.

George Balanchine's The Nutcracker®:

Students in the Student Division, Level I – VII, have the exclusive opportunity to audition

for *George Balanchine's The Nutcracker* and other productions in the company's season at The Adrienne Arsht Center in Miami, Broward Center in Fort Lauderdale, and Kravis Center in West Palm Beach. Students enrolled in the Student Division will receive audition information after the school year begins.

Through the School's affiliation to the world-renowned Miami City Ballet, students are offered unique performance opportunities alongside MCB dancers and more.

CLASS OBSERVATION

Parents and relatives are invited to observe class during designated parent observation weeks scheduled on the school calendar.

All cell phones must be turned off before entering the studio; Photos and videos during class are NOT permitted. You will have an opportunity to take photos after class; Please arrive on time for the start of class and remain seated until the class is over; Please do not enter or exit the studio once class has begun as it is distracting to the dancers; Please do not talk during the class to the students or to fellow observers; Only water is allowed in the studios. Food and beverages are not permitted.

If younger siblings attend, out of consideration for the teacher, students and other observers kindly escort the child out into the lobby area if they become unsettled and disruptive to the class.

No cell phones, cameras, laptops, or other electronic devices are allowed in the studios during class.

TUITION POLICY

IMPORTANT: Please note that credit cards entered on the parent portal are automatically enrolled in auto payment according to the payment option selected in checkout. To remove yourself from automatic payments or to change your payment method please contact school@miamicityballet.org or 305.929.7000 X 1800.

Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance either prior to, during or after the program. Please note: MCBS reserves the right to cancel or modify classes/levels at any time.

All tuition payments are due on the first of each month. Invoices are sent as a courtesy;

however, upon registration parents should note the due dates and amounts for tuition. Students with overdue accounts will not be permitted to take classes.

A late charge of \$40.00 will be imposed on all accounts after the first of the month. Once classes have begun, tuition is non-refundable/non-transferable.

A withdrawal form must be submitted and confirmed by the school prior to the next tuition payment. Otherwise, your account will be charged, and you will be responsible for the tuition payment.

A charge of \$30.00 will be imposed on all returned checks.

No refunds are given for classes missed because of illness, injury, vacation, weather, school withdrawal or missed classes.

WITHDRAWAL PROCEDURE

A withdrawal form must be requested and submitted to the school office by email school@miamicityballet.org

All withdrawals must be submitted prior to the last day of the current month to avoid incurring tuition charges for the following month. Accounts will accrue unless notified by this process.

All past due balances and remaining tuition charges must be paid before withdrawal is approved.

CODE OF CONDUCT

All MCBS students are to maintain a positive, courteous, and respectful attitude towards their teachers, directors, choreographers, school administrators, and fellow students. This professionalism should be demonstrated not only at the School, but also at Community Engagement performances and Summer Intensive programs and outside of school.

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will and courtesy at all School events.

The School does not seek to involve itself unnecessarily in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times. They are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take very seriously our responsibilities to report suspected child abuse, neglect, and abandonment and we will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding our mandatory reporting obligations, please consult with the School Managing Director.

STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (faculty, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the School Managing Director. Further, students and their parents should promptly notify the School Managing Director if they believe an employee has engaged in any of the

following prohibited behaviors or similar activities (regardless of the age of the student):

Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.

Texting a student without including the student's parent or a School Administrator in the text;

Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;

Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);

Giving gifts to a student or exchanging cards and letters;

Inviting a student into their home;

Taking students off our property;

Flirting or asking a student on a date;

Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames; Visiting a student in their home or another location;

Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;

Asking students to sit on a faculty member's lap;

Telling secrets or telling the student not to tell something that's a secret;

Swearing, making inappropriate sexual, racial/or ethnic comments;

Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;

- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;

Providing students with alcohol or other mind-altering substances; or

Vaping, smoking, or drinking with students.

BULLYING AND HARASSMENT

MCBS is committed to a safe and civil educational environment for all students, free from harassment, intimidation, or bullying. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Students are expected to:

Behave responsibly and demonstrate respect toward fellow students, faculty, and staff at all times.

Encourage positive, collaborative relationships and conversations with fellow students.

Alert a staff member if they see threatening/bullying, inappropriate, or harmful behavior.

Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to color, race, national and ethnic origin, ancestry, sex, pregnancy, marital status, familial status, gender identity, gender expression, sexual orientation, disability, age, religion, source of income, or

actual or perceived status as a victim of domestic violence, dating violence or stalking. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors

- Requests for pictures of a sexual nature

- Taking, sending, or posting images of a sexual nature without consent

- Spreading lies or information about another individual's sexual activity

- Coercing sexual activity by threat of punishment or offer of reward

- Obscene or sexually suggestive graffiti

- Displaying or sending pornographic pictures or objects

- Offensive touching, pinching, grabbing, kissing or hugging

- Restraining someone's movement in a sexual way

- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body

- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)

- Offensive, intimidating, or inappropriate comments, postings, or conduct

teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out by, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, TikTok, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off property, on a school bus, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the School Managing Director. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in

any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

SEXUAL MISCONDUCT

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School's Student/Adult Interaction and Communication Policy);

- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;

- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;

- Any act of sexual harassment, intimate partner violence, or stalking;

- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording; or

- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to

be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the School Managing Director. In accordance with Florida law, the School reports suspected instances of sexual misconduct to the Department of Children and Families.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on school property, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at the School and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

INVESTIGATIONS

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student, or to require the student to withdraw from school. A withdrawal from the school during the pendency of the investigation does not preclude the school from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the

investigation, which may be shared with other schools, colleges, and universities.

SMOKING/VAPING/TOBACCO PRODUCTS

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored events. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events such as, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

PARENT/FAMILY COOPERATION

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or

other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, or (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

DRUGS AND ALCOHOL

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-

premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify Dean of Students of this fact when they report to School.

Self-Reporting: The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

Consequences: In addition to determining the appropriate disciplinary action, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly

scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration; and dismissal from the School. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion. There will be no refund of tuition where a dismissal occurs for violating this policy, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

WEAPONS AND THREATS

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to Miami City Ballet Property (including, without limitation, parking lots) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to our Dean of Student Affairs or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools,

camps, athletic programs, and other organizations in which the student participates. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, behavioral history, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

CELL PHONES AND OTHER ELECTRONICS

To the extent that a student brings any electronic devices to school or to school activities, the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. All electronic devices must be turned off during class.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

SEXTING

"Sexting is the term used to describe a minor's sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo or message must immediately report the situation to the School Managing Director. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

SOCIAL MEDIA

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, Tik Tok and

Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees, impact the School rights, or disrupt the school's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies, whether on or off campus.

You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the School Managing Director immediately.

Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School's attention, and to discipline students for any violation of these guidelines.

RIDESHARING

The School will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from School or any School-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18 or unless otherwise permitted by the School and parents in writing.

Please be advised that the School will treat violations of this policy as it would treat other violations of School rules and policies. In addition, should the School become aware of a violation, it will contact the third-party car service and report it.

NON-DISCRIMINATORY POLICY

Miami City Ballet School admits students of any color, race, national and ethnic origin, ancestry, sex, pregnancy, marital status, familial status, gender identity, gender expression, sexual orientation, disability, age, religion, source of income, or actual or perceived status as a victim of domestic violence, dating violence or stalking to all the rights, privileges, programs, and activities accorded or made available to students at the School. It does not discriminate on the basis of the categories listed above in the administration of its admission policies, education policies, or scholarship programs.

SERVICES FOR STUDENTS WITH DISABILITIES

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

General Policy: In general, it is the School's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the School, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose a financial undue hardship on the School, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

An accommodation refers to an adjustment or modification in the educational environment that enables an individual to enjoy equal access to the School's programs, services or activities.

Procedures, Requests, and Accommodations: The parent must communicate the need for accommodation to the School Managing Director. The School Managing Director will then advise the parent of the medical information needed from the student's treatment provider, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once the School determines the accommodations that are reasonable and that are not a fundamental alteration, undue burden, or direct threat of harm, the School will advise the parents in writing which requested accommodations have been granted. The School Managing Director will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

Students and parents are required to cooperate with the School in the process of providing information, discussing the needed accommodations, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. The School may deny a request for accommodation if either the student or the parents are uncooperative.

FACILITIES

Miami City Ballet School is strictly a drop-off only facility. Only registered students and employees are allowed inside the building.

Photography and/or videotaping of any kind is prohibited.

Please be respectful of the administrative staff and the company members by keeping noise to a minimum in the lobby areas.

Students are expected to keep the classrooms, hallways, Student Lounge, locker room, bathroom, hallways, and any other area of the building clean by picking up their belongings and garbage.

Belongings must be placed in your dance bag. During the duration of the class, the bags should be placed on the studio wall shelves. There should not be any bags left in the hallways.

Please do not leave valuables in the studio. The lost and found bin can be located in the Student Lounge.

Important School notices, schedule changes, rehearsals, etc. will be emailed and posted in the Parent Portal. It is the responsibility of the parent and student to regularly check emails and Parent Portal.

INCLEMENT WEATHER AND EMERGENCY SCHOOL CLOSINGS

MCBS follows Miami Dade Public School weather closings. MCBS will not add classes or extend the calendar school year to make up for classes missed due to inclement weather or unexpected school closings. No refunds or credit will be given for classes missed due to inclement weather. Students are encouraged to make up any missed classes.

DISCIPLINARY PROCEDURES

Each situation will be handled at Miami City Ballet School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;

- Whether there was property damage or other loss of property;

- The level of any class or School disruption caused by the student's behavior;

The number, if any, of prior infractions of School rules and regulations;

Whether the student has been previously disciplined;

Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.);

Whether the student had been earlier warned about the same or similar conduct;

Whether there was a weapon or other dangerous item involved;

Whether the conduct is of the kind also prohibited by criminal law; and/or

Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences include one or more of the following:

Disciplinary Report: Written notice of the infraction. This document is to be signed by the parent and returned to the School promptly. A second disciplinary report requires a parent-teacher conference. A third disciplinary report requires a conference with the parent, teacher, and principal, and may result in suspension. A fourth disciplinary report may result in expulsion.

Disciplinary Warning Status: Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.

Probation: A student on probation is in jeopardy of being expelled if the student commits a serious offense. Probation lasts for a full semester.

Out of School Suspension: Students are banned from all School activities, including classes, and are to remain at home.

Expulsion: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's

educational mission; non-payment of tuition or fees; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly or considered serious enough by the Dean of Students.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

SCHOOL ADMINISTRATIVE OFFICE CONTACT INFORMATION

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ADMINISTRATIVE HOURS: 10:00 AM - 6:30 PM Mon - Sat

SECURITY: 305.929.7000 ext. 1111