



**KIROV ACADEMY OF BALLET**  
*of Washington, DC*

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**Summer Session 2010**  
**Student Handbook**

Kirov Academy of Ballet  
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Dear Parents and Students,

Welcome to the Kirov Academy of Ballet. The Kirov Academy of Ballet prepares gifted students from around the world to become the next generation of classically trained ballet dancers through a time-honored methodology based on the principles and aesthetics of the Kirov/Mariinsky tradition. The Academy provides resident and non-resident students the opportunity to study with outstanding ballet professionals who bring both practical experience and exceptional teaching ability to their classes.

Our year-round and summer programs are designed to help students reach their highest potential for development. Students are encouraged to excel academically, intellectually, and socially along with the broad spectrum of ballet and arts education required for careers in the field of professional dance. Many of our graduates have continued on to achieve greatness with ballet companies around the world. Please tour the Academy's Hall of Fame to discover that this school has the means to help you achieve all of your personal and professional goals.

The Kirov Academy of Ballet does not discriminate on the basis of race, color, religion, national and/or ethnic origin regarding its educational policies, privileges, activities, admissions policies, scholarships or any other aspect of its programs. This school is authorized under Federal Law to enroll nonimmigrant, international students. The majority of our faculty and staff have international experience that brings unique and diverse perspectives, which enrich the growth of our students. It is our goal to have our graduates become young ladies and gentlemen with both the confidence and ability to contribute socially, culturally, and professionally to the world community.

The Academy provides a positive atmosphere based on mutual respect and understanding for all individuals. We create a safe and healthy living environment for all of our students. Our medical and counseling staff is available to handle all of our students' physical and emotional needs. Our resident advisors are compassionate, yet firm, so students can feel both loved and respected. Our dining facility offers a wide variety of tasty and nutritious selections. We hope our students will consider KAB a home away from home. Students can also enjoy a wide range of activities and events off campus here in our nation's capital. This city has so much to offer, from the Smithsonian Museums to the John F. Kennedy Center for the Performing Arts. We take our students on supervised trips to see the historical and cultural sights of the area, and we encourage all of our students to take full advantage of all of the cultural amenities in the D.C. metropolitan area.

Success during the summer session for all students depends on respect: respect for one another, our surroundings, and the rules that make our life together run smoothly. The following pages contain information on Resident Life, our code of conduct and the dress code. All of these things are in place to make your stay with us safe and pleasant. Please read these pages carefully so you know what is expected during your stay.

Again, welcome. We look forward to working with you this summer.

## **THE KIROV ACADEMY OF BALLET**

The Kirov Academy of Ballet (KAB) was established in Washington, DC, in September of 1990, and has rapidly become the focus of international attention. Founded by Oleg Vinogradov, renowned for his artistic direction of The Kirov Ballet and his choreography, the Academy is a unique ballet-training school where an internationally recognized faculty trains aspiring young dancers in a pedagogy based on that of the Vaganova Ballet Academy and the performance aesthetics of the Kirov Ballet.

The Kirov Academy of Ballet occupies beautifully landscaped grounds in the Northeast section of Washington, DC, near Catholic, Trinity and Howard Universities, and is just minutes from downtown DC. The facility is equipped with four state-of-the-art rehearsal studios with dance floors designed to minimize injury. Dressing rooms, comfortable dormitory accommodations monitored by residence staff, a dining room, recreational areas, a computer lab, and a library are among the services provided for the students. For acute medical services, the Academy draws on the support of the excellent medical facilities of the Washington Hospital Center, the National Rehabilitation Hospital, and the Children's National Medical Center, located only five minutes from The Kirov Academy of Ballet. There is also a full-time nurse on staff.

### **CODE OF CONDUCT**

The Kirov Academy of Ballet is dedicated to creating an environment of artistic and academic excellence where students may flourish as young artists and individuals. To support this objective, the Academy provides a community that fosters student well-being and safety and promotes a healthy social environment. The diversity of the student body of The Kirov Academy of Ballet makes it incumbent upon the Academy to adopt and implement coherent standards of conduct and behavior for all students to exercise. Beyond respectful, courteous, mature, and ethical behavior, the Academy also insists upon the observance of the highest moral standards by its staff and students. Because of the broad age-range of our students, conduct must particularly suit the needs of the younger, more impressionable students.

Each student, as well as the parent or guardian of any student, must agree to the following Code of Conduct.

1. Exhibit respectful and courteous behavior at all times toward faculty, staff, classmates, guests, and visitors.
2. Older students are expected to be positive role models for younger students, both on and off campus.
3. Sexually oriented behavior of any kind is prohibited, including public displays of affection (PDA).
4. Any behavior that compromises the good name of Kirov Academy of Ballet is unacceptable.
5. Prompt attendance at classes, conferences, and assemblies is required.
6. Students are expected to choose their dress tastefully, respectful of Academy standards as defined in the Student Dress Code.

7. Academy curfews must be observed. (Exceptions may be requested through the Resident Life office on a case-by-case basis.)
8. The Academy reserves the right to search students under its supervision. We also reserve the right to search all rooms, vehicles, lockers and any other places or articles of property on the school campus. (Items prohibited by law or by school regulations will be confiscated.)
9. Areas designated for staff use only, such as, but not limited to: the employee copy room, utility, storage, and maintenance facilities are off limits to students.
10. Students are prohibited from accessing the roof area of the building.
11. Tampering with fire alarms or other safety equipment is forbidden.
12. No incendiary materials, knives, or weapons may be kept, stored or used in students' residential areas or used as decoration.
13. Recreational movies must be rated PG-13 or less. The Artistic Department or Resident Life Department must approve any unrated videos.
14. Stealing or any acts of malicious, aggressive, or disruptive behavior can lead to the immediate dismissal of the responsible student.
15. The Academy, at its discretion, may call upon the aid of external authorities (e.g. police) to address actions, activities, and behaviors that warrant their intervention.
16. Dormitory rooms/floors are not co-educational. Visitors/students of the opposite gender are not permitted at any time.
17. Adults and non-residential students may not enter the dormitories without permission from the Director of Programs or Resident Life Coordinator.
18. The dormitories, study rooms, recreation room, and dining room are open exclusively to students, faculty, and staff of The Kirov Academy of Ballet. The dining room is open to parents/legal guardians and guests only during designated times.
19. Students are required to lock their rooms when leaving. Lockers are to be locked at all times. (Kirov Academy of Ballet is not responsible for personal property that is lost or stolen.)
20. Students are subject to disciplinary action if they have knowledge of the use and/or selling of alcohol, tobacco, and/or drugs to other members of the school community and do not report it to the administration.
21. The use or possession of a controlled substance and/or paraphernalia oriented to it while under the jurisdiction of the Academy is prohibited and cause for disciplinary action.

22. The Academy allows students under the age of 18 to participate in off-campus activities in accordance with the specific "Leave Code Policies" agreed upon by the student's parents/legal guardians in the Permission Form.
23. Academy students ages 18 and above may not act as adults for other students.
24. The possession and use of tobacco products is not permitted on Academy property or at any function.
25. The use, possession, distribution, or sale of illegal drugs or controlled substances by any student on or off campus is strictly prohibited.
26. Students 21 years of age and older may not consume alcohol within any Academy grounds or function or distribute and/or sell alcohol to minors at any time. Students under the age of 21 may not possess or consume alcoholic beverages at any time.
27. Over the counter and prescription drugs must be checked and registered with the school nurse--no exceptions.
28. Given cause, the Academy reserves the right to require individual or group testing for drug and/or alcohol use. Parents and students hereby agree to this upon enrollment of the student to such testing. Refusal to submit to drug and/or alcohol testing on the occasion the Academy determines it necessary, is ground for dismissal.
29. Performance opportunities are considered a vital part of a student's professional education. All students are expected to be available to perform in all school concerts.

*Students are expected to uphold the Code of Conduct and represent the Academy at all events and during all travel and excursions including but not limited to school outings, weekend outings, and performance tours. Additionally, students are expected at all times to show respect and consideration for the personal and property rights of others and cooperate with members of the school community.*

*Parents and students are expected to have read the Code of Conduct, and to recognize and acknowledge that its provisions shall be binding on the parent or guardian and student while the student is enrolled or participates in any Kirov Academy of Ballet program.*

## **DISCIPLINARY POLICY**

Violation of the Academy's Code of Conduct and/or rules and regulations, committed in groups or as individual acts, is likely to lead to any one or more of the following consequences:

1. Expulsion
2. Suspension
3. Revocation in whole or in part of scholarships or services afforded to the Student.
4. Assignment of school operations and/or maintenance-oriented work duties for specified periods of time
5. Revocation of privileges
6. Confinement to quarters or the Academy campus

7. Payment for repair of damages

The Academy reserves the right to consider the disciplinary history of any student prior to or after admission to the Academy in evaluating and determining the consequences to be levied upon a student found to have violated the law and/or the Academy's Code of Conduct, and/or other rules and regulations of the Academy, as may be promulgated from time to time.

## **DRESS CODE**

Students are expected to dress in good taste at all times. Dance attire may only be worn to or between dance classes but is not permitted on the main floor, "public rooms," or dining room. Each faculty member and administrator has the final authority to decide whether or not a student's dress is acceptable.

Feet must be covered at all times (flip-flops and sandals are OK). No clothing portraying foul/obscene language or graphics may be worn. Any clothing with suggestive language is not permitted.

Sleepwear/loungewear should only be worn in the dormitory. Clothing of this kind may not be worn to meals with the exception of Sunday brunch. **Slippers are allowed.**

The following items are prohibited:

Halters, deep V-necks, strapless tops, muscle shirts, tube tops, spandex, spaghetti straps, undershirts, sheer blouses/shirts, and other that expose any part of the stomach or abdomen. Tank tops may be worn as long as bra straps are not exposed. Mini-skirts and shorts that are shorter than fingertip length (Skirts may not be shorter than four inches above the knee.)

Appropriate underwear must be worn at all times.

Special Events

Students should dress appropriately for special events and activities sponsored by the Academy. No athletic wear, jeans, t-shirts, etc. should be worn.

Students are required to dress according to Academy standards.

## **RESIDENT LIFE**

During the summer session as well as through out the school year, the Academy strives to provide an environment for our students that embraces and encourages the development of moral and ethical behavior among our students. Our Resident Staff is obliged to maintain the same standards in the performance of their duties as well as to insist on student observance of those standards. Parents may be contacted periodically with updates regarding their child's life during the summer session at KAB and/or to answer any questions or concerns the Academy may have. It is our goal to maintain an open line of communication with parents and welcome parental contributions to student life at the Academy.

Resident Staff are responsible for enforcing nightly curfew. On-duty resident staff will make rounds throughout the building and instruct students to go to their respective dormitory floors. Curfew observation is the student's responsibility; students must keep track of time and ask those students violating curfew to return to their rooms.

## **Daily Check-out and Leave policy Guidelines**

### Sign-Out Procedures

#### Student Responsibilities:

1. All students must sign out in the front lobby with a designated Resident Staff member before exiting the building for any reason. PARENTS may sign out their own child without residence life staff by signing their names (parents) in the destination space on the sign-out sheet and advising the front desk attendant that the student is leaving with them. No other students may exit with an adult without the presence of Resident Staff.
2. Students must sign the time of departure, destination, names of the others in the party, and expected time of return. Students may only sign out themselves.
3. Students must leave and return in the same groups.
4. Upon return, students must sign time of arrival to the Academy.
5. Students must carry their ID cards at all times.

#### Resident Staff Responsibilities:

1. Resident Staff must ensure that students are in compliance with all of the aforementioned leave policies.
2. Resident Staff must ensure that students are signing out and leaving the building in appropriate groupings. Students must leave and return in the same groupings.
3. Resident Staff requires students to show their ID cards upon signing out.
4. Resident Staff must sign in the appropriate section to indicate acknowledgment of the process.

### Visitor Policy (this includes all non-students and non-staff)

All visitors, including parents and non-resident students, are asked to sign-in/out at the Reception desk. Entry and departure should only be through the main door of the Academy. KAB holds each student accountable for the conduct of his/her visitors. Visitors must vacate the building by 8 p.m. unless they have special permission from a Residence Advisor. It is the intention of the school that parents have the most access of any visitors.

Parents are always welcome to visit the Academy to view dance classes and visit with their children. However, residential, study, medical, and recreational areas are open to students and staff only. Parents and visitors should not accompany students into these areas. Students retire into their residential areas for rest, study, relaxation, and social interaction among themselves. We would like to ensure them privacy and cause them as little disruption as possible. Parents are welcome to help their children transport belongings to or from their dorm rooms upon approval through the office of the Director of Programs or Resident Life Coordinator during designated periods on the first and last days of school.

In order to ensure that there is no undue disruption to the life of the Academy in the academic and artistic areas, all visitors, including parents, are requested to adhere to the following guidelines.

1. All visitors who are waiting to receive students should remain in the reception area, or other designated areas such as the Resident Staff Office or Studio E when it is not used for classes.
2. Parents or visitors who wish to stay on the premises for an extended period must get prior permission from one of the administrative/residential staff.
3. All visitors who are observing artistic or academic classes must refrain from making personal comments about students. Visitors must report all matters of concern to the administrative staff and not resort to directly confronting or criticizing individual students or groups of students on their performance(s).
4. Parents/Visitors who are here solely to see a teacher or an administrator should remain in the designated visitors' areas until the person whom they are here to see is available. Where feasible, they should call ahead and arrange a meeting time.

### **Activity Policy**

One of the chief responsibilities in the Residential Life department is planning and coordinating trips and events for our students. When trips are coordinated, certain accommodations have to be made in advance in order to make the trip a success: reserving a bus, scheduling a driver, coordinating meals, etc. If students cancel at the last minute or fail to notify staff, planning problems, and unnecessary additional expenses are often incurred. In an effort to pre-plan and make appropriate arrangements, the following trip sign-up policy has been developed.

#### Mandatory Events:

1. All students must attend.
2. If a student needs to be excused due to a family conflict, parents must submit a signed letter dated no later than three days prior to the scheduled event.
3. Written notices must be delivered to the Resident Life Office or Director of Programs for approval.

#### Optional Events:

1. Optional Events must be pre-approved by Resident Staff.
2. Students may only register themselves for an activity.
3. Students must register by the deadline.
4. A student may remove his/her name from the list no later than 48 hours prior to the event.
5. Consequences for students who fail to attend an optional event for which they registered:
  - A. First offense: Student may not attend next optional event.
  - B. Second offense: Student may not attend the next two optional activities.

#### Transportation Policy

The following is an outline of transportation policies:

1. Resident Staff members will provide transportation service for students to KAB-sponsored events and outings and to school related activities at their discretion and/or upon request from the Director of Programs Office or Resident Life Coordinator.
2. All transportation issues should be reported to the Resident Life office.
3. Resident Staff members will provide transportation service for student medical appointments that are made through the Nurse's Station. Appointments made by students and/or parents that are not cleared through the Nurse's Station will be the responsibility of the student and/or parent. **KAB is only responsible for providing transportation to resident students.** Parents visiting the academy must make their own transportation arrangements.
4. Facilities staff and Resident Staff members will enforce the wearing of safety belts.

## **Tracking Attendance**

The Resident Staff office daily tracks summer class attendance. Additionally, the Nurse keeps a logbook of the daily record of medical appointments and medical excuses issued by the Nurse on duty. Attendance is tracked as a component for consideration in the Academy's overall evaluation of summer student performance.

## **Bed check**

Students should use the time between 10:00pm and 10:30pm to handle personal needs on the dorm floor. Once on the dormitory floor, students should make final preparations for bed. LIGHTS OUT is 10:30pm. At this time, students must be in their own room. At 10:30pm, Resident Staff will enforce **lights out** by walking through the dormitory halls.

Students are expected to abide by curfew and lights out rules. Appropriate consequences will be issued to students who are found in violation of the curfew policy. Parents will be contacted if curfew violations persist.

Students must remain on floors from lights out to 6:00 a.m. the following morning (except in the case of a medical concern or emergency).

## **Dormitory Policy**

### Room and Roommate Changes

Due to the short duration of your stay there will be no roommate changes except under special circumstances. All roommate/room changes must be cleared with the Director of Programs or Resident Life Coordinator. The change may not physically occur until both parties have re-registered keys and room numbers with facilities.

### Room Decorations

Students are welcome to bring family photos and other personal items during their stay. We ask that you not hang any items on the walls.

Students may not remove furniture out of their rooms without the prior permission of the Director of Programs or Resident Life Coordinator. Students will be billed for any furniture missing from their rooms. Students may not rearrange the furniture in their rooms. (Rooms are small and furniture is placed to meet various safety codes. Heating and air conditioning units cannot be blocked.)

### Room Entry and Inspection

Periodic room inspections will be performed by the Resident Staff to ensure cleanliness at any time with or without the presence of the student(s).

Resident staff will check rooms for compliance with the following criteria:

- \_\_\_\_\_ Sink cleaned
- \_\_\_\_\_ Mirror cleaned
- \_\_\_\_\_ Floor vacuumed and cleaned of debris, clothes, and clutter
- \_\_\_\_\_ Bed made (clean linen)
- \_\_\_\_\_ Desk clear of clutter
- \_\_\_\_\_ Toilet cleaned
- \_\_\_\_\_ Bathroom floor mopped (no mold or old soap on walls, floor, or shower curtain, clean floor mat)
- \_\_\_\_\_ Closet clear of clutter (clothes hanging neatly)
- \_\_\_\_\_ Trash containers emptied
- \_\_\_\_\_ Windows closed while air conditioner/heater is on
- \_\_\_\_\_ No kitchen utensils
- \_\_\_\_\_ No food or drink (including wrappings)
- \_\_\_\_\_ No flammable items (cigarettes, candles, matches, incense, lighters)
- \_\_\_\_\_ No alcohol, tobacco, or drug items
- \_\_\_\_\_ No TV's, coffee pots, or heating plates

Students whose rooms do not meet the above cleanliness standard will be reported to the Director of Programs or Resident Life Coordinator. Cleaning supplies may be obtained from Facilities Staff. These items are to be returned after use.

Academy staff members reserve the right to enter students' residential hall rooms for administrative, housekeeping, safety, health, medical, and regulatory purposes. Staff members may also enter rooms without students' permission when there is evidence of good cause or strong suspicion of an emergency warranting immediate entry. Examples are, but are not limited to: the presence of smoke, fire, flooding, suspicious odors, screams for help, illness, danger to others, or concern for improper or illicit conduct

### Telephones/Voice Mail

The main telephone number at Kirov Academy of Ballet is (202) 832-1087. Students have direct numbers in their dormitory rooms. All dormitory rooms are equipped with a telephone to be shared between both roommates. These telephones are toll restricted; however, there is no charge for local calls. Students also have the option of using calling cards when placing long distance calls.

Students are encouraged to respect their roommates' privacy and rest by limiting calls to appropriate hours of the day and evening. Phone calls are not permitted after curfew hours except in the case of emergency. Students

may not make, receive, or continue phone calls after 10:30pm (even to speak with a parent). Exceptions may be made for international students with permission from Resident Staff.

#### Telephone/Voice Mail Procedures

- 1) To make calls within the Academy building, dial the extension of the party you wish to reach. Note that the three-digit dormitory telephone numbers do not coincide with dorm room numbers.
- 2) To make local calls outside of the academy building, dial 9 and the number.
- 3) To use a calling card, a local access number must be provided by your service.
- 4) You may dial 800 numbers from your room.
- 5) You must dial collect calls from a pay phone unless you dial the 800 collect number for your particular calling card. You may not make any other type of collect call or accept collect calls from your room.
- 6) Instructions for operating the voicemail systems at KAB are found in the next section.

#### KAB Voicemail Instructions

- 1) Dial 770
- 2) When asked to enter your password, enter your extension number followed by the (#).
- 3) You will then be provided with several options for voicemail activation. For a personal greeting choose option "1" when finished recording press "9."

Please listen carefully to the directions for any options you select, and follow along. Then your phone is personalized.

To call another KAB room, you need only dial the last three digits of the phone number.

### **Use of Front Desk / Staff Telephones**

1. Students may not use the front desk telephone or copier room telephone. A student must ask permission before using the telephone in the RA office. Students should make calls from their rooms.
2. Students should not enter any office that has no staff member present.

### **Food Policy**

No food is allowed outside the designated eating areas. Snacks can be stored in the Resident Staff office but must be consumed in an approved area. **Gum is not permitted in the Academy.**

### **Emergency Procedures**

Safety is a primary concern at KAB. It is imperative that every student know the quickest way out of the Academy in case of a fire or other emergency. Students are provided with information about fire safety and

other emergency procedures upon their arrival. Fire drills are conducted periodically throughout the summer so that students can learn evacuation routes and practice them. Failure to cooperate during fire drills will result in disciplinary actions.

## **Facilities**

### **Jacuzzi Rules – OUT OF SERVICE FOR 2010 SUMMER PROGRAMS**

Each locker room is equipped with a whirlpool for recreational and therapeutic use. The following whirlpool rules have been established to ensure safety for all students.

1. At all times, there should be a minimum of two students and a maximum of three students using the whirlpool together.
2. Students should shower with soap before entering the whirlpool. No bathing is permitted in the whirlpool.
3. Students should keep hands, feet, and hair away from the intake opening.
4. Long hair should be tied up.
5. Courteous and respectful behavior is expected at all times. There should be no horseplay.
6. As a courtesy to other students and as a safety precaution, students should limit their use of the whirlpool to a maximum of 20 minutes.
7. No eating or drinking (except water) is allowed in the whirlpools. No food, drinks, or glassware is allowed in the whirlpool area or locker rooms.

Whirlpool privileges will be revoked from any student found in violation of these rules. Additional disciplinary action may be taken for violations.

### **Locker Rooms**

Locker rooms are conveniently located near the studios and are available for students to change clothes. Commuter students and students living at University of Maryland during the summer session have first priority for locker use. Waiting areas and dressing areas are to be kept clean at all times. Students are required to provide their own locks.

### **Lost and Found**

The lost and found box is located in the Laundry room. Students are encouraged to make every effort to keep track of personal items. When student belongings are found, they will be placed in this box. **Unclaimed items will be disposed of after each Summer Session.**

### **Student Recreation Room**

The student recreation room is located on the basement level of the Academy. A television, VCR, and DVD player are available for student use. Students are expected to use this equipment with care. Occasionally, the Academy will rent videos or DVDs for student recreation. Other movies rated PG-13 and less may be brought into the Academy but must be approved by Resident Staff prior to viewing. Games provided by the Academy are available through the Resident Staff office and may be brought into the recreation or dining room. Students are responsible for keeping all game-pieces intact and returning all games to Resident Staff. **FOOD IS NOT PERMITTED IN THE REC ROOM.**

### Studios

KAB is equipped with four beautiful and spacious state-of-the-art studios. Studios A and B are located on the first floor level. Studios C & D are located on the basement level. An additional studio, Studio E, is located in the administrative hall.

While changing classes, students are expected to respect the needs of other students and instructors who are in class by refraining from loud conversation and boisterous behavior near the studios. Students should not enter a studio until the previous class is completed. Guests may not enter a class that is in session without permission from the instructor or authorized staff persons.

Please do not bring any beverages or food into the studios.

Studios are closed during non-class hours.

## **MEDICAL SERVICES**

The Nurse's Station is open Monday through Saturday to provide general nursing care to students. During the Summer Sessions, one of our two staff registered nurses (RNs) is on-duty between the hours of **8:00am and 4:00pm Monday through Friday, and 9:00am to 3:00pm on Saturdays.**

Upon a student's request or at the professional discretion of the nurses, an appointment is made immediately to see one of these doctors. A physical therapist or other medical doctor may be consulted.

### Medical Counseling

The Academy's nurses are experienced with managing the individual needs of a medical nature. Students may request other medical guidance (i.e. personal counseling, dietary assistance, etc.) through the Nurse's Station. Every effort will be made to assist students with special needs or concerns.

### Medical Treatment

We do not advise bringing over-the-counter medications to KAB as our licensed nurses dispense over-the-counter and prescription medications to students as needed. Vitamins, inhalers, epi-pens etc. must be checked through the nurse upon arrival. Prescription medications must be registered with the nurse **and stored in the Nurse's Station.** Medications will be dispensed and monitored appropriately by the nurse. In cases requiring a physician's care, the nurses will arrange medical appointments for students to visit nearby medical facilities to see doctors.

### Transportation to Medical Appointments

Nurses will arrange medical appointments and transportation for resident students in need of medical care. As a rule, medical appointments will be arranged outside of dance or academic instruction periods. Appointments made during dance periods must be cleared with the artistic office.

KAB administration reserves the right to exercise discretion in providing medical attention or authorizing medical treatment by other parties to its students in deemed emergencies and in cases where parents or guardians of students past the age of maturity have made special arrangements with specific health care providers.

### Obtaining Medical Leave From Dance Classes

Students are required to attend all scheduled classes unless excused by the Nurse for illness. A student may be excused for medical reasons only by the Nurse. If a student fails to attend class without being excused by the Nurse on duty, he or she will be considered unexcused. Director of Programs or Resident Life may also excuse students from attending class. Students who are excused from class who reside at Kirov Academy or University of Maryland must stay in the infirmary at the Kirov Academy Campus. On Saturdays, students should follow the same procedure and report to the nurse by 9:00am.

### Commuter Students

If a commuter student is unable to attend class due to any medical reason, the parent of the student must call the Nurse's Station to inform KAB of the absence. The student will be marked unexcused if no call is received. In all instances, commuter students must bring in a note explaining the reason for the absence (to be submitted to Resident Life office) within two days of returning to school. This note will be kept in the student's official file and will be used for attendance tracking. Students who fail to submit a note will be marked unexcused.

### Arranging Medical Appointments

Students seeing their own doctors (those not regularly seen by KAB students, i.e. National Rehabilitation Hospital, Washington Hospital Center doctors, etc.), should submit to the Nurse's Station a medical analysis or report from the doctor seen, so that we may follow up on medical treatment if it becomes necessary.

All appointments scheduled through the Nurse's Station will be documented in the Nurse's Station logbook. Only those appointments made through the Nurse's Station will be excused. All other appointments must have prior clearance by Kirov Academy and must be recorded in the Nurse's Station. Upon a student's return to the Academy from a medical appointment, he or she should first report to the Nurse's Station and will be directed whether or not to join classes. Students returning to class should take care not to disturb ongoing instruction.

If a student has a medical appointment requiring him or her to leave class early, the student should participate until he or she needs to leave unless the appointment requires the student to leave so early that participation would have no instructional value and would cause disruption. In that case, he or she should observe the class and quietly leave class in order to go to the appointment.

**Kirov Academy of Ballet is not responsible for transporting commuter students to and from medical appointments.**

### Medical Records on File

At least two copies of all students' medical records (including Medical History information, Consent to Medical Treatment forms, insurance information, emergency information, and follow-up information) are kept in the Nurse's Station files. These files are easily and quickly accessible around the clock for Nurses and Resident Staff in the case of emergency. Students may view their confidential medical records and reports upon request. If a medical status changes, students and/or parents are requested to immediately inform the Nurse's Station.

### Mild Illnesses and Injuries

If a student is diagnosed by the Nurse to be generally well despite feeling "somewhat under the weather" and is able to take classes, he or she will be given the appropriate medical attention and must attend and fully

participate in classes as scheduled. A student may observe classes only at the medical discretion of the Nurse. If an occasion arises when the teacher sends a student out of class for a medical reason (such as a shortness of breath or weakness/fatigue) the student should report to the Nurse's Station immediately.

If a student is injured, he or she is required to observe class as scheduled. The Nurse may release a student from observing a class if it is found to be medically in the student's best interest to be sent to his or her dorm room for bed-rest. When a student is exempted from participating in the class but directed to observe by the Nurse (or other authorized staff person), failure to observe will result in an unexcused absence in the attendance record. The Nurse will inform the student's teacher(s), the Deputy Artistic Director, the Director of Programs, and the Resident Staff Office about the student's absence. Notification will indicate the reason for the absence, the time frame of the absence and whether the student will be observing class(es).

## **Illness and Weekend Outings**

### Optional Trips: Attendance

If a student is ill or injured on a scheduled optional day-trip, he or she should report to the Nurse. The Nurse will diagnose the student, send him or her to bed, and/or monitor the students' progress during the day. The Nurse will inform the appropriate Resident Staff members to excuse the student from participation. Should the injury/illness occur on a day not covered by a nurse on station, the injury should be reported directly to Resident Staff. The Resident Staff will take appropriate measures and excuse the student from participation, if necessary.

### Mandatory Events: Attendance

If the Nurse diagnoses an ill student during a scheduled mandatory event, he or she will be sent to bed and monitored by the Nurse. Special arrangements will be made for one of the Resident Staff members or the Nurse to remain at the academy with the ill student(s) if necessary.

**The Kirov Academy of Ballet hopes that each student will maximize his or her time here by exploring all that KAB has to offer: world class dance training, artistic workshops, a resident life program catering to the interests of aspiring artists, and a staff dedicated to meeting the individual needs and interests of each of our Summer Session participants. We ask that you abide by the contents of this handbook—for your well being and safety as well as the safety and well being of all of the members in the KAB summer community.**