

STUDENT and PARENT HANDBOOK



CAAM
Chinese Dance
Theater



Student and Parent Handbook Effective January 1, 2023

Table of Contents

1	Introduction	3
2	Mission.....	3
3	Studio Location and Contact Information	3
4	Registration.....	4
5	Emergency Contact Procedure	5
6	Code of Conduct and Studio Rules.....	5
6.1	Attendance.....	5
6.2	Behavior	5
6.3	Attire and Personal Belongings.....	9
6.4	Additional Studio Rules	9
7	Tuition, Fees, and Scholarships.....	12
7.1	Tuition	12
7.2	Cancellation, Withdrawal, and Refunds.....	12
7.3	Tuition Discounts	13
7.4	Costume Usage and Maintenance Fee	13
7.5	Late Fees	14
7.6	Makeup and Private Lessons.....	14
7.7	Scholarships	14
7.8	Male Dancer Policy	14
8	Programs	15
8.1	Dance Theater Production.....	15
8.2	School Show.....	15
8.3	Dance Theater School Recital.....	15
8.4	Summer Camp and Classes	15
8.5	Community Outreach Performances	16
9	Organizational Leadership	16
9.1	Professional Artists	16
9.2	Administrative Staff.....	Error! Bookmark not defined.
9.3	Management Committee	17
10	Miscellaneous.....	17
10.1	Copyright and Intellectual Property	17
10.2	Publicity.....	18
10.3	Studio Usage.....	18



Student and Parent Handbook Effective January 1, 2023

10.4	Dance Theater Equipment	18
10.5	Drop-off and Pick-up of Students and Waiting Areas.....	18
10.6	Snow Emergency	18
10.7	Volunteer Opportunities	19
10.8	Logo Wear	19
10.9	Contacts for Feedback, Inquiries, and Suggestions	19
10.9.1	General Information.....	19
10.9.2	School Operations.....	19

1 Introduction

CAAM Chinese Dance Theater (CDT) is a community-based organization that is a division of Chinese American Association of Minnesota (CAAM), an organization serving Chinese and Americans in Minnesota. CAAM Chinese Dance Theater began its activities in 1981 and was formally created in 1992. Since then CDT has provided outstanding cultural programming in the Twin Cities. CDT's activities include a dance school, annual recitals and professional dance productions, and educational outreach programs. Our professional productions featuring established and new choreographers have earned accolades across the state and garnered recognition within the Midwest region. CDT consists of school staff and is governed by a volunteer Management Committee, which meets on a regular basis for official business.

CAAM Chinese Dance Theater is the recipient of numerous grants from foundations such as the Minnesota State Arts Board, the State Metropolitan Regional Arts Council, St. Paul Star, and others. Through our work in running a dance school, presenting annual shows, organizing festivals, and performing community outreach programs in a five-state area, we have become one of the largest and finest Chinese dance organizations in the Midwest. In May 1998, we received a leadership and service award from the State Council on Asian Pacific Minnesotans.

2 Mission

CAAM Chinese Dance Theater is dedicated to preserving and celebrating our Chinese cultural heritage and enriching a diverse community through the universal language of dance. CAAM CDT is the "Heart of Dance and the Soul of China".

3 Studio Location and Contact Information

Studio location: 800 Transfer Road, Suite 8, St. Paul, MN 55114



Student and Parent Handbook Effective January 1, 2023

Mailing address: CAAM Chinese Dance Theater, 655 Fairview Ave N, St. Paul, MN 55114 Email address: caamcdt@gmail.com Web site: <http://www.caamcdt.org>

Dancers and their families should subscribe to the CAAMCDT WeChat Group. To join add WeChat to your apps and contact your class coordinator to be added to the CAAMCDT WeChat Group.. Official school notices are sent through emails from Studioware, our vendor for registration and CAAM CDT WeChat group, and documents are posted at www.caamcdt.org.

4 Registration

Registration

All registration and enrollment will be completed online. You will need to register your student every semester. A PDF copy of the schedule can be found on our website www.caamcdt.org.

Online registration is available at <http://caamchinesedancetheater.studioware-online.com>.

Registration can also be accessed by following the link "Sign up for a class" on our website www.caamcdt.org or can be done by emailing caamcdtpayments@gmail.com.

The Parent Portal allows you to:

- View and Enroll in Classes
- View account balances and make payments on invoices.
- Add new students to your family account.
- Add/Update mailing addresses, phone numbers, and email addresses Change password
- View your class schedule.

Be sure to check contact information to insure that staff has the parent's most current contact information in case of emergency. In order to complete the registration process, you are agreeing to CDT's policies regarding release of liability, assumption of risk, and medical emergencies.

Questions regarding online registration should be directed to caamcdtpayments@gmail.com. Questions regarding class placement or other studio concerns should be directed to the school assistant principal at caamcdt@gmail.com.

If you have an outstanding balance for your account, registration for a class will not be accepted without payment of the outstanding balance and the dancer will not be able to participate in any class. You can work with the CAAM CDT (principal and treasurer) for a payment plan to pay off any outstanding balance. If the payment outstanding is more than \$400 per family, then the CDT board needs to approve the payment plan.



Student and Parent Handbook Effective January 1, 2023

5 Emergency Contact Procedure

In the event of a medical emergency or injury during a class, the instructor will immediately contact the parents using the phone number(s) provided by parents on the student's registration record. In the event of a life-threatening emergency, 911 will be called immediately, and then the parent/guardian will be notified.

6 Code of Conduct and Studio Rules

CAAM CDT classes are lively and rigorous. In order to maintain a high quality and safe learning environment, students must adhere to the following rules:

6.1 Attendance

- Students are expected to attend all classes during the semester.
- If students have a preplanned absence (vacation, etc.), they should notify the instructor of the date(s) of the absence.
- If students must miss class due to illness, injury or other unplanned absence, they should contact the instructor and/or class coordinator to notify them that they will not be attending class that day.
- Each student is allowed a total of three absences per semester. If a student misses more than three classes during the semester, the instructor may remove her from scheduled outreach or production performances.
- No refunds will be given for missed classes, planned or unplanned.

6.2 Behavior

- CAAM CDT Students are subject to city, state and federal laws. A student who is charged with violating local ordinances, state statutes or federal law or who is arrested in connection with possible illegal activity may be subject to immediate suspension from CAAM CDT pending an investigation.
- Students and persons associated with students must demonstrate respectful behavior toward teachers, peers, and/or volunteers. This includes self-control and responsible behavior, consideration for the physical and emotional well-being of others, courtesy and good manners. Failure to comply may result in a correction or suspension.
- Students and persons associated with students must not engage in bullying or harassment toward teachers, peers and/or volunteers. Students and persons associated with students must refrain from any conduct that could be perceived as harassment based upon gender, age, race, religion, sexual orientation, or disability.
 - See Anti-Bullying/Anti-Harassment Policy outlined in Section 6.3 for further details.
 - Failure to comply may result in a correction, suspension and/or expulsion.
- Students and persons associated with students must demonstrate respectful behavior toward equipment and the facility at all times. Damage to the equipment and props due to inappropriate use or care may result in a fine.



Student and Parent Handbook Effective January 1, 2023

- Abstain from illegal consumption of alcohol or illegal drugs. Absolutely no consumption of alcohol is permitted by CAAM CDT students who are minors. Failure to comply may result in suspension or expulsion.
- Refrain from any activities that may be considered hazing (“rite of passage”). Failure to comply may result in a correction or suspension.
- Students should attend class regularly. When students miss classes, it makes it difficult for the whole class to learn the dance and ensemble routines. Failure to comply may result in a correction or suspension.
- Students are expected to listen carefully, to follow the instructor’s directions, and to refrain from talking to each other during class, except for assisting in the process of communication. Failure to comply may result in a correction or suspension.
- Students and persons associated with students should not engage in dangerous behavior or horseplay in the studio or partake in actions that could harm others. Failure to comply may result in a correction, suspension or expulsion.
- Students and persons associated with students should refrain from profane or abusive language or disruptive behavior. Failure to comply may result in a correction or suspension.
- Students should remain in their dance studio for the whole session, except for breaks at the discretion of the instructor. During breaks students will refrain from running, shouting, pushing or any other behavior that will disturb other students, parents and other tenants in the building. Failure to comply may result in a correction or suspension. Student and persons associated with students will communicate with their classmates and instructors with honesty and timeliness. Failure to comply may result in a correction.
- Students and persons associated with students must refrain from inappropriately using online social networks; this includes cyber-bullying. Specifically, students and persons associated with students must refrain from the following on-line activities:
 - o No offensive or inappropriate pictures are posted;
 - o No offensive or inappropriate comments are posted;
 - o Any information placed on a website(s) does not violate this code of conduct;
 - o Photos and/or comments posted on sites do not depict negatively on CAAM CDT identifiable activities.
 - o Any photos that are deemed confidential as part of marketing strategies related official CAAM CDT activities (including not posting pictures of upcoming production shows before permission is granted by the Artistic Director OR the Marketing Committee),
- CAAM CDT reserves the right to suspend or expel a student from classes if, in the judgment of the investigator (based on input received from the instructor), a student’s behavior or attitude is posing a disruption to the class environment or impeding the instruction of other students.

6.3 Anti-Bullying/Anti-Harrassment

Chinese American Association of Minnesota – Chinese Dance Theater (CAAM CDT) is committed to providing all students with a safe and civil studio learning environment in which all members of the school



Student and Parent Handbook Effective January 1, 2023

community are treated with dignity and respect. Bullying or harassment of or by students, staff, and persons associated with students and volunteers is not tolerated by the CAAM CDT Management Committee. Bullying or harassing behavior can seriously disrupt the ability of school employees and volunteers to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of CAAM CDT that school employees, volunteers, persons associated with students and students shall not engage in bullying or harassing behavior in the studio, or at any school function or school-sponsored activity (including productions, recitals and community outreaches).

For the purposes of this policy, the defined words shall have the following meaning:

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the student in reasonable fear of harm to the student’s person or property.
 - Has a substantial detrimental effect on the student’s physical or mental health.
 - Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Volunteer” means an individual who has regular, significant contact with students.
- “Persons associated with a student” includes guardians, siblings, relatives, friends, etc. associated with a student. CAAM CDT does not monitor siblings not in classes. Parents and guardian must supervise any students not attending a class in session.

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with a Management Committee member. Complaints shall be filed within *180 Days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.



Student and Parent Handbook Effective January 1, 2023

School employees, volunteers, and students and person associated with a student shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

An officer of the Management Committee will promptly and reasonably designate an investigator to review allegations of bullying or harassment. The Chair of the Education Committee will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Management Committee shall also be responsible for developing procedures regarding this policy.

- Reporting Procedures:
 - Any person who witnesses or is subject to an act of bullying or harassment as defined in this policy, the witness or victim should report the incident to the School Assistant Principal.
 - If the School Assistant Principal is not available or is a party to the bullying or harassment as defined in this policy, the witness or victim should report the incident to the Chair of the Education Committee of the CAAM CDT Management Committee.
 - If the neither of these people are available or if both individuals are a party to the bullying or harassment as defined in this policy, the witness or victim should report the incident to either Co-Chair of the CAAM CDT Management Committee.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion from CAAM CDT. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination of employment. If after an investigation a school volunteer or person associated with a student is found to be in violation of this policy, the volunteer or person associated with a student shall be subject to appropriate measures, which may include exclusion from the studio grounds.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer or persons associated



Student and Parent Handbook Effective January 1, 2023

with a student found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the registration materials

6.4 *Attire and Personal Belongings*

- Street shoes must be left in the entryway of the CDT Studio Suite. Only dance shoes may be worn in the dance studios.
- Coats, bags, and personal belongings should be hung on hooks in the entryway.
- There is no changing area in the CDT Studio Suite. Dancers should arrive to class dressed to dance in a leotard or tight-fitting shorts that reveal the knees and a tight fitting camisole or shirt. No baggy clothing, including running shorts or loose t-shirts may be worn.
- Hair should be pulled back securely and neatly in a ponytail or bun.
- Students should not wear jewelry or hard, protruding hair clips in class.
- All costumes, hair pieces, and props must be returned after each performance.

6.5 *Additional Studio Rules*

- Students should arrive at class on time and prepared, with all personal needs, including trips to the restroom, taken care of before class time. Please do not come to class with a full stomach.
- Students and persons associated with students should assist in promoting positive attitudes among all involved with CAAM CDT.
- Parents should remain in the waiting areas unless specifically invited into the studio by the instructor or individually permitted by the instructor.
- Absolutely no food is permitted in the studio, conference room or public areas (e.g. hallways) of the building. Food may be consumed in the lunch room, located to the South of the CDT Studio suite. Water bottles may be brought into the studio.
- No animals, except for service animals, are permitted in the building.
- No fundraising for individuals or organizations other than CAAM CDT may take place at the studio.
- Anyone under 16, that is not attending class in session, must be supervised by a guardian at all times. Students must be supervised before and after class.

6.6 *Complaints*

- A Student, Parent on behalf of a student, instructor or volunteer can initiate a complaint with the Assistant Principal or the Chair of the Education Committee. A complainant may also submit their concern to the Managing Committee if the complaint involves the Assistant Principal or their designee.



Student and Parent Handbook Effective January 1, 2023

- o All complaints will file within 180 days of the occurrence of the event.
- o All complaints should list the nature of the complaint, the parties of the complaint (students, instructors, volunteers, etc.) and the remedy desired.
- o The Assistant Principal or Chair of the Education Committee will respond to the complaint in written format within 30 days of receipt. Additional meetings will be conducted as necessary.
- o The Assistant Principal or Chair of the Education Committee will report on all complaints received to the Managing Committee as part of the meeting process or via electronic means as warranted by the situation.

6.7 Correction

- CAAM CDT reserves the right to correct a student as a result of breaking the code of conduct or CAAM CDT Studio rules.
 - o A correction can take the form of verbal instruction, verbal warnings, temporary suspension of class activities, conference (with parents) and written reprimands.
 - o A correction can be administered by an instructor, the Assistant Principal, or other appropriate volunteers at the time of the infraction.
 - o A student who has a series of infractions associated with the Code of Conduct can be subject to an investigation leading to Suspension or Expulsion.
 - o A correction does not require an investigation.

6.8 Investigations

- The Investigator (Assistant Principal, Chair of the Education Committee or Chair of the Management Committee) will promptly and reasonably investigate the complaint. The investigator shall consider the totality of circumstances presented in determining whether the conduct in the complaint warrants further action.
 - o All information gathered during the investigation shall remain confidential and will not be discussed with people not involved in the investigation.
 - o The Investigator shall recommend a remedy based on the circumstances established in the investigation.
 - o The Investigator may recommend a suspension or an expulsion if circumstances are warranted.
 - o In cases of suspension or expulsion, the Management Committee must be informed and approve the recommended corrective action.
 - o In all cases, the results of the investigation and remedies will be shared with all parties that are a part of the investigation.
 - o Discussion and materials associated with the investigation shall remain confidential and will not be reflected in any public records like meeting minutes.

6.9 Right to Appeal

- Right to Appeal – In all cases any person subject to a remedy as part of an investigation (including but not limited to Suspension and Expulsion) will have the right to appeal.



Student and Parent Handbook Effective January 1, 2023

- All appeals should be made in writing or electronically
- All appeals should be made to the Chair of the Management Committee within 14 days of receipt of notice of suspension or expulsion.
- The appeal should include any disputed facts, extenuating circumstances and requested changes to the remedy outlined in the Investigation.
- This includes the right to be heard by Management Committee at the next scheduled meeting. The appealing party will be given 15 – 30 minutes to present their appeal.
- The Management Committee will determine the validity of the appeal within 30 days of the hearing at the meeting.
- The Management Committee will communicate their decision to all parties of the investigation, the Assistant Principal and the Chair of the Education Committee at the time of the decision within 30 days of the hearing at the meeting.
- The decision on the appeal by the Management Committee will be final.

6.10 Suspension

- CAAM CDT reserves the right to suspend a student for either a fixed period of time or for an indefinite period of time as a resulting sanction of an investigation.
 - Suspension of the student may result when the investigation reveals that the Code of Conduct has been violated.
 - Suspensions can result from behavior, attendance and financial violations.
 - A student on suspension will not receive a pro-rated refund for time missed due to the suspension.
 - Suspension can be in the form of a fixed number of sessions.
 - Suspension can be in the form of exclusion from a performance event.
 - Suspension can be in the form of an indefinite period with specific conditions defined in the suspension that must be met prior to re-instatement with CAAM CDT and resumption of regular class.
 - Any person subject to suspension as part of an investigation will have the right to appeal. This includes the right to be heard by Management Committee (See Section 6.7 Right to Appeal).

6.11 Expulsion

- CAAM CDT reserves the right to permanently expel a student as a resulting sanction of an investigation.
 - Expulsion of the student may result when the investigation reveals that the Code of Conduct has been violated and the severity warrants expulsion.
 - Expulsions can result from behavior and financial violations.
 - A student expelled will not receive a pro-rated refund for time missed due to the suspension.
 - Any person subject to expulsion as part of an investigation will have the right to appeal. This includes the right to be heard by Management Committee (See Section 6.7 Right to Appeal).



Student and Parent Handbook Effective January 1, 2023

7 Tuition, Fees, and Scholarships

7.1 Tuition

Tuition for each class is based on the CDT School's operation costs.

Tuition can be paid online on your personal account at <http://caamchinesedancetheater.studioware-online.com/> or by cash/check. There is no additional cost if paying online. The payments are processed through PayPal.

Tuition payments may also be made in cash or by check to "CAAM CDT". All checks/cash must be deposited in the lockbox at the studio. Please write the invoice number on the check to insure proper credit. Do not give money to teacher or class coordinators.

Full tuition is due on or before the first day of class. Payment plans are available with a \$5.00 service fee. Email caamcdtpayments@gmail.com if you wish to arrange a payment plan.

A \$10 charge will be added if tuition received after the second class (full or partial payments). Students are expected to pay the full tuition cost of a class regardless of whether they will miss class due to planned or unplanned absences. A part of each class may be devoted to outreach practice and as students are expected to participate in the outreach program, no reduction in tuition will result for those not involved in a particular outreach.

Please note that students will need to pay a Costume Usage and Maintenance. For details on the topic refer to Costume Usage and Maintenance Fee, section 7.4 of this Handbook.

A \$10.00 Registration Fee per family will be collected on an annual basis or a new registration. This is typically collected at the beginning of the Spring Semester.

7.2 Cancellation, Withdrawal, and Refunds

Minimal enrollment in a class at or below Beginner's levels is six students. If a class has fewer than six students, the class may be canceled or special tuition rates may apply at the discretion of the School.

If the School cancels a class, tuition refunds will be provided according to the following schedule:

School cancels class within two weeks	100% tuition refund
School cancels class after two weeks	Prorated tuition refund

If a student withdraws from a class, tuition refunds will be provided according to the following schedule:



Student and Parent Handbook Effective January 1, 2023

Withdraw within two weeks of start of classes	100% tuition refund
Withdraw after first two weeks of classes	No refund

No refund will be given to a student for any class missed by her/him for any reason other than withdrawing from the school within two weeks of the start of classes. No refund will be available for missed classes due to suspension or expulsion from classes.

If a student must withdraw from class due to injury or other medical reasons, a written doctor's statement is required before granting any refunds. Refunds will be pro-rated based on the number of classes attended prior to withdrawal, suspension or expulsion.

All refunds will be in the form of credit in student's account that can be applied for future tuition payment. A refund check can be mailed to student's address within 30 days of cancellation per request.

7.3 Tuition Discounts

Multiple Classes: If a student attends more than one class, a 10% discount will be applied to the tuition for the second class, 40% discount to the tuition for the third class, 70% discount for the tuition for the fourth class. The discounts will be applied in order of highest to lowest tuition for each class (i.e. 10% to the second highest tuition, etc.) The fifth or more classes are free.

Family: If two students from the same family living at the same address attend CDT, a 10% discount will be applied to the second student's class tuition. If three students from the same family attend CDT, a 20% discount will be applied to the third student's tuition, in addition to the 10% discount for the second student. If the family has more students, additional 10% will be added to each additional students in the same fashion. The order of first, second and third student is determined by the tuition amount, the student who has the most tuition will be the first student in considering discount, and the last student is the one who has least tuition.

Combination of family discount and multiple class discount: Multiple class discount will be calculated at first, and then each individual student's resulting discounted tuition will be used to calculate family discount.

Outreach Performance Participants: Students are expected to volunteer in up to six (6) community outreach performances each year.

7.4 Costume Usage and Maintenance Fee

CAAM CDT buys and makes many beautiful dance costumes each year while working hard to steward our resources carefully. Many costumes originally created for production shows are used and reused in our annual recitals, thereby substantially reducing costume related expenses for



Student and Parent Handbook Effective January 1, 2023

our participants. Each student is expected to pay costume fees twice a year to help support the making and maintenance of costumes. These fees are typically added to the Fall and Spring Semester tuition and are nonrefundable. Students may be asked to purchase some costume items – for example matching leotards, tights, shoes, or skirts -- for themselves for the May recital.

7.5 Late Fees

Tuition and costume usage fees are due to the school on or before the first day of class. A late fee is applied for payment after the second class. Late fees will be published before the start of each session of classes.

When late fee is applied, it disqualifies the discount applied to the tuition for the same semester.

7.6 Makeup and Private Lessons

Students enrolled in regularly scheduled classes may elect to take supplemental, private dance lessons through arrangement with CAAM CDT instructors. Private lessons include lessons for individual enrichment and makeup lessons requested by a student due to absences or for improvement. Private lessons must be arranged so as to avoid conflicts with regularly scheduled classes. Tuition rate for a makeup lesson requested by the student may be different from the regular class and will be determined by the school based on individual cases. Tuition rates for the individual enrichment lessons will be published before the start of each session of classes.

Makeup lessons requested by a teacher will not be charged.

7.7 Scholarships

The Stanley and Marvel Chong Foundation has generously donated funds for Chinese Dance Theater scholarships. This money is used to award students who participate in the outreach program and provide opportunities for students who need financial assistance. The scholarship is to be used towards students' tuition for taking classes with CAAM Chinese Dance Theater in the coming semester or school year. The members of the Scholarship Committee, made up of teachers and Management Committee members, will announce the acceptance of scholarship applications at their discretion.

CAAM CDT also offers scholarships for those with economic hardships, in particular, for families that receive free or reduced lunch at their schools. Please contact us at admin@caamcdt.org for additional information about these scholarships.

7.8 Male Dancer Policy

Amateur male dancers who are taking a class at CAAM CDT in preparation for a production will be charged tuition at a 50% reduced rate, based upon the tuition rates contained in the Parent/Student



Student and Parent Handbook Effective January 1, 2023

Handbook for Private, Supplemental or Enrichment lessons according to the size of the class in which they enroll and an estimation by the instructor of the number of hours that will be required to prepare the dance. Male students will also be expected to pay the annual costume fee.

8 Programs

The Dance Theater Production, School Show, Recital, Summer Camp and Classes, and Outreach Performances are major programs run by CDT. These programs support CDT by providing:

- Opportunities to truly fulfill our mission of preserving and celebrating the Chinese cultural heritage through the universal language of dance
- Revenue for the Dance Theater
- Opportunities for grant resources
- Opportunities for students to practice Chinese dance techniques and performance skills
- Opportunities to promote CDT in the community

8.1 *Dance Theater Production*

CAAM CDT strives to present high quality dance productions every year. Throughout our history, we have presented numerous critically acclaimed productions. Students are selected to participate in the production based on the needs of the program as well as their skills and availability. Participation in these productions is an honor and a development growth opportunity for our students. However, those who choose to participate must commit to the rigorous rehearsal and performance schedules.

8.2 *School/Senior Show*

A school/senior show is typically performed for Elementary through High School students and seniors during a weekday in the Autumn of each year. The school show enables students throughout the greater Twin Cities area to experience the beauty of Chinese dance and learn about Chinese culture. CDT offers subsidized tickets for students who participate in the reduced/free-lunch program at their school.

8.3 *Dance Theater School Recital*

An annual year-end School Recital is usually held in May to allow students to showcase the skills they have developed in the preceding year, and to recognize dancers who have studied at CAAM CDT for 5, 10 and 15 years. Details regarding the year-end recital are usually communicated early in each spring term.

8.4 *Summer Camp and Classes*

Each year a series of dance camp experiences for younger students between the ages of five and twelve and intensive summer classes and workshops for older students are offered by CAAM CDT. These experiences allow for the intense opportunity to develop dance skills, and to learn about



Student and Parent Handbook Effective January 1, 2023

tumbling, Gong Fu, Tai Ji, Chinese language, painting/drawing, paper folding, calligraphy and other aspects of Chinese culture. Information about summer programming is distributed during the spring term. Tuition for Summer Camp is set when the schedule is distributed and is discounted according to the following policy:

Multiple Students from the Same Family

If two students from the same family attend Summer Camp, the second child will receive a 10% tuition discount. If three students from the same family attend Summer Camp, the third child will receive a 20% tuition discount.

Multi-Session Participant

If a student participates in two sessions of Summer Camp, a 10% discount will be applied to the second session tuition. If a student participates in three sessions of Summer Camp, a 20% discount will be applied to the third session tuition.

8.5 Community Outreach Performances

CAAM CDT conducts many community outreach performances throughout the year especially during Chinese New Year season, Asian Heritage month, summer festival months as well as regular events such as Festival of Nations, Torchlight parade, and many other corporate, community, school and university events. . Students beyond the Elementary level are expected to participate in up to 6 outreach performances each year. Students may earn credits toward tuition discount through participating in outreach performances in excess of the 6 required performances. For information on potential tuition discount for extraordinary participation, refer to Tuition Discounts section in this Handbook.

9 Organizational Leadership

The Dance School of the Chinese Dance Theater is overseen by a Management Committee which acts as the Board of Directors and day to day operations is undertaken by a team of staff and volunteers. Overall artistic and curriculum direction is provided by the Dance School's Artistic Director in conjunction with input from the teachers.

9.1 Professional Artists

CAAM CDT is very fortunate to employ outstanding dance artists from China as well as other volunteer staff. Biographies of artistic staff is available on CAAM CDT's website at www.caamcdt.org under "More.. Staff".

Artistic Director is responsible for:

- developing the overall artistic vision of the Dance Theater and its performances
- the curriculum direction for its classes
- creating choreography, performances and teaching classes



Student and Parent Handbook Effective January 1, 2023

School Principal: is responsible for:

- developing the school's curriculum with input from the Artistic Director, setting schedules
- assisting with performances and teaching classes

Performance Director: is responsible for

- developing programs to increase performance, and technical skills with input from the Artistic Director
- creating choreography and teaching classes

Assistant Principal: A volunteer, responsible for:

- leading the administrative activities of the Dance School, such as, scheduling, registration, student record keeping, policies, CDT rule enforcement, tuition, and fees
- communicating with instructors, class coordinators, students, parents, and community, etc.

Class Coordinator: A volunteer parent (or adult dancer) from each class, responsible for:

- distributing performance and rehearsal notices to class members
- facilitating communication between parents and the teacher or School staff
- distributing and collecting costumes at performances
- notifying dancers of schedule changes

9.2 *Management Committee/Board of Directors/Operational Committees*

CAAM CDT is overseen by a Management Committee and acts as a board of directors for the CDT division of CAAM. The Management Committee coordinates planning, budgeting and administration and strategic planning for the organization. A current membership list can be found at: <http://www.caamcdt.org/about/index.html>. CAAM CDT also has committees under the board to operate and manage the organization. Committees are primarily volunteers using professional skills and developing skills beneficial to the organization.

10 Miscellaneous

10.1 *Copyright and Intellectual Property*

CAAM Chinese Dance Theater maintains copyright of all its choreographed dances, music selections, costume designs, graphic designs, programs, photos, videos, marketing materials, policies, handbooks, and any other relevant materials defined by CAAM CDT. No usage of its materials and dances is allowed without explicit written permission of CAAM CDT. Students may not perform or teach the dances they learned to non-CDT members without permission from CAAM CDT. Students and their parents will be asked to sign a release to allow CAAM CDT to



Student and Parent Handbook Effective January 1, 2023

use their images to promote the organization and also a agreement not to use images of anyone else without their written permission ("Release"). A copy is provided at the end of this Handbook.

10.2 Publicity

Pictures and videos of students in classes, rehearsals, and performances are routinely taken for publicity purposes for the school. If parents explicitly object to such use of pictures and videos of their child, please inform CAAM CDT in writing or as part of the release provided by CAAM CDT to parents and students to sign.

10.3 Studio Usage

Our studio is used only for the purposes of the CAAM CDT, such as classes, rehearsals, and meetings. Only with special permission may the studio be rented for other purposes.

10.4 Dance Theater Equipment

CAAM CDT maintains many costumes, equipment, props and other materials. These materials are to be used only for Dance Theater purposes. If by special permission a student borrows CDT equipment for other purposes, a deposit must be made to CAAM CDT, and the student must take responsibility and compensate CAAM CDT if damage occurs.

10.5 Drop-off and Pick-up of Students and Waiting Areas

All students should arrive promptly to class, and should be picked up immediately after the end of class. Students 12 years of age and under will not be permitted to leave the studio suite without a teacher or parent/guardian.

Parents/guardians who wish to wait for their students are invited to wait in one of two building areas:

- Conference Room: To the North (left when facing the Studio) of the CDT Studio Suite is a conference room with a large conference table that is available if no other groups have reserved it for their purposes. No food is permitted in this conference room; beverages with a lid are permitted. Please respect the needs of others who also use the building .
- Lunch Room: To the right of the studio down the end of the hallway is a lunch room with vending machines and microwave conveniently located by the restrooms. Food may be consumed in this room.

10.6 Weather Emergency

In case of weather emergency, teachers or CDT Administration will inform each Class Coordinator who will in turn contact the parents. When possible, school cancellation announcements will be delivered through CAAM CDT e-mails and WeChat. Call (651) 774-0806 for any such announcements.



Student and Parent Handbook Effective January 1, 2023

10.7 Volunteer Opportunities

CAAM CDT depends heavily on volunteer efforts. We trust that you will consider the areas listed below in order to determine where you will be able to make a contribution. You will be asked to indicate your areas of interest on your child's registration form, and in doing so, agree to be put on a list of volunteers to help in this area.

- | | |
|------------------------------------|--------------------------------------|
| • Grant Writing and Administration | • Props |
| • Class Coordination | • General Administration |
| • Production | • Community Outreach |
| • Publicity | • Management Committee |
| • Costumes | • Website Development and Management |
| | Fundraising Events and planning |
| Newsletter | |

10.8 Logo Wear

Official CAAM CDT Logo Wear is available through its website at <https://www.caamcdt.org/support-caam-cdt-buy-cool-stuff-online-store/>

10.9 Contacts for Feedback, Inquiries, and Suggestions

10.9.1 General Information

Feedback, inquiries, and suggestions regarding CAAM CDT in general may be directed to:

CAAM Chinese Dance Theater
655 Fairview Ave N
Saint Paul, MN 55114
(651) 774-0806

adm@caamcdt.org
<http://www.caamcdt.org>

10.9.2 School Operations

Feedback, inquiries, and suggestions regarding the operation of the school in particular may be directed to the instructors, or the Class Coordinators.



Student and Parent Handbook Effective January 1, 2023

Chinese American Association of Minnesota Chinese Dance Theater Student Code of Conduct Consent and Release

Introduction

Participation at CAAM CDT is a privilege and should be treated as such. The actions of one participant may reflect positively or negatively on the organization. Therefore, CAAM CDT students and persons associated with a student are expected to represent themselves, their school and the organization with honesty, integrity and character –artistically and socially.

All students and persons associated with a student agree to conduct themselves with proper etiquette and are responsible for their actions while participating in all CAAM CDT activities (including but not limited to performances, practices, camps and outreaches).

Proper etiquette is defined as, but is not limited to: Respect for instructors, class coordinators, volunteers, external supporting staff (O'Shaughnessy staff, etc.), other students or parents. Respect for facilities, privileges and operating procedures, the use of courtesy and good manners, acting responsibly and maturely, refraining from the use of profane language, and the absence of illegal use of alcohol and illegal or banned drugs.

Policy on Student Conduct

CAAM CDT Students and persons associated with students are expected to:

- Maintain high standards of moral and ethical conduct, which includes self-control and responsible behavior, consideration for the physical and emotional well-being of others, courtesy and good manners;
- Refrain from bullying and harassing activities toward teachers, peers and/or volunteers;
- Abide by CAAM CDT governing body policies (See Student/Parent Handbook for complete details.);
- Abstain from illegal consumption of alcohol or illegal drugs. Absolutely no consumption of alcohol is permitted by CAAM CDT students who are under the legal age;
- Refrain from hazing;
- Refrain from any conduct that could be perceived as harassment based upon gender, age, race, religion, sexual orientation, or disability;
- Communicate with their instructors, volunteers and other students with honesty and timeliness;
- Assist in promoting positive attitudes among all involved in CAAM CDT;
- Avoid using profane or abusive language and disruptive behavior;



Student and Parent Handbook Effective January 1, 2023

- Attend classes regularly and on time;
- Respect and preserve all equipment (including costumes, props, studio space (including waiting areas) and equipment or venues utilized by CAAM CDT for production, outreach or camps);
- Students and their families will maintain their financial obligations in a timely manner;
- Refrain from inappropriately using online social networks.

Policy on use of Images and Comments

Students and persons associated with students must remember that they are representatives of CAAM CDT and are in the public eye, especially when performing in public venues or elsewhere. From time to time students, their parents, volunteers, staff or others may text or otherwise distribute written or verbal comments (collectively “Comments”) , or take photos, videos, make memes or other images (collectively “Images”) . Please keep the following in mind as you make Comments or distribute Images on social networking websites or otherwise post or distribute any other means including through Airdrop, emails or texts (collectively referred to as “Post”):

- Before participating in any online community, understand that anything Posted is or maybe available to anyone in the world. Any Comment or Image placed online becomes the property of the site(s) or if given to another person is completely out of your control the moment it is placed online or otherwise distributed– even if you limit the access to your site.
- You should not that could embarrass you, your family, your class mates or CAAM CDT. **This includes information that may be posted by others on your page.**
- Instructors and volunteers may monitor these websites.
- Local police and other law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants. In addition, many colleges, universities and scholarship committees also search these sites to screen applicants. Students should be very careful when using online social networking sites and keep in mind the consequences that may be imposed, including suspension or dismissal from CAAM CDT, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behavior.

CAAM CDT understands the popularity and usefulness of social networking sites or other means of publication of images including photos and videos. But in order to protect the privacy of its students and staff as well as the good will of CAAM CDT each student and their parents agrees to the following:

- **Images of any one that are not in the public domain will NOT be Posted including Images taken from inside someone’s home or anywhere else they consider private; They must give you written permission. Only CAAM CDT may have written permission for official use as set forth below.**
- No offensive or inappropriate Images taken anywhere of you or your friends will be Posted;
- No offensive or inappropriate Comments will be Posted;



Student and Parent Handbook Effective January 1, 2023

- Any information placed on the website(s) does not violate this code of conduct;
- Images or Writings on these sites will not reflect negatively on CAAM CDT during its identifiable activities (including wearing/using costumes or apparel inappropriately).
- Images deemed confidential will not be Posted prior to Artistic Director or Marketing Committee release date. CAAM CDT has this policy to not Post Images of some specific costumes or effects prior to a public performance to maintain the general audience's experience.

Consequences

The consequences for a violation of the Student Code of Conduct may include, but are not limited to: verbal warning, written reprimand, community service, immediate suspension from a class, and expulsion from CAAM CDT.

Process

Self-reporting an incident may help to reduce sanctions.

A student who is suspected of violating the Student Code of Conduct will, along with his/her parent(s), at the first available opportunity, have an in-person meeting with the CAAM CDT Management committee. After collecting other information and speaking with appropriate parties, the CAAM CDT Management Committee will recommend the appropriate course of action. The CAAM CDT Management Committee will notify the student and parent(s) of the consequence at an in-person meeting. The Management committee will follow up in writing.

A student may appeal the decision of a disciplinary suspension or expulsion to the CAAM CDT Management Committee. Such a request must be in writing and must be submitted to the members of the Executive Committee within 14 days after receipt of the notice of suspension or expulsion. Based on a review of available information, the CAAM CDT Management Committee may uphold, reverse or modify the suspension.

Consent and Release:

In consideration of participating in CAAM Chinese Dance Theater (referred here as "CAAM CDT") activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence CAAM CDT, its directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that participating in CAAM CDT activities involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, broken bones, torn ligaments or other injuries as a result of falls or contact with other participants; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be



Student and Parent Handbook Effective January 1, 2023

eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity. **I hereby declare my child is physically and mentally able to perform the activities of the program and hereby declare any physical/mental problems, restrictions, or conditions and request any accommodations in the activities:**

2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My/My child's participation in these activities is purely voluntary and we elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I or my child are unable to participate due to physical or medical conditions, then I will immediately discontinue participation.

3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my/my child's participation in these activities, or our use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct or conduct that constitutes greater than ordinary negligence. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.

4. I represent that I have adequate insurance to cover any injury or damage I or my child may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I/my child have no medical or physical conditions which could interfere with our safety in these activities, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.

Transportation/Medical/Pick Up 1. In the event that I/my child need immediate medical attention for injuries received while participating in a CAAM CDT activities or program, I authorize CAAM CDT staff to give me or my child reasonable first aid, and to arrange transport of myself or my child to a health care facility for emergency services as needed. 2. I give permission for myself and/or my child to be transported by CAAM CDT as needed for to other locations including field trips, classes, rehearsals, performances or due to inclement weather, early drop off or late pick up. I also give my permission to participate in walking field trips, rehearsals and performances. 3. I hereby acknowledge that CAAM CDT will assume that either parent of the child may pick up the child at any time during the program unless there is pertinent court documentation on file at CAAM CDT that indicates otherwise. One parent of the child may also notify CAAM CDT at any time that others may pick up their child. I release CAAM CDT from any responsibility for the pick-up of that child by another person. 4. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. CAAM CDT receives medical information on campers/ participants that may need to be shared with medical providers. 5. If I or my child requires use and administration of an epi-pen, prescription or over the counter medication, it is my responsibility to ensure that the epi-pen and/or medication are on me or my child or within our personal belongings every day of the



Student and Parent Handbook Effective January 1, 2023

program. If CAAM CDT staff is required to administer and use the epi-pen and/or medication, I agree to forever release and discharge CAAM CDT and its directors, officers, and employees from any and all liability arising out of or resulting from use or administration of the epi-pen and/or medication. I give permission to administer Tylenol or Ibuprofen to my child in amounts deemed appropriate by CAAM CDT unless otherwise instructed by me.

Image Release: 1. I hereby release and assign all rights to Images of myself or my child to CAAM CDT including photos and videos taken anywhere by CAAM CDT, its volunteers, employees or contractors engaged in CAAM CDT activities for promotional, programming, sale or other related purposes including on CAAM CDT website, program brochures, social media, and copies of performance recordings **unless I specifically deliver written notice to CAAM CDT with respect to Images I do not release and assign rights before its Posting or other publication.** 2. I have reviewed and understand the CAAM CDT Student Parent Handbook (Policies) found on its website www.caamcdt.org. I acknowledge and agree I and/or my child will abide by such Policies including this Code of Conduct and as they may be amended from time to time. 3. By signing this document, I agree that if I or my child is hurt or our property is damaged during participation in these activities, then I or my child may be found by a court of law to have waived our right to maintain a lawsuit against the parties being released on the basis of any claim for negligence. I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if CAAM CDT did not utilize waivers as a method to lower insurance and administrative costs.

General 1. In the event that I file a lawsuit, I agree to do so in the state of Minnesota, and I further agree that the substantive law of that state shall apply.

2. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

I have read and understood this document and I agree to be bound by its terms.

CAAM CDT Dancer: (anyone under 18 must also obtain parent's signatures)

Signature Parents:	Print Name	Date
Signature	Print Name	Date
Signature	Print Name	Date



Student and Parent Handbook Effective January 1, 2023

Chinese American Association of Minnesota Chinese Dance Theater **FORMAL COMPLAINT - FORM**

Please fill out of the fields in blue. If you have questions or would like assistance please contact the Assistant Principal or Chair of the Education Committee.	
Date of Complaint	
Date of Incident (if multiple document in description to the best of your ability)	
Person filing Complaint (If on Behalf of Student)	
Aggrieved Person	
Person(s) identified as instigators of the incident	
The details of the problem you are seeking to resolve	
The remedy that you are seeking in order correct the situation identified in this complaint	
For Office Use Only	
Name of Investigator	
Date of Investigation	
Date Complainant/Aggrieved Party notified	
Date Instigating Parties notified	
Date of Response by the Investigator to the Complainant	



Student and Parent Handbook Effective January 1, 2023

Complaints – Student Parent Handbook Section 6.6

- A Student, Parent on behalf of a student, instructor or volunteer can initiate a complaint with the Assistant Principal or the Chair of the Education Committee. A complainant may also submit their concern to the Managing Committee if the complaint involves the Assistant Principal or their designee.

All complaints will file within 180 days of the occurrence of the event.

All complaints should list the nature of the complaint, the parties of the complaint (students, instructors, volunteers, etc.) and the remedy desired.

The Assistant Principal or Chair of the Education Committee will respond to the complaint in written format within 30 days of receipt. Additional meetings will be conducted as necessary.

The Assistant Principal or Chair of the Education Committee will report on all complaints received to the Managing Committee as part of the meeting process or via electronic means as warranted by the situation.