

STUDENT and PARENT HANDBOOK



CAAM
Chinese Dance
Theater



Student and Parent Handbook Effective August 2025

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1. Introduction

CAAM Chinese Dance Theater (CDT) is a community-based organization and a division of the Chinese American Association of Minnesota (CAAM), a nonprofit serving Chinese and broader communities in Minnesota. Since its founding in 1981, CAAM CDT has delivered acclaimed cultural programs across Minnesota.

Our work includes a year-round dance school, annual recitals, professional productions, and educational outreach programs. Featuring both established and emerging choreographers, our productions have received widespread recognition across Minnesota and throughout the Midwest. The organization is overseen by school staff and governed by a volunteer Management Committee that meets regularly to conduct official business.

CAAM CDT is proud to be a recipient of multiple grants from respected organizations, including the Minnesota State Arts Board, the Metropolitan Regional Arts Council, and the St. Paul Star. Through performances, festivals, and outreach programs across a five-state area, we have become one of the largest and most respected 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 Chinese cultural heritage and enriching our diverse community through the universal language of dance.

We are proud to be *"The Heart of Dance and the Soul of China."*

3. Studio Location and Contact Information

Studio Address:

655 Fairview Ave. N.
St. Paul, MN 55104

Mailing Address:

CAAM Chinese Dance Theater
655 Fairview Ave. N. Suite #170D
St. Paul, MN 55104

Email: admin@caamcdt.org

Website: <https://caamcdt.org>

Phone: (651) 774-0806

TAX ID : 410944910

To stay informed, dancers and their families are encouraged to subscribe to the CAAM CDT WeChat Group. Download WeChat on your mobile device and contact your class coordinator to be added. Official school notices are shared via WeChat, email through Studioware (our registration system), and are posted on the CAAM CDT website.



4. Registration

All registration and enrollment must be completed online each semester. A PDF version of the class schedule is available on our website: <https://caamcdt.org>

A \$20 registration fee will be assessed each term and can be avoided IF registration and enrollment are completed by the specified deadline.

Register online: caamchinesedancetheater.studioware-online.com

You may also register by clicking “Sign Up for a Class” on our website or by emailing: caamcdtpayments@gmail.com

The Parent Portal allows you to:

- View and enroll in classes
- View account balances and pay invoices
- Add new students to your family account
- Update mailing addresses, phone numbers, and email addresses
- Change your account password
- View your class schedule

Please ensure that your contact information is up to date so staff can reach you in case of an emergency.

By registering, you agree to CAAM CDT’s policies regarding liability, risk assumption, and medical emergencies.

5. Emergency Contact Procedure

In the event of a medical emergency during class:

- The instructor will contact the parent/guardian using the emergency contact information provided at registration.
- In life-threatening situations, 911 will be called immediately. Parents or guardians will be contacted afterward.

6. Code of Conduct and Studio Rules

CAAM CDT provides a dynamic and disciplined learning environment. To ensure a positive and productive studio experience, all students are expected to adhere to the guidelines outlined below.



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6.1 Attendance

- Students are expected to attend all scheduled classes during the semester.
- For planned absences (e.g., vacations), students should inform the instructor in advance.
- For unplanned absences (e.g., illness or injury), students or parents should notify the instructor or class coordinator as soon as possible.
- Students who miss more than three classes in a semester may be removed from outreach performances or major productions at the instructor's discretion.
- **No refunds** will be given for missed classes, whether planned or unplanned.

6.2 Behavior

All CAAM Chinese Dance Theater (CAAM CDT) students—and individuals associated with them—are expected to demonstrate respectful, lawful, and cooperative behavior that supports a safe and inclusive learning environment.

Violations of behavior expectations may result in corrective action, suspension, or expulsion, depending on the severity of the conduct.

Respect for Others

- Treat instructors, peers, staff, and volunteers with courtesy and respect.
- Show self-control, personal responsibility, and consideration for others' emotional and physical well-being.
- Use honest and timely communication with classmates and instructors.
- Avoid profanity, abusive language, bullying, harassment, and any form of discrimination based on gender, age, race, religion, sexual orientation, or disability.
- Refer to Section 6.4 for the full Anti-Bullying and Anti-Harassment Policy.

Legal and Behavioral Standards

- Comply with all city, state, and federal laws.
- CAAM CDT reserves the right to suspend any student charged with or arrested for illegal activity, pending investigation.
- The use or possession of illegal drugs, alcohol, or controlled substances is strictly prohibited. Underage alcohol consumption is not allowed.
- Hazing, initiations, or "rites of passage" are not permitted.



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Attendance and Classroom Conduct

- Attend all classes consistently; absences can negatively impact group progress.
- Follow the instructor's directions, stay focused, and limit side conversations to instructional purposes.
- Remain in your assigned studio spaces unless you are on a break authorized by the instructor.

Studio Safety and Property Care

- Avoid dangerous behavior, horseplay, or actions that may cause injury.
- Treat CAAM CDT facilities, equipment, and props with care.
- Students may be held responsible for damage caused by misuse.
- Maintain quiet and respectful behavior during class breaks.

6.3 Online Conduct Policies

All CAAM CDT students and affiliated individuals are expected to uphold the highest standards of respectful, responsible, and professional behavior in all online and digital spaces. This includes but is not limited to social media platforms, websites, group chats, emails, messaging apps, and content-sharing platforms.

Respectful and Appropriate Behavior

- Refrain from cyberbullying, harassment, or any form of discriminatory, inflammatory, or profane language.
- Avoid sharing disrespectful or inappropriate content online.

Protecting CAAM CDT's Reputation

- Online activity must not reflect negatively on CAAM CDT, its students, staff, or programs.
- Avoid posting content that misrepresents, ridicules, or damages the image of CAAM CDT in any way.

Confidentiality and Media Use

- Do not share behind-the-scenes content, rehearsal footage, costumes, or marketing materials from upcoming productions without prior written permission from the Artistic Director or Marketing Committee.
- Do not post or distribute any media and content deemed confidential via any digital platform.

Compliance and Enforcement



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- All online behavior must comply with the CAAM CDT Code of Conduct.
- Violations of this policy may result in disciplinary action, including verbal warning, suspension, or expulsion, at the discretion of the CAAM CDT Management Committee and instructors.

CAAM CDT reserves the right to take immediate disciplinary action if a student's online conduct disrupts the learning environment or violates organizational standards.

6.4 Anti-Bullying/Anti-Harassment

CAAM CDT is committed to fostering a safe and inclusive learning environment for all students, where every member of the school community is treated with respect and dignity.

Bullying or harassment of or by students, staff, and persons associated with students and volunteers is not tolerated. Such behavior seriously disrupts staff and volunteers' ability to maintain a safe environment and the students' ability 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, school shows, recitals, and community outreaches).

Definition

- "Harassment" and "bullying" refer to any electronic, written, verbal, or physical conduct based on actual or perceived characteristics such as age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability, ancestry, political affiliation, or socioeconomic status that:
 - Places the student in reasonable fear of harm to their person or property
 - Has a substantial detrimental effect on the student's physical or mental health
 - Substantially interferes with the student's ability to participate in or benefit from services or activities provided by the school
- "Electronic" communication includes emails, internet content, social media, texting, and other digital forms of communication.
- "Volunteers" are individuals with regular, significant contact with students.
- "Persons associated with a student" include guardians, siblings, relatives, and friends.

CAAM CDT does not supervise siblings who are not attending class. Parents/guardians must supervise any student not in session.

Complaint Process



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- Complaints must be submitted to a Management Committee member within 180 days of the incident.
- The complainant should clearly describe the nature of the complaint and the desired remedy.
- Assistance will be provided as needed.

Reprisal and Retaliation

- Retaliation or false accusations against complainants, witnesses, or informants are prohibited.

Investigation Procedure

- A designated investigator will review allegations.
- The Chair of the Education Committee or the Assistant Principal will oversee all complaints.
- Investigations will consider the totality of circumstances.

Reporting

- Reports should be made to the Assistant Principal.
- If unavailable or implicated, reports should go to the Education Chair or a Management Committee Co-Chair.

Disciplinary Actions

- Students found guilty may face suspension or expulsion.
- Employees may be terminated.
- Volunteers or associated persons may be excluded from the CAAM CDT grounds.

False Complaints or Retaliation

- Individuals who knowingly file false complaints or retaliate will face appropriate disciplinary actions.

Publication of Policy

This policy will be published annually.

- In the Student Handbook
- On the CAAM CDT website (<https://caamcdt.org>)
- With registration materials



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6.5 Attire and Personal Belongings

- Street shoes must be left by the entryway outside of the CDT Studio. Only clean dance shoes should be worn in the dance studios.
- There is no changing area in the CDT Studio, so dancers should arrive dressed appropriately for class.
- Younger students are encouraged to wear leotards, but attire is flexible as long as it is comfortable, allows for full movement, and is appropriate for dancing.
- Baggy clothing that may interfere with movement or pose a safety concern should be avoided.
- Hair should be pulled back securely in a ponytail or bun to keep it away from the face.
- Students should refrain from wearing jewelry or hard, protruding hair accessories during class for safety reasons.
- Students are responsible for keeping track of and safeguarding their personal belongings.

6.6 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 refrain from coming 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 or permitted by the instructor to sit in the class.
- No food is permitted in the studio during classes. Food may be consumed in the hallway during breaks. Water bottles are allowed in 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.
- Students under 16 who are not attending a class in session must be supervised by a guardian at all times. Students must be supervised before and after class.



6.7 Disciplinary Procedure Overview

CAAM Chinese Dance Theater is committed to maintaining a respectful, safe, and inclusive learning environment. When behavioral concerns arise, the following procedures apply to ensure fair resolution.

Submitting a Complaint

Complaints may be initiated by students, parents, instructors, volunteers, or staff members. Complaints should be:

- Submitted within **180 days** of the incident.
- Directed to the **Assistant Principal** or **Chair of the Education Committee**.
- If the complaint involves either of these individuals, it may be submitted to the **Chair of the Management Committee**.
- The written complaint should describe the concern, the individuals involved, and the desired resolution.

A written response will be provided within **30 days**, and additional meetings may be scheduled if needed.

Informal Correction

Minor conduct issues may be addressed without a formal investigation. Corrective actions may include:

- Verbal reminders or warnings
- Temporary removal from activities
- Parent or student conferences
- Written notices

These actions may be carried out by instructors, the Assistant Principal, or designated volunteers. Repeated infractions may lead to a formal investigation.

Formal Investigation

If a formal investigation is warranted, the **Investigator** (Assistant Principal, Chair of the Education Committee, or Chair of the Management Committee) will:

- Review all relevant circumstances and gather information in a confidential manner.
- Recommend appropriate remedies based on findings.
- Propose disciplinary actions, which may include **suspension** or **expulsion**.



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- Report findings to the Management Committee for approval before implementation of major disciplinary measures.

Investigation outcomes will be shared with the involved parties. Confidential materials will not be included in public records.

Disciplinary Actions

Disciplinary outcomes may include:

Suspension

- May be fixed-term (e.g., missed classes or performance events) or indefinite with conditions for reinstatement.
- May be imposed for behavioral, attendance, or financial violations.
- No tuition refunds are issued during suspension.
- All suspensions are subject to appeal.

Expulsion

- Permanent removal from the program, typically due to serious behavioral or financial misconduct.
- No tuition refunds are issued after an expulsion.
- All expulsions are subject to appeal.

Appeal Process

Anyone subject to disciplinary action (suspension or expulsion) may submit a **written or electronic appeal** to the **Chair of the Management Committee** within **14 days** of the decision.

Appeals must include:

- Disputed facts or relevant circumstances
- A proposed alternative remedy

The appealing party may request to present their case (15–30 minutes) at the next scheduled Management Committee meeting. A final decision will be issued within **30 days**, and that decision will be final.

Confidentiality

All disciplinary matters are handled with discretion. Information is shared only with individuals directly involved in the review or decision-making process.



7. Tuition, Fees, and Scholarships

7.1 Tuition

Tuition for each class is based on CAAM CDT's operational costs.

Tuition may be paid online through your account at: <http://caamchinesedancetheater.studioware-online.com>

Payments are processed via PayPal with no additional fees.

You may also pay by check or cash (payable to "CAAM CDT"). Place all checks or cash payments in the lockbox located in Studio 2 on the St. Paul Campus. Please write the invoice number and the student's name on your check to ensure proper credit is applied to your account.

Full tuition is due by the third class session. A \$20 late fee will be applied for any tuition received after this date (see section 7.5). Payment plans are available and include a \$5.00 service fee. To request a payment plan, email caamcdtpayments@gmail.com before the deadline. For balances over \$400 per family, approval from the CDT Management Committee is required.

Tuition is non-refundable and non-prorated for planned or unplanned absences. A portion of each class may include outreach preparation, and tuition will not be adjusted for students who do not participate in outreach.

Students are also responsible for the **Costume Usage and Maintenance Fee** (see section 7.4).

An **annual registration fee of \$10 per family** will be charged at the start of each Spring Semester or when registering a new student.

7.2 Cancellations, Withdrawals, and Refunds

Minimum Enrollment: Regular classes require a minimum of six students. If enrollment falls below this threshold, CDT may cancel the class or offer an adjusted tuition rate.

Refund Policy for Class Cancellations:

- **Canceled within two weeks of start:** 100% refund
- **Canceled after two weeks:** Prorated refund

Refund Policy for Student Withdrawals:

- **Withdraw within two weeks of start:** 100% refund
- **Withdraw after two weeks:** No refund

No refunds are provided for missed classes, including those missed due to suspension or expulsion from the program.

Medical Withdrawals: A written doctor's note is required for withdrawals due to injury or illness. Refunds will be prorated based on the number of classes attended.



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Refund Method: Refunds are issued as a credit to the student's account. A refund check may be mailed upon request within 30 days of the date of this notice.

7.3 Tuition Discounts

General Policy

- Tuition discounts are applied in the following order: from the highest to the lowest tuition rates across all students.
- Combining Discounts: Multiple class discounts are applied first. Family discounts are then applied to the already-discounted tuition.

Multiple Class Discounts for an individual Student

Course #1	Course #2	Course #3	Course #4	Course #5 & Up
Full Tuition	10%	40%	70%	Free

Multiple Student Discounts for a Family

Student #1	Student #2	Student #3	Student #4 & Up
Full Tuition	10%	20%	An additional 10% off each

Outreach Participation Discount

Students are expected to volunteer for up to **six (6)** community outreach performances each year as part of their commitment to CAAM CDT. For each **additional outreach performance beyond the sixth**, students may earn a **\$10 tuition credit** per event.

7.4 Costume

Ownership of Costumes

All newly purchased costumes are the property of individual students. Students may be required to purchase additional basic costume items, such as tights, leotards, shoes, or skirts, for personal use.

Additional Costume Fee

For every six (6) sets of costumes purchased, CAAM CDT will charge up to **\$10 more per set** than the actual cost. This additional amount covers:

- The purchase of one extra set to serve as a backup.
- Costs associated with props and accessories.

Used Costumes

CAAM CDT invests in quality costumes, many of which are reused from productions to keep costs low. CAAM CDT may issue used costumes at a \$20 fee per costume, which will cover usage and maintenance costs.



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Returning Costumes as Donations

If a student chooses to return a previously purchased costume to CAAM CDT, it will be considered a **personal donation** to the organization.

7.5 Late Fee

Tuition is due on or before the **third class session**. A \$20 late fee will be applied for payments made **after the third class**. The late fee schedule is published before each term.

Important: If a late fee is applied, **tuition discounts for that semester may be forfeited**.

7.6 Private Lesson

Private lessons may be arranged with the instructor's approval and are subject to studio availability. Tuition for private lessons will be assessed on a case-by-case basis, taking into account factors such as:

- Instructional hours
- Number of participants
- Studio rental fees

7.7 Scholarships

Thanks to generous donations from the **Stanley and Marvel Chong Foundation**, CAAM CDT offers scholarships based on:

- Classroom participation
- Outreach participation
- Financial need

Scholarship applications are reviewed by the Scholarship Committee, which is composed of teachers and members of the Management Committee, or the Assistant Principal.

Families receiving **free or reduced lunch** at school may also qualify for additional financial assistance. For more information, contact: admin@caamcdt.org.

7.8 Male Dancer

Amateur male dancers participating in classes are eligible for **50% tuition discounts**, based on estimated instruction hours and class size. Male students are responsible for paying the costume fee.

8. Programs

CDT offers several core programs that support our mission and provide vital performance experience for students:



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- Dance Theater Production
- School/Senior Show
- Spring Show
- Summer Camp and Classes
- Community Outreach Performances

8.1 Dance Theater Production

CDT strives to produce high-quality production shows each year. Participation is based on both the needs of the production and student readiness and skill level. Students who participate must fully commit to the rehearsal and performance schedule.

8.2 School/Senior Show

Held in the spring, these weekday performances introduce Chinese dance and culture to K–12 students and senior audiences in the Twin Cities. Subsidized tickets are available for Title I students, and bus subsidies may also be available for schools.

8.3 Spring Show

The year-end spring show, typically in May, showcases student progress and celebrates dancers who have studied at CAAM CDT for 5, 10, and 15 years. Details are announced early each spring term.

8.4 Summer Camp and Classes

CAAM CDT offers age-appropriate summer programs:

- **Dance Camp** (ages 5–13)
These experiences provide an intensive opportunity to develop dance skills and learn about tumbling, Gong Fu, Tai Ji, Chinese language, music, painting/drawing, paper folding, calligraphy, and other aspects of Chinese culture.
- **Regular and Intensive Classes** (for students of all ages)
To accommodate family vacations, students enrolled in summer classes may receive **prorated tuition**, provided that they pay a **minimum of 70% of the full course tuition**.

Summer Camp Family Discount:

- 2nd child: 10% off
- 3rd child: 20% off

Summer Camp Multiple Session Discount:

- 2nd session: 10% off
- 3rd session: 20% off



8.5 Community Outreach Performances

CAAM CDT conducts numerous community outreach performances throughout the year, particularly during the Chinese New Year season, Asian American and Pacific Islander Heritage Month, and summer festivals. We also regularly participate in events such as the **Festival of Nations, Torchlight Parade**, and various corporate, community, school, and university programs.

Students **beyond the Beginner level** are expected to participate in up to **six outreach performances annually**. Students who participate in **more than six performances** may earn **tuition credits**. See **Section 7.3** for more information on credit eligibility based on extraordinary outreach participation.

9. Organizational Leadership

The Dance School of CAAM Chinese Dance Theater is overseen by a **Management Committee**, which functions as the Board of Directors. A team of staff and dedicated volunteers carries out day-to-day operations.

Overall artistic and curriculum direction is guided by the **Artistic Director**, in collaboration with the teaching staff.

9.1 Professional Artists

CAAM CDT is fortunate to work with highly skilled professional dance artists from China, as well as experienced and passionate volunteer staff. Biographies of CAAM CDT's artistic team are available at: www.caamcdt.org > [More](#) > [Staff](#)

Artistic Director

Responsible for:

- Developing the overall artistic vision for the Dance Theater and its performances
- Directing the curriculum for all classes
- Creating choreography, designing performances, and teaching classes

School Principal

Responsible for:

- Developing the school's curriculum (in collaboration with the Artistic Director)
- Setting class schedules
- Assisting with performances and teaching classes

Performance Director

Responsible for:

- Designing programs to enhance students' performance and technical skills
- Creating choreography and teaching classes (in collaboration with the Artistic Director)



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Assistant Principal (*Volunteer*)

Responsible for:

- Leading the school's administrative operations, including scheduling, registration, student records, tuition, fees, and policy enforcement
Communicating with teachers, class coordinators, students, parents, and community partners

Class Coordinator (*Volunteer – a parent or adult dancer from each class*)

Responsible for:

- Distributing performance and rehearsal information to class members
- Facilitating communication between parents and teachers or school staff
- Managing costume distribution and collection during performances
- Notifying students and families of schedule changes

9.2 Management Committee / Board of Directors / Operational Committees

CAAM CDT is governed by a **Management Committee**, which serves as the **Board of Directors** for the CDT division of CAAM. The committee oversees planning, budgeting, administration, and strategic direction for the organization.

A current list of Management Committee members can be found at: <https://caamcdt.org/>

In addition, **operational committees** support the work of the Management Committee. These are primarily composed of volunteers who bring their professional expertise—or develop new skills—to help the organization operate and manage effectively.

10. Miscellaneous

10.1 Copyright and Intellectual Property

CAAM Chinese Dance Theater (CAAM CDT) retains full copyright and intellectual property rights for all of its choreographed dances, music selections, costume designs, graphic designs, programs, photographs, videos, marketing materials, policies, handbooks, and any other relevant materials defined by the organization.

No use of CAAM CDT's materials or choreography is permitted without explicit written permission. Students are not allowed to perform or teach CAAM CDT dances to non-CDT members without prior approval.

As part of registration, students and their parents will be asked to sign a **Release** authorizing CAAM CDT to use student images to promote the organization, and agrees **not to use pictures of others** without their written consent. A copy of the Release is included at the end of this Handbook.

10.2 Publicity



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Photographs and video footage of students are routinely taken during classes, rehearsals, and performances for promotional purposes. If parents **do not consent** to the use of such images of their child, they must inform CAAM CDT **in writing**, either separately or as part of the provided Release form.

10.3 Studio Usage

The CAAM CDT studio is reserved for official CAAM CDT activities, including classes, rehearsals, and meetings. Any **non-CDT use** of the studio requires **special permission** from CAAM CDT.

10.4 Dance Theater Equipment

CAAM CDT maintains a wide range of costumes, props, equipment, and other materials for use in its programs. These materials are to be used **only for official Dance Theater purposes**.

If a student is given special permission to borrow CAAM CDT equipment:

- A **costume usage fee** is required.
- The student (and/or parent) must assume **full responsibility** for returning the item in good condition.
- Any **loss or damage** must be compensated for.

10.5 Drop-Off, Pick-Up, and Waiting Areas

Students should arrive **on time** for class and be picked up **immediately** after class ends.

Students **12 years of age and under** will **not be permitted to leave** the studio suite unless accompanied by a teacher or parent/guardian.

Waiting Areas for Parents/Guardians:

Waiting areas are in the hallway of the building. Please be courteous to other building users.

10.6 Weather Emergency

In the event of a weather emergency, class cancellations will be communicated through the following channels:

- CDT will notify each **Class Coordinator**, who will contact parents.
- Announcements will also be shared via **CAAM CDT email** and/or **WeChat**.

For updates, call: **(651) 774-0806**

10.7 Volunteer Opportunities

CAAM CDT relies heavily on the support of volunteers. Parents are encouraged to consider areas where they can contribute and will be asked to indicate interest on the student's registration form. Signing up indicates a willingness to be included on the volunteer contact list.



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Volunteer Areas Include:

- Grant Writing & Administration
- Class Coordination
- Production
- Publicity
- Costumes
- Props
- General Administration
- Community Outreach
- Management Committee
- Website Development & Management
- Newsletter
- Fundraising Events & Planning

10.8 Logo Wear

Official CAAM CDT merchandise is available for purchase online. Buy CAAM CDT Logo Wear at <https://identitystores.com/Stores/StoreFront.aspx?StoreId=2558>

10.9 Contacts for Feedback, Inquiries, and Suggestions

10.9.1 General Information and Payment Plans

For general feedback or inquiries about CAAM CDT's school operations and/or payment plans,

Email: admin@caamcdt.org or caamcdtpayments@gmail.com ,

Website: www.caamcdt.org

Mail: CAAM Chinese Dance Theater
655 Fairview Ave. N. Suite #170D
St. Paul, MN 55104

Phone: (651) 774-0806

10.9.2 Performance Programs

For questions or suggestions related to performance programs,

Email: admin@caamcdt.org or performance@caamcdt.org or schoolshow@caamcdt.org



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Website: www.caamcdt.org

Feedback may also be directed to instructors or Class Coordinators.



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Chinese American Association of Minnesota Chinese Dance Theater Student Code of Conduct

INTRODUCTION

Participation in the Chinese American Association of Minnesota Chinese Dance Theater (CAAM CDT) is a privilege. Students and those associated with them are expected to represent themselves, their families, and the organization with integrity, respect, and responsibility—both artistically and socially.

All participants are expected to conduct themselves with proper etiquette and are responsible for their behavior during all CAAM CDT activities, including but not limited to classes, rehearsals, performances, camps, and outreach events.

“Proper etiquette” includes, but is not limited to:

- Showing respect for instructors, class coordinators, volunteers, external staff (e.g., O’Shaughnessy staff), other students, and parents.
- Respecting all facilities and operating procedures.
- Demonstrating responsibility, maturity, and good manners.
- Refraining from profanity, inappropriate behavior, or illegal/banned substances.

STUDENT CODE OF CONDUCT

CAAM CDT students and those associated with them are expected to:

- Maintain high moral and ethical standards, including self-control, maturity, and care for others’ well-being.
- Refrain from bullying or harassing any member of the community.
- Follow all CAAM CDT policies (see Student/Parent Handbook for details).
- Abstain from illegal use of alcohol or drugs.
- Refrain from hazing or any form of discrimination or harassment.
- Communicate honestly and promptly with instructors and staff.
- Promote a positive and inclusive community.
- Use respectful language and avoid disruptive behavior.
- Attend classes regularly and arrive on time.



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- Respect and care for all equipment, costumes, and facilities.
- Fulfill financial responsibilities promptly.
- Use social media responsibly and appropriately.

USE OF IMAGES AND COMMENTS

As representatives of CAAM CDT, students and associated persons must exercise caution when posting comments or images on social media or distributing them via any platform (e.g., AirDrop, WeChat, email, text).

- Any image or comment posted online may become public and beyond your control.
- Do not post anything that may embarrass yourself, your peers, or CAAM CDT.
- Instructors and staff may monitor social media for inappropriate content.
- Law enforcement, schools, employers, and scholarship committees may review online activity.
- Students should refrain from posting images or comments that:
 - Include individuals without their written consent.
 - Are offensive or inappropriate.
 - Violate this code of conduct or reflect poorly on CAAM CDT.
 - Involve confidential materials (e.g., costumes or effects not yet publicly released).
- Official CAAM CDT images may be released only by the Artistic Director or Marketing Committee.

CONSEQUENCES FOR MISCONDUCT

Violations of this Code may result in disciplinary action, including but not limited to:

- Verbal or written warnings
- Community service
- Suspension from classes or activities
- Expulsion from CAAM CDT

DISCIPLINARY PROCESS

- Students (and parents, if applicable) will be offered a meeting with the CAAM CDT



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Management Committee.

- The committee will gather information and determine the appropriate action.
- A decision will be communicated in both written and verbal forms.
- Students may appeal suspensions or expulsions in writing within 14 days of the above decision.
- The CAAM CDT Executive Committee will review and issue a final decision.



CONSENT AND RELEASE AGREEMENT

Participation Waiver

In consideration for participating in CAAM CDT activities, I (we) release and discharge CAAM CDT and its representatives (directors, officers, staff, volunteers, etc.) from all claims arising from participation, except in cases of intentional misconduct or gross negligence.

I acknowledge:

- Dance and related activities involve risks, including but not limited to physical or emotional injury, paralysis, or property damage.
- Participation is voluntary, and I (we) accept all inherent risks.
- I (we) affirm the participant is physically and mentally able to participate.
- Any relevant physical or mental conditions requiring accommodation are noted here:

Medical Authorization

- I authorize CAAM CDT staff to provide first aid and arrange emergency medical care as needed.
- I authorize transportation for field trips, rehearsals, and other activities.
- I acknowledge that either parent may pick up the student unless court documents specify otherwise.
- I authorize the release of medical records for treatment, billing, or insurance purposes.
- I will ensure that necessary medications (e.g., EPI-PENS) are provided and accessible daily.
- I release CAAM CDT and staff from liability related to medication administration.
- I permit the administration of Tylenol or Ibuprofen unless otherwise instructed.

Image and Media Release

- I grant CAAM CDT the right to use images (photos, videos, recordings) of myself/my child for promotional, programming, and related purposes (website, brochures, social media, etc.), unless I submit written notice specifying otherwise before publication.



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Handbook Acknowledgment

- I have reviewed and understand the CAAM CDT Student and Parent Handbook available at www.caamcdt.org.
- I agree to abide by all CAAM CDT policies, including this Code of Conduct, and understand they may be amended from time to time.

Legal Waiver

- I understand that by signing this agreement, I may be waiving legal rights, including the right to sue for ordinary negligence.
- I agree that any legal action will be brought in the state of Minnesota and governed by Minnesota law.
- If any part of this agreement is held invalid, the remainder shall remain enforceable.

SIGNATURES

Dancer (if under 18, must also have parent/guardian signature):

Signature: _____

Print Name: _____

Date: _____

Parent/Guardian 1:

Signature: _____

Print Name: _____

Date: _____

Parent/Guardian 2 (if applicable):

Signature: _____

Print Name: _____

Date: _____



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	