



# **POLICY AND PROCEDURE**

## **SAN DRAGON, INC. AND LUJIANPING DANCE & ARTS**

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Every student in San Dragon, Inc. and Lujianping Dance & Arts (hereinafter called LD&A) is expected to conform to their rules and regulations. All students must be courteous to each other, respectful of faculty and staff, maintain quiet in the halls, and refrain from horseplay and other disruptive behavior while on LD&A premises. Students must direct their full energy to their studies, maintain self-discipline, and provide leadership and a helpful attitude to younger and/or new students at all times.

### **Registration**

All new students must complete the registration prior to attending classes. The registration includes: 1) Fill out and submit registration form. 2) Submit non-refundable registration fee. 3) Submit appropriate tuition.

**Note:** Registration is accepted on a “first-come, first-served” basis. Parents/Guardians need to register for minor students. Student who has been withdrawn from LD&A for more than 6 months must re-register prior to taking class(s).

### **Tuition**

Refer to Tuition Policy for more information.

### **Terms and Units**

LD&A school year consists of three terms: Winter-Spring, Summer, and Fall-Winter. Each term is further divided into units. There are total of six units within a school year.

- Winter-Spring term (from January to the beginning of July), Unit one: 8 weeks, Unit two: 9 weeks, Unit three: 9 weeks.
- Summer term (from the end of July to the end of August), Unit one: 6 weeks.
- Fall-Winter term (from September to the end of December), Unit one: 8 weeks, Unit two: 7 weeks.

**Note:** The beginning and end date of each unit will change from year to year according the calendar. Please refer to LD&A school calendar for the latest information.

### **Holidays**

There are total of thirty-six or thirty-seven days for holidays/breaks during LD&A school year. They are as follows:

- Summer Break (about 17 days)
- Labor Day (about 3 days)
- Thanksgiving (about 6 days)
- Winter Break (about 10 days)

**Note:** Please refer to LD&A school calendar for the actual date of these holidays/breaks.

### **Curriculum and Classes**

LD&A offers the following two types of dance classes:

- Chinese Dance Class – includes basic dance training, basic and advanced techniques, classical and folk dance, performance techniques and studio/stage rehearsal.
- Ballet Dance Class – includes basic dance training, basic and advanced technique, Pointe, performance technique and studio/stage rehearsal.

The levels of the dance classes are divided according to student age and skill level as follows:

- Children Class (age from 4 – 7 years)
- Beginner Class (age from 8 – 11 years)
- Intermediate Class (age from 12 – 14 years)
- Advanced Class (age from 15 – 18 years)
- Adult Class (age from 18 + years)

The dance classes are also arranged according to student's interest level and class size as follows:

- Group Performing Class (Min. 6 students, Max. 14 students, Perform during LD&A events)
- Group Interest Class (Min. 6 students, Max. 14 students, no performance)
- Private Performing Class (Min. 1 student, Max. 5 students, Perform during LD&A events)
- Private Interest Class (Min. 1 student, Max. 5 students, No performance)
- Special Individual Class (designed as special assistance to students who are new to Group Classes and for students who need to catch up with their classes).

**Note:** San Dragon, Inc. and Lujianping Dance & Arts reserves the right to make necessary adjustment to the curriculum and class arrangement based on the demand and the situation. All class schedules are subject to change, classes will be closed once capacity is reached and classes without adequate enrollment will be cancelled.

### **Showcase and Performance**

Each year LD&A organizes and holds showcases and participates in different types of dance performing events. By participating in these activities, the students will have the opportunity to present their accomplishment, raise their self-esteem and confidence, develop and improve their on-stage performance experience, promote and appreciate Chinese culture and arts.

Performance events:

- Annual Showcase Performance
- Performance for non-profit organizations
- Invitations and Requests for Performance
- Cultural Events

Performance Related Fees:

Students who participate in some of these performance activities will be required to pay for their costumes, performance fee, and photo shoots.

### **Dress Code**

All students must wear appropriate dance-wear. Students' appearance in class must be neat and clean at all times. Dance-wear is to be kept in good condition and laundered on a regular basis. Students are expected to observe good personal hygiene habits. Sweat pants/shorts and plastic pants/shorts may not be worn during any portion of the class. Tight fitting leg warmers are permitted at the barre only and at the teacher's discretion. Heavy jewelry is not allowed. Small stud earrings are acceptable. Visible body piercing or tattoos are not allowed. The teacher reserves the right to specify specific requirement on the dance-wear that is appropriate for the dance. The teacher reserves the right to dismiss any student who does not comply with the dress code from the class.

- **Girls:** Pink tights, leotard, and pink ballet slippers. Full tights and no cut offs. Leotard may be of any color. Please no halter style. Leotard shorts are not permitted. Pointe shoes must have ribbons and must be clean (high level ballet class only). Hair must be in a neat bun and no flyaway hair.
- **Boys:** Black tights/slacks, white or black T-shirt, and black ballet slippers. Hair must be neat.
- **Adults:** Appropriate dance attire, pink/black ballet slippers. Hair must be neat.

### **Attendance and Absence**

Students are expected to attend every class for which they are scheduled. The student or a parent/guardian must report all absences to LD&A prior to class time. Absence due to illness, injury or special circumstances may be excused upon receipt of a doctor's note or a student or a parent/guardian telephone call.

There are no prorated fees, refunds, or credits applied for absent group classes, and the student may attend another class as a makeup if the student or parent/guardian reports the absence to LD&A in advance. In some cases, makeup classes may be arranged but must be taken within 60 days after the absence. Please be aware that it is not always possible to offer makeup classes due to limited class sizes and schedule restrictions. If the teacher cancels a class for an emergency, the class will be made up at a different date/time.

There are also no prorated fees, refunds, or credits applied for absent private classes. There is makeup applied for absent private classes, if the student or parent/guardian notifies LD&A 24 hours in advance before the class start. The makeup class must be taken within 60 days after the absence. Make-up will not be applied for absent private

classes if LD&A does not receive a notice or receives a notice from the student or parent/guardian in less than 24 hours before class begins. If the teacher cancels a class for an emergency, the class will be made up at a different date/time.

### **Arrival and Pickup**

All classes begin and end on time. Students should be prompt to allow for proper warm-up and conditioning. Students may not enter class late or leave class early without permission. For safety, any student who arrives more than 10 minutes late may be required to sit and observe the class. Parents must pick up students promptly after class. Students should not be left alone in the lobby or other classroom(s). San Dragon, Inc. and Lujianping Dance & Arts are not responsible for students who are outside of classroom(s), i.e. being dropped off earlier or picked up late by parents. Students who are under age of 7 should be accompanied by an adult and should be taken to the bathroom prior to class. Please do not bring valuables into LD&A; San Dragon, Inc. and Lujianping Dance & Arts are not responsible for lost or stolen items.

### **Observation and Video Taping**

Parent may not sit in the classroom, video or take pictures during class unless special arrangements have been made with LD&A. Parent may not go inside the class to talk or coach the student. Please do not “poke your head in” during class time. Please keep all lobby conversation to a minimum. Teacher will arrange class observation once a unit to allow parent to observe the progress.

### **Placement and Performance**

Class placement is at the sole discretion of LD&A Administration. San Dragon, Inc. and Lujianping Dance & Arts reserve the right to change a student’s class based on appropriate age and/or skill level. Recognizing that dance is a highly individualized and challenging activity, the students, parents/guardians understand LD&A makes no guarantee or assurance with regards to the student's ability to perform and progress in dance.

### **Food and Drink**

Food, drinks and chewing gums are not allowed in the classroom at all time. Water is allowed ONLY. All litter is to be disposed in available waste containers. Students are expected to cooperate fully with keeping LD&A facility clean and in good condition.

### **Smoking, Drugs and Alcohol**

Smoking is not permitted in LD&A facility at any time. Possession or use of alcohol and/or drugs of any nature is not permitted and is considered grounds for immediate dismissal.

### **Posting**

Students may post messages and/or notices on the student notice board. It is considered defacement of property to affix anything to the walls of LD&A facility. Students who deface or otherwise intentionally damage LD&A property may be subject to immediate dismissal.

### **Withdrawal**

In case of withdrawal, a 30-day advance notice must be given to LD&A.

### **Dismissal**

LD&A in the sole discretion of its Administration reserves the right to suspend or dismiss any student whose attitude, conduct or attendance is found unsatisfactory; or for non-payment of tuition. In the event that a student is suspended or dismissed from LD&A, no tuition refund will be granted.

San Dragon, Inc. and Lujianping Dance & Arts reserve the right to refuse service to any student, parent, or legal guardian not adhering to the rules set forth in this POLICY AND PROCEDURE.

This POLICY AND PROCEDURE is subject to change with or without advance notice to students, parent, or legal guardian. An updated POLICY AND PROCEDURE document will be distributed to students, parent, or legal guardian once the changes are made.