

Student and Parent Handbook Effective Jan. 1, 2018

STUDENT and PARENT HANDBOOK



CAAM
Chinese Dance
Theater

Student and Parent Handbook 10/2017

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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 McKnight Foundation, the State Arts Board, 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 Art of Dance and the Soul of China.

3 Studio Location and Contact Information

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

Mailing address: CAAM Chinese Dance Theater, 800 Transfer Road, Suite 8, St. Paul, MN 55114

Email address: caamcdt@gmail.com Web site: <http://www.caamcdt.org>

Dancers and their families should subscribe to the CAAM CDT Yahoo! Group by contacting CAAMDanceTheater-subscribe@yahoogroups.com through e-mail. Official school notices are sent through the group, and documents are posted to the group site. THIS IS NO LONGER TRUE SINCE OUR YAHOO! GROUP HAS NOT BEEN ACTIVELY UTILIZED OR MANAGED. (haihua)

4 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.

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.

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- 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.
- 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.

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- 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:
 - No offensive or inappropriate pictures are posted;
 - No offensive or inappropriate comments are posted;
 - Any information placed on a website(s) does not violate this code of conduct;
 - Photos and/or comments posted on sites do not depict negatively on CAAM CDT identifiable activities.
 - 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 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.

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- “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.

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.

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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 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.

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- 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.
 - o All appeals should be made in writing or electronically
 - o All appeals should be made to the Chair of the Management Committee within 14 days of receipt of notice of suspension or expulsion.
 - o The appeal should include any disputed facts, extenuating circumstances and requested changes to the remedy outlined in the Investigation.

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- 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).

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.

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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 late 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:

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

Family: If two students from the same family 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.

Multiple Classes: If a student attends more than one class, a 10% discount will be applied to the second class tuition, in the order of the regular class first and advanced second. If a student attends three classes, a 20% discount will be applied to the third class tuition, in the same fashion. The order of first, second and third class are determined by the tuition amount, the class that has the most tuition will be the first in considering discount, and the last class 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 the total of the student's 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 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 of \$10 is applied for payment after the second class.

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 are shown in the following schedule.

Solo	\$35 per hour
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Duet	\$30 per hour, per dancer
Trio	\$25 per hour, per dancer
Quartet	\$20 per hour per dancer

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.

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 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 Show

A school show is typically performed for Elementary through High School students after the annual public dance production. The school show enables students throughout the greater Twin Cities area

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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 summer classes for older students are offered by CAAM CDT. These experiences allow for the intense opportunity to develop dance skills, and to learn about 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. 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 and operated by a team of staff and volunteers. Overall artistic and curriculum direction is provided by the Dance School's Principal and Artistic Director in conjunction with the teachers. Overall administration is managed by volunteers.

9.1 Professional Artists

CAAM CDT is very fortunate to employ two outstanding dance artists from China.

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*Teacher Teng Li Li*¹(Teng Laoshi)² serves as School Principal and Artistic Director for the Dance Theater. Prior to joining CAAM CDT in 1999, she was the principal of her own private dance school in China with over 300 students. In a career spanning more than 40 years and two continents, Teng has distinguished herself in dancing, teaching and choreography, winning national awards in China. She was trained in Chinese folk dance from Anhui Arts School and the Shanghai Dance Academy. Beginning as a lead dancer, she became a choreographer and instructor for national and provincial Chinese television dance shows. Currently, she teaches at CDT and Minnesota Chinese Daycare and Learning Center..

Teacher Li Ying (Li Laoshi) holds the Bachelor of Arts degree in traditional Chinese Dance Education. Between 1997 and 2003, she worked for the Dalian Children's Palace, in charge of all the teaching, training and production work for Children's Dance Program for the Dalian TV Station and participated in many live performances on television. She also taught basic ballet, body line, and modern dance at Dalian Model School. Li Laoshi joined CAAM CDT in 2009 and currently teaches at CDT.and Rochester Chinese School.

9.2 **Administrative Staff**

School Principal: A member of the Management Committee, responsible for:

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

Artistic Director : A member of Management Committee, responsible for:

- developing the overall artistic vision of the Dance Theater and the curriculum direction of the School
- 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

9.3 **Management Committee/Board of Directors**

CAAM CDT is overseen by a Management Committee and asks as a board of directors for the CDT division of CAAM. The Management Committee coordinates planning, budgeting and administration for the organization. A current membership list can be found at:

<http://www.caamcdt.org/about/index.html>

¹ In this document the Chinese convention of listing a person's family name first is followed.

² Laoshi is the Chinese word for teacher. It is pronounced "Lou" (like the "ou" in "ouch") "sher."

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.

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.

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.

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
- Class Coordination
- Production
- Publicity
- Costumes
- Props
- General Administration
- Community Outreach
- Management Committee
- Website Development and Management

10.8 Logo Wear

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

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
800 Transfer Road, Suite 8
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.