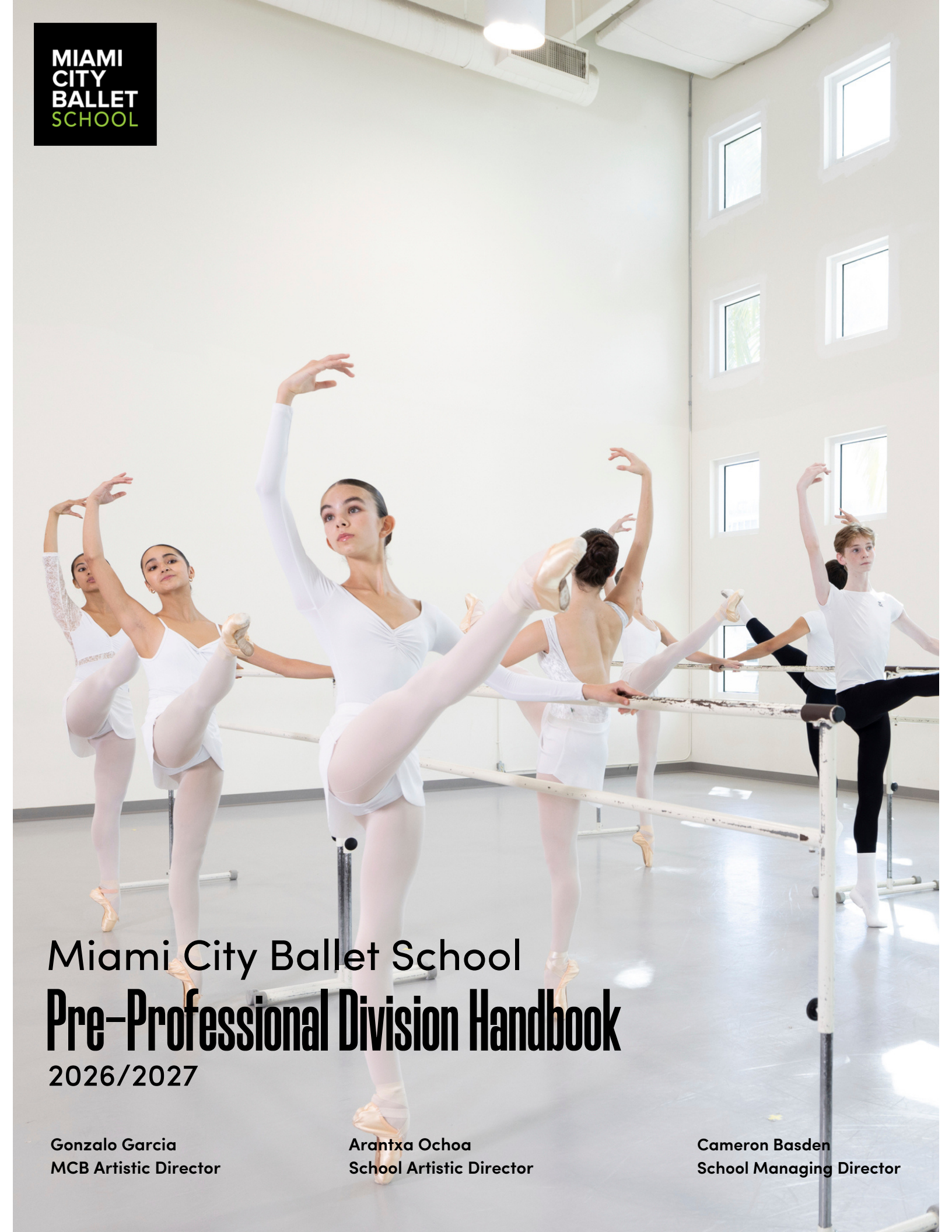




Miami City Ballet School Pre-Professional Division Handbook

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 prepares 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 excellent faculty develops strong classical technique, refinement and musicality while nurturing health, creativity and respect for one another. The School's affiliation to the world-renowned Miami City Ballet allows us to offer students unique performance opportunities alongside Miami City Ballet dancers, including the annual production of *George Balanchine's The Nutcracker* and more!

Miami City Ballet School 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, Miami City Ballet School 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, as well as terminology 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. Students will be notified of which programs they will be able to participate in by the Artistic Director.

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

Academic Options

Miami City Ballet School understands how important academics are in our students' development. International students should be enrolled in an online program from their country.

Online Options (US Citizen Only): We partner with two private on-line academies to provide options for study. Both academies provide an encompassing education, are flexible in scheduling and offer benefits to for MCBS students.

Laurel Springs School is the accredited online private school of choice for K-12 students and postgraduate students who wish to grow and excel academically and personally while maintaining a flexible schedule. For more information, [click here](#)

Holston Academy, for grades 6-12, provides access to an accredited, flexible online private school with a course catalog that includes more than 300 courses in a variety of academic subjects. For more information, [click here](#)

In-Person Option (US Citizen Only):

Miami Beach Senior High School is located across the street from Miami City Ballet School. "Beach High," is a public high school in Miami Beach, FL, serving grades 9-12. It's part of the Miami-Dade County Public Schools and is known for its academic programs, diverse extracurricular activities, and athletic opportunities. The school offers a variety of academic programs, including Advanced Placement (AP), International Baccalaureate (IB), and career and technical education (CTE) courses. Through our longstanding relationship with Beach High, they recognize Miami City Ballet School as an internship and allow for flexibility in scheduling. For more information, [click here](#)

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 Pre-Professional Division of the School, including Apprentices. Disciplinary action will be taken if any of these policies are violated.

- Acceptance into the Pre-Professional Division of the School is by invitation only.
- Casting in ballets and advancement to the next level is at the sole discretion of the School Artistic Director and the Faculty.
- All classes begin in September and end the first week of June. Students must commit to the full school year.
- Pre-Professional Division students will be required to study dance exclusively at Miami City Ballet School. Students are not allowed to participate in group classes, private lessons, or coaching sessions with dance teachers outside of the School, include supplemental instruction from Pilates or Yoga instructors, from physical therapists, or strength trainers. This does not include participation in Summer Intensives approved by the School. This policy enables our Faculty to instill the technical style that is cohesive with our School syllabus.
- Students will not be allowed to accept any amateur or professional performing engagements without securing permission from the School Artistic Director. Permission will be granted if the performing activity is considered beneficial and timely and will not interfere with the student's program of studies, rehearsals, and performances with MCBS.

ADMISSION/ADVANCEMENT

Placement in the Pre-Professional Division as well as advancement from Pre-Professional I to Pre-Professional II, or re-invitation into the program, is based on annual faculty evaluations of the individual student's technical ability, physical aptitude, strength, class- room effort, attendance, and compliance with the policies set forth in this handbook.

DRESS CODE

There are no legwarmers, sweatpants, sweatshirts, or baggy tee shirts allowed for any

class or rehearsal, including contemporary/choreography class. This policy applies from the start of class until the end of class, including those who are nursing an injury.

There is no jewelry allowed for any class or rehearsal. This includes large or dangling earrings (small earrings are permissible), no watches, bracelets, no rings, or necklaces of any kind. Hair must be slicked back with no loose ends for women and tightly secured in a high bun or French twist. Hair nets are required for performances that require a bun. Hair may be worn in a ponytail for contemporary, or choreography classes.

Gentlemen must keep their hair at a workable length and must be clean shaven. Pink tights must be worn inside your ballet and pointe shoes and not rolled up for all ballet, pointe, variations, and rehearsals. Gentlemen must wear their white socks over their black tights for classes or rehearsals, and not roll up their tights.

White skirts or black skirts (matching the color of the leotard) are only allowed for women in Variations class, and any style of skirt is allowed for rehearsals.

Pre-Professional Female Students: White Leotards are to be worn on Wednesdays & Fridays Black Leotards are to be worn on Mondays, Tuesdays, Thursdays & Saturdays Black Leotards should be worn for all rehearsals. White or black skirt (matching the color of the leotard) can be worn for variation classes.

Pre-Professional Male Students: White MCBS Shirt and black full-length tights, with white ankle socks and white shoes for all ballet classes and rehearsals. No sleeveless tee shirts should be worn in class.

Contemporary / Choreographic Classes: Any solid-colored leotard is allowed for the women in Contemporary, and Choreography classes. Men are allowed to wear tight-fitting tee shirts WITHOUT any lettering on them. Students may wear black leggings or shorts. Students are not allowed to wear baggy tee shirts, sweatshirts, or sweatpants.

ATTENDANCE

All Pre-Pro absence notices must be e-mailed in advance to Manon Maher, Pre-Professional Division Manager at manon.maher@miamicityballet.org and also to the school, school@miamicityballet.org, so that faculty and staff may be alerted of the absence. This includes absences for illness as well as for family, religious or school events.

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

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.

EMAIL ETIQUETTE

All students are required to check their personal email (as well as the Parent Portal) on a DAILY BASIS, as schedule updates, forms and other important information will be sent or posted regularly.

MEDICAL RESPONSIBILITIES/INJURIES/ILLNESS

All Pre-Professional students (including international students) must have valid health insurance covering the entire time they attend Miami City Ballet School and are responsible for updating their insurance details on MCBS School portal if anything changes during the year.

Students are required to immediately report injury or illness to their teacher and the Pre-Professional Manager.

Doctor's and PT appointments must be scheduled around class and rehearsal schedules.

The dancer will not be excused from watching classes or rehearsals to go to these appointments unless approved by the School Artistic Director.

When the dancer returns to class, a recovery rehabilitation schedule will be determined by the School Artistic Director on an individual basis. A student will be excused from class due to illness as long as they contact the Pre Professional Division Manager prior to their scheduled class so that faculty may be informed in a timely manner.

Miami City Ballet School is not responsible for medical expenses incurred due to injury nor transportation to medical facilities (see [transportation](#) section).

Contact: Manon Maher, manon.maher@miamicityballet.org

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and 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.
- 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.

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 unnecessarily involve itself 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, and 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.

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 and 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, 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, Tik Tok, 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 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.

TUITION POLICY

IMPORTANT: Please note, credit cards entered on the parent portal are automatically enrolled in auto payment according to the payment option selected in checkout.

After completing your first payment, 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: Miami City Ballet School 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.

SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of the School, including, but not limited to, 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. If any family member of a student (i) 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 or guardians cooperate with one another in the best interests of their child(ren)'s education.

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 the office 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.

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 a school 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 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 discuss aspectsof the School, or otherwisedisclose 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.

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' 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.

AUDITION POLICY

Pre-Professional II students will be allowed to audition for professional companies. Pre-Professional II students, including Apprentices, must inform the Artistic Director to discuss any company auditions they would like to attend that would require an excused absence from classes or rehearsals.

This meeting should take place before any travel reservations have been made. To schedule a meeting, you must first contact the Pre-Professional Manager to arrange a time to meet with the Artistic Director. If permission is granted to attend the audition, a record of the excused absence will be made and shared with the faculty.

*Students will not be excused from MCB Company rehearsals or performances if they are working with MCB.

MIAMI CITY BALLET SCHOOL ENSEMBLE

Students in the Pre-Professional II are members of the Miami City Ballet School Ensemble. These students have the opportunity to participate in the Miami City Ballet's Community Engagement Program titled "Ballet for Young People," performing before thousands of elementary and middle school children in Miami, Ft. Lauderdale, and West Palm Beach.

Ensemble members must strive to maintain perfect attendance in classes as well as in rehearsals. Tardiness or absenteeism will not be tolerated, and a student may be asked to relinquish their position in the Ensemble and/or program if this becomes a consistent problem.

PERFORMANCE OPPORTUNITIES

Each spring, students from the Pre-Professional I and II Division perform in the MCB School Ensemble Performances and the Student Workshop Performances, giving them the opportunity to perform in Balanchine ballets, works from the classical repertoire, or original works by faculty members.

In addition through the School's affiliation to the world-renowned Miami City Ballet, students may be offered unique performance opportunities alongside Miami City Ballet dancers and more.

STUDENT EVALUATION

In person conferences are conducted and Year End Evaluations, including placement for upcoming year, are provided in the Parent Portal.

WORK STUDY

Any student who has been awarded a partial or full tuition scholarship may be asked to perform work study assignments, such as assisting with certain MCB related

events/performances or participating in administrative duties. The purpose of this program is to not only educate the student about arts administration, but to give the student the opportunity to give back to the organization that is supporting their dance studies through scholarship aid. Students requiring community service hours for academic school credit may use work study hours to meet these requirements.

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.

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

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. Please do not leave valuables in the studio.

Belongings must be placed in your dance bag, placing bags on the studio wall shelves for the duration of class.

Lost and found bin is 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

Miami City Ballet School 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 School Artistic Director and School Managing Director. In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

WITHDRAWAL PROCEDURE

A withdrawal form must be submitted to the school office. 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.

STUDENT AND PARENT AGREEMENT FORM

STUDENT I thoroughly understand and accept the Pre-Professional Division Policies as developed by Miami City Ballet School to ensure the highest standards of behavior required for the development of professional dancers. I understand that disciplinary action as listed in the policies will be taken for behavior that violates these policies. I agree to accept these policies as stated and will follow them throughout the School Year.

Digitally signed via the portal

PARENTS I thoroughly understand and accept the Pre-Professional Division Policies as developed by Miami City Ballet School to ensure the highest standards of behavior required for the development of professional dancers. I understand that disciplinary action as listed in the policies will be taken for behavior that violates these policies. I agree to accept these policies as stated and will support the Director and faculty of Miami City Ballet School as they seek to enforce these policies for the benefit of the students. I agree to encourage my child to follow these policies throughout the School Year.

Digitally signed via the portal

SCHOOL ADMINISTRATIVE OFFICE CONTACT INFORMATION

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GENERAL QUESTIONS school@miamicityballet.org or 305.929.7007

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

SECURITY 305.929.7000 ext. 1111