

DAYTON PERFORMING ARTS ALLIANCE

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*Opera Philharmonic Ballet*

**Learning and Community Engagement  
Handbook for Participatory Programs**

**Dayton Ballet School, Dayton Opera Youth Chorus,  
Dayton Philharmonic Youth Orchestras, and *Q the Music***

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Dear Students and Families,

Welcome to the Dayton Performing Arts Alliance Learning and Community Engagement Participatory Programs Handbook! This handbook outlines the policies, expectations, and opportunities that await you as you embark on this exciting journey.

You are now part of the unique DPAA family, joining our participatory programs, which include the Ballet School, Junior Strings, Youth Strings, Youth Orchestra, *Q the Music*, Opera Youth Chorus, and EnCorps families!

As you begin your training, we want to emphasize the importance of open communication and clear expectations. Our goal is to provide a safe, supportive, and inspiring environment where you can explore your artistic potential, develop your skills, create lasting memories, and make new friends.

Participating in our programs offers a unique opportunity to train alongside professional dancers, vocalists, and musicians from the Dayton Ballet, Opera, and Philharmonic Orchestra. This experience can be transformative, providing you with valuable skills, knowledge, and lifelong friendships.

We are committed to providing a holistic and well-rounded experience that prepares you for your future, whether it be in higher education, a career in the arts, or simply as an engaged and informed citizen.

**Please review this handbook carefully, paying particular attention to the contact information for staff members who can answer questions or provide additional support. Familiarize yourself with the general policies as well as any specific policies related to your child's participation.**

Review the handbook regularly to address any questions or concerns that may arise.

Thank you for your commitment to our organization and for trusting us to provide you with the highest quality training.

Sincerely,



Jeanita Château Olówè  
*Vice President for Learning and Community Engagement*  
Dayton Performing Arts Alliance  
(937) 535-5466  
[jchateauolowe@daytonperformingarts.org](mailto:jchateauolowe@daytonperformingarts.org)

## About the Dayton Performing Arts Alliance (DPAA)

In 2012, leadership of the Dayton Opera, Dayton Ballet, and Dayton Philharmonic Orchestra created a groundbreaking and innovative merger, forging these three art forms into one organization named the Dayton Performing Arts Alliance. This merger is the first of its kind in the nation—in no other city can performing arts lovers experience the dramatic collaboration with the range and depth of experiences being offered in the Dayton community. The Dayton Performing Arts Alliance, with Dayton Philharmonic, Dayton Ballet, and Dayton Opera as its three crown jewels, has carefully planned for future success by creating a single management structure and business operating unit while preserving and promoting the integrity and identity of each of its three art forms. This alliance, unique in the nation, emulates the model of highly successful European performing arts organizations, taking artistic collaboration to a new level.

## Description of Participatory Programs

For nearly a century, the **Dayton Ballet School (DBS)** has been instilling a love of dance in students of all ages and abilities. From young children with big dreams, career-minded teens, to senior citizens who want to stay healthy and active, Dayton Ballet School has something for everyone. Founded by Josephine and Hermene Schwarz in 1927, it is the oldest ballet school in Dayton and among the oldest ballet schools in the United States. The pre-professional company was founded by Miss Jo in 1948. Dayton Ballet School is a premiere education initiative of the Dayton Performing Arts Alliance and affiliated with the professional company, Dayton Ballet. We are proud to be the only studio in the Miami Valley associated with a professional company. We strive to create a positive learning environment for students of all ages and abilities while giving a glimpse into the world of professional ballet at the student level. We are glad that you are here, we believe that dance has the ability to change lives and that our students create friends and memories that last a lifetime.

The **Dayton Ballet School Ensemble (DBSE)**, divided into Junior and Senior ensembles, is a pre-professional training program available to dancers through audition only. This division is for dancers who are committed to a high level of dance training, strengthening, and artistic development along with elective classes to supplement their dance education. This division includes additional performance opportunities.

The **Dayton Philharmonic Junior Strings (DPJS)** was created in July 2014 in response to requests from string teachers and music educators for an orchestra to encourage young string students not quite ready for Dayton Philharmonic Youth Strings. The purpose of DPJS is to provide musical enrichment for string students in grades 5 through 8 and to better prepare these students for membership in Dayton Philharmonic Youth Strings (DPYS) and the Dayton Philharmonic Youth

Orchestra (DPYO). All of the Youth Orchestras are programs of the Dayton Performing Arts Alliance Learning and Community Engagement department, and they strive to operate in a manner as close as possible to that of professional symphony orchestras. This orchestra is not meant to interfere or compete with school orchestras; its purpose is to encourage, support, and strengthen existing programs and to help stimulate interest in the development of string programs where none exist. The group rehearses from September to mid-March and will present two concerts.

The **Dayton Philharmonic Youth Strings (DPYS)** was established in September 1982 with the support of Mrs. Virginia Kettering for the purpose of providing musical enrichment and advanced concert experience for string students in grades 6 through 12. DPYS is a program of the Dayton Performing Arts Alliance Learning and Community Engagement department. The group rehearses from September to mid-March, playing two major concerts in the fall and spring, plus other appearances as needed. This orchestra is not meant to interfere or compete with school orchestras; its purpose is to encourage, support and strengthen existing programs and to help stimulate interest in the development of string programs where none exist.

The **Dayton Philharmonic Youth Orchestra (DPYO)**, founded in 1937 by Paul Katz, was organized to give aspiring young musicians (grades 9 – 12) an opportunity to work together in the study of orchestral music. The DPYO is a program of the Dayton Performing Arts Alliance Learning and Community Engagement department and strives to operate in a manner as close as possible to that of a professional symphony orchestra. DPYO, school music programs, and private teachers share the common goal of training the next generation of musicians, audience members, and arts supporters. DPYO requires its members to actively participate in their school music programs, playing the same instrument as in DPYO. If there is no school orchestra or band, an exception may be made. We expect DPYO members to be leaders and role models in their school music programs. DPYO is affiliated with the Youth Division of the League of American Orchestras.

**Q the Music** is a tuition-free after-school string program for students in grades 3 – 6 made possible through a partnership with the Dayton Philharmonic Orchestra, East End Community Services, and Ruskin Elementary School. Q the Music is based upon the El Sistema model. Students in grades 3 and 4 from neighboring schools are welcome to enroll at the beginning of the school year with proper approvals. Please contact the Engagement Programs Manager for more information. The program provides students with intense instrumental instruction, academic support, and enrichment.

## Staff Contacts

### Administrative Staff

Jeannita Château Olówè	Vice President for Learning and Community Engagement	<a href="mailto:jchateauolowe@daytonperformingarts.org">jchateauolowe@daytonperformingarts.org</a>	937-535-5466
Megan Forney	Dayton Ballet School Education Manager, Co-Director of DBSE	<a href="mailto:mforney@daytonperformingarts.org">mforney@daytonperformingarts.org</a>	937-535-5451
Jackie Griffin	Learning Programs Manager	<a href="mailto:jgriffin@daytonperformingarts.org">jgriffin@daytonperformingarts.org</a>	937-535-5447
Melissa McCoy	Engagement Programs Manager	<a href="mailto:mmccoy@daytonperformingarts.org">mmccoy@daytonperformingarts.org</a>	937-535-5469

### Dayton Ballet School Faculty

Gabrielle Sharp	Co-Director of DBSE		937-223-1542
Elizabeth Sabol	Dayton Ballet School, School Registrar	<a href="mailto:daytonballetschool@daytonperformingarts.org">daytonballetschool@daytonperformingarts.org</a>	937-223-1542

### Dayton Opera Youth Chorus

Paula Powell	Chorus Master, Youth Chorus		
Kay O'Connor	Assistant Production Manager & Resident Stage Manager	<a href="mailto:koconnor@daytonperformingarts.org">koconnor@daytonperformingarts.org</a>	

### Youth Orchestra Conductors

Maureen Hickey Haitch	DPYO Conductor	<a href="mailto:dpyoconductor@daytonperformingarts.org">dpyoconductor@daytonperformingarts.org</a>	
Maureen Hickey Haitch	DPYS Conductor	<a href="mailto:dpysconductor@daytonperformingarts.org">dpysconductor@daytonperformingarts.org</a>	
Michelle Mastin	DPJS Conductor	<a href="mailto:dpjsconductor@daytonperformingarts.org">dpjsconductor@daytonperformingarts.org</a>	

### Q the Music Faculty and Partner

Lois Ramey	Q the Music Orchestra Director and Lead Teacher	<a href="mailto:qtmconductor@daytonperformingarts.org">qtmconductor@daytonperformingarts.org</a>	
TBD	Q the Music Enrichment Coordinator		
Ben Martin	Q the Music Violin Instructor		
Anastazia White	Q the Music Viola Instructor		
Fan Zeng	Q the Music Cello Instructor		
Maisun Mhelhel	Miracle Makers Program Manager	<a href="mailto:maisun.mhelhel@westcare.com">maisun.mhelhel@westcare.com</a>	

## Expectations and Policies

At the Dayton Performing Arts Alliance (DPAA), we are committed to providing a welcoming, inclusive, and supportive learning environment for all students. We believe that everyone deserves to feel safe, respected, and valued. We believe that to be a vital organization, we must be an inclusive organization. Serving an audience that is reflective of our diverse community is central to our mission. For the DPAA, a commitment to diversity represents the active inclusion, within both the organization and our audience, of the broadest possible representation of our Miami Valley community.

### Standard Code of Conduct

Students, families, and visitors are expected to adhere to the following code of conduct:

- **Respectful Behavior:** Treat others with kindness, courtesy, and respect. Avoid using offensive, discriminatory, or harmful language. This includes refraining from name-calling, insults, threats, or any form of verbal abuse.
  - Examples of respectful behavior:
    - Listening attentively to others.
    - Using polite language (e.g., "please," "thank you," "excuse me").
    - Avoiding making derogatory comments about others.
    - Respecting the property of others, including not touching musicians' instruments or dancers' belongings.
- **Inclusive Environment:** Celebrate diversity and promote inclusivity. Be mindful of and respectful of different cultures, backgrounds, and perspectives.
  - Examples of inclusive behavior:
    - Avoiding making stereotypes or generalizations about people.
    - Respecting different beliefs and values.
    - Using inclusive language (e.g., avoiding gendered terms when appropriate).
    - Participating in activities that promote diversity.
- **Safety First:** Follow all safety guidelines and procedures.
  - Examples of safe behavior:
    - Following all safety rules during rehearsals and performances.
    - Paying attention during safety demonstrations.
    - Using equipment safely.
    - Avoiding dangerous behaviors, such as horseplay or roughhousing.
    - Reporting any safety concerns to a faculty or staff member.

## **Anti-Harassment, Bullying, and Discrimination Policy**

DPAA is committed to providing a learning environment free from harassment, bullying, and discrimination. This includes any form of behavior that creates a hostile, intimidating, or offensive environment.

### **Definitions:**

- **Harassment:** Unwelcome conduct that is based on a protected characteristic (e.g., race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status) and creates a hostile environment. This can include physical, verbal, or psychological harassment.
  - **Examples of harassment:**
    - Making offensive or derogatory comments about someone's appearance, race, religion, or other protected characteristic.
    - Touching someone inappropriately or making unwanted sexual advances.
    - Threatening someone with physical violence or harm.
    - Spreading rumors or gossip about someone.
- **Bullying:** At any point, aggressive and/or repeated behavior that is intended to harm another person.
  - **Examples of bullying (including physical, verbal, written, cyber, or social):**
    - Hitting, kicking, or tripping someone.
    - Name-calling, teasing, or making fun of someone.
    - Excluding someone from activities or social groups.
    - Spreading rumors or gossip about someone.
- **Discrimination:** Treating someone differently based on a protected characteristic.
  - **Examples of discrimination:**
    - Denying someone access to resources or opportunities based on their race, gender, or other protected characteristic.
    - Making derogatory comments about someone's race, gender, or other protected characteristic.
    - Treating someone unfairly because of their disability.

### **Prohibited Behaviors**

- **Verbal harassment:** Insults, threats, derogatory comments, or offensive jokes.
  - **Examples of verbal harassment:**
    - Calling someone names or making fun of their appearance.
    - Threatening someone with physical violence or harm.
    - Making offensive or derogatory comments about someone's race, gender, or other protected characteristic.
    - Making unwanted sexual advances or requests.
- **Physical harassment:** Violence, assault, or intimidation.
  - **Examples of physical harassment:**
    - Hitting, kicking, or tripping someone.

- Pushing, shoving, or grabbing someone.
  - Damaging someone's property.
  - Threatening someone with physical violence.
- Cyberbullying: Using electronic communication to harass, threaten, or embarrass others.
  - Examples of cyberbullying:
    - Sending someone mean, harmful, offensive, or threatening messages.
    - Spreading rumors or gossip about someone online.
    - Sharing someone's private information without their permission.
- Discrimination: Treating others unfairly based on a protected characteristic.
  - Examples of discrimination:
    - Denying someone access to resources, opportunities, or activities based on their race, gender, or other protected characteristic.
    - Making derogatory comments about someone's race, gender, or other protected characteristic.
    - Treating someone unfairly because of their disability.

#### Procedures for Violations

- Initial Meeting: Students who violate the code of conduct will be required to meet with DPAA staff to discuss the incident and develop a plan to address the behavior. This meeting will provide an opportunity for the student to understand the consequences of their actions and learn how to improve their behavior.
  - During the initial meeting, the staff member will:
    - Explain the nature of the violation.
    - Discuss the impact of the violation on others.
    - Develop a plan to address the behavior.
    - Provide the student with resources or support, if needed.
- Loss of Privileges: Depending on the severity of the violation, students may lose privileges such as class time, rehearsal time, or performance opportunities.
  - Examples of lost privileges:
    - Being temporarily removed from a class or activity.
    - Being suspended from a rehearsal or performance.
    - Being placed on a warning or probation.
    - Being required to complete additional assignments or tasks.
- Authorized Adult Notification: Authorized adults will be notified of any serious violations and may be asked to attend a meeting with DPAA staff. This will allow authorized adults to be informed about the incident and work with DPAA to address the behavior.
  - During the meeting with the authorized adult, the staff member will:
    - Explain the nature of the violation.
    - Discuss the impact of the violation on others.
    - Discuss the plan to address the behavior.
    - Provide the authorized adult with resources or support, if needed.

### Consequences of Repeated Violations

- **Disciplinary Action:** Students who repeatedly violate the code of conduct may face disciplinary action, including suspension or expulsion from the program. This is a serious consequence that is reserved for the most severe violations.
  - Examples of disciplinary action:
    - Suspension from the program for a specified period of time.
    - Expulsion from the program.
- **Removal from the Program:** In cases of severe or repeated violations, students may be removed from the DPAA Program. This is the most severe consequence and is only used in exceptional circumstances.
  - Examples of severe violations that may result in removal from the program:
    - Physical violence or assault.
    - Repeated harassment or bullying.
    - Substance abuse at DPAA rehearsals, performances, meetings, and events.

### Additional Causes for Removal

- **Retaliation** against someone who has reported harassment, bullying, or discrimination. This includes any attempt to punish or harm someone for speaking out about a violation of the code of conduct.
  - Examples of retaliation:
    - Threatening someone who has reported a violation.
    - Spreading rumors or gossip about someone who has reported a violation.
    - Excluding someone from activities or social groups because they reported a violation.
- **Use or possession of alcohol, illegal drugs, firearms, or fireworks.** These substances are prohibited at DPAA rehearsals, performances, meetings, and events, and can pose a serious safety risk.
  - Examples of substance abuse:
    - Bringing alcohol or drugs to DPAA rehearsals, performances, meetings, and events.
    - Using alcohol or drugs at DPAA rehearsals, performances, meetings, and events.
    - Being under the influence of alcohol or drugs while participating in DPAA activities.
- **Tampering with fire alarms or other actions that could affect the safety of others.** This can include any behavior that puts the safety of others at risk, such as vandalizing property or disrupting emergency procedures.
  - Examples of tampering with fire alarms:
    - Pulling a fire alarm as a prank.
    - Disabling a fire alarm.
    - Blocking access to exits or fire escape routes.

By following this code of conduct, we can create a positive and inclusive learning environment for everyone.

### **Child Protection Policy**

To protect students in the Dayton Performing Arts Alliance's participatory programs, DPAA has implemented a Child Protection Policy, mandated reporters training, and background checks for staff and volunteers interacting with students at the Dayton Ballet School, Dayton Opera Youth Chorus, Dayton Philharmonic Youth Orchestras (DPJS, DPYS, and DPYO), and *Q the Music*.

Dayton Performing Arts Alliance encourages all members of the community to report incidents of harassment, bullying, or discrimination. Reports can be made to the Vice President of Learning and Committee Engagement. All reports will be taken seriously and investigated promptly and confidentially.

DPAA recognizes that abuse and neglect are not the only issues children deal with on a frequent basis. Therefore, DPAA requires that staff respond the same to children exposed to trauma, mental health issues, or children in crisis as those who are suspected to be victims of abuse or neglect. DPAA staff or volunteers follow the same response chain for any child in crisis with the exception of contacting Child Protective Services. Staff or volunteers with a concern about any child should immediately report that concern to DPAA leadership and subsequently document the concern.

<https://codes.ohio.gov/ohio-revised-code/section-2151.421>



DPAA staff and volunteers (personnel) who interact with children (persons under the age of 18) shall promote open and trustworthy relationships between children and staff.

- DPAA personnel who work with youth shall have training appropriate to their level of responsibility. DPAA personnel shall seek and receive training regarding appropriate boundaries and conduct with children.
- Appropriate conduct and interactions between DPAA personnel and a child can contribute to the child's development and is a positive part of their experience in DPAA education programs.
- Inappropriate conduct and interactions between DPAA personnel and a child can cause harm to a child's development and well-being and shall never occur. Appropriate boundaries must be established and respected. DPAA personnel may not engage in sexual or inappropriate physical contact with a child. Sexualized touch is never appropriate. Any interaction with a child that is a "secret" is not appropriate.
- DPAA personnel who work with a child shall be aware that physical contact can be misconstrued. DPAA personnel shall be aware of a child's vulnerability as well as their own.

- DPAA personnel shall never physically discipline a child.
- Adequate staffing shall be available to manage emergency situations. Great care shall be taken to ensure that a safe environment is provided at all times, but most especially on those occasions when it is necessary to work alone with a child. All interactions with children should be appropriate, interruptible, and observable.
- DPAA personnel shall not drive alone with a child.
- DPAA personnel shall never provide a child with alcohol, illegal drugs, tobacco products, pornography or other inappropriate material.
- Using, possessing, or being under the influence of alcohol or illegal drugs while working with children during DPAA activities is strictly prohibited.
- DPAA personnel shall never send inappropriate electronic communications to a child. Electronic communications with a child shall be DPAA-related and never be hidden from parents or others.
- Email and phone communications and/or information displayed or shared by DPAA personnel with a child through social media must be consistent with the values of the DPAA and readily accessible to parents and guardians as well as supervisors. Communications should be made through parent emails or phone numbers whenever possible, and parents should be copied when DPAA personnel are in direct communication with children.
- DPAA personnel shall not give significant gifts or grant special privileges or opportunities to a specific child.
- DPAA personnel shall act responsibly in respecting private information received about a child. Information should be shared on a “need to know basis” or with permission. Information provided on permission forms shall be viewed or disclosed by DPAA personnel only on a "need to know basis" or with permission.
- DPAA personnel shall not (a) illegally possess and/or use alcohol or drugs at any time, and (b) use alcohol or tobacco when working with a child.
- DPAA strictly complies with Ohio laws requiring reporting suspected child abuse to civil authorities. Under Ohio law any person who has reason to believe a child has been subjected to abuse (sexual or physical abuse) must report the suspected abuse to civil authorities.
- DPAA personnel who have reason to believe a child has been subjected to misconduct by DPAA personnel or have observed DPAA personnel engage in inappropriate conduct or in an inappropriate interaction with a child must immediately notify the supervisor and DPAA leadership.

## **Liability Release**

In consideration of Participant's participation in DPAA learning programs, on behalf of Participant, his/her/theirs, representatives, executors, administrators, and assigns, I hereby release the DPAA, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever, including but in no way limited to claims of negligence, that Participant, his/her/theirs, representatives, executors, administrators and assigns may have, now or in the future, against Releasees on account of personal injury, property damage, death, or accident of any kind, arising out of or in any way related to the use of DPAA facilities / equipment or participation in DPAA programs, whether that participation is supervised or unsupervised, however the injury or damage occurs. In consideration of Participant's participation in DPAA learning program activities, the undersigned parent, guardians, or authorized adults of Participant on behalf of Participant, agrees to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to Participant's DPAA learning program activities participation.

## **Injuries and Incident Reports**

DPAA staff and faculty will complete an incident report in the event of an injury or incident. By using clear, objective language, you can help to prevent misunderstandings and facilitate investigations.

For your child's safety and optimal learning experience, please inform the Dayton Ballet School faculty, instructor, or your conductor of any injuries before their class or rehearsal. For doctor-evaluated injuries, please provide a doctor's note with as much information as possible. This helps us tailor instruction and ensure a safe and speedy recovery. Students must tell their faculty, conductor, or instructor before class if they are experiencing anything that may cause them not to be able to participate fully in all class activities.

NOTE for dancers: please reach out to the Dayton Ballet School faculty if you need care from a Sports Medicine Team. We work closely with the Physical Therapy team at Kettering Sports Medicine, as we value and trust their knowledge and patient care.

# Marketing and Social Media

## Social Media Policy

Whether or not you specifically post about your experiences, your participation on social media reflects DPAA. Please keep this in mind when publishing information online, conducting Instagram Takeovers, etc. Please remember: You are responsible for your actions. You may be legally responsible for the content you post, so respect brands, trademarks, and copyrights. Remember, **the internet is forever.**

### Do

- Follow DPAA on social media: @daytonperformingartsalliance on Instagram and Facebook.
  - Including, Dayton Ballet School, Dayton Ballet, Dayton Philharmonic, Dayton Opera, and Dayton Philharmonic Youth Orchestra
- Feel free to share posts from DPAA's official social accounts.
- Tag DPAA in your personal social media posts: @daytonperformingartsalliance
- Be careful about what personal information you share online.
- Act responsibly and ethically.
- Use common sense. **THINK** before you post.
- Be honest, accurate, and respectful. If you question its authenticity or truth, please do not post.
- Celebrate performing arts and entertainment in the Miami Valley region.

### Don't

- Don't misrepresent yourself.
- Don't share a patron, friend, or colleague's information or photos without their permission.
- Don't make harmful, threatening, or harassing comments about others.
- Don't communicate with teachers, faculty, conductors, and staff via their personal social media accounts.

**Basically, if you have any questions or hesitations about whether or not to post something, don't post it.**

## Cell Phone Policy

The use of all electronic devices is strictly prohibited during rehearsals and concerts. Please ensure all devices are silenced and stored out of sight. Dancers must leave their cell phones in their bags. If cell phones become a distraction between classes or on break, students may be asked to place them in a designated area until class or rehearsal is over.

NOTE for Dayton Ballet School families: if you need to reach your child about something urgent, please call the Dayton Ballet School and we will make sure they get the message.

**Photo and Video Media Release**

As a member of a Dayton Performing Arts Alliance (DPAA) participatory programs, I hereby give the DPAA permission to record, distribute, photograph, film, videotape, and/or portray any performance or activity in which I appear, perform, or participate in connection with DPAA, for use by DPAA for social media, promotional, solicitation, and fundraising purposes.

Please email us at [education@daytonperformingarts.org](mailto:education@daytonperformingarts.org), if you do not wish to have your child photographed for this purpose.

**Professional Photography**

We offer the opportunity for professional photos for our Dayton Ballet School students to be taken during Nutcracker and at the end of the year concert. These photos are paid for and purchased through the photographer and are not affiliated with the Dayton Ballet School.

Dayton Philharmonic Youth Orchestra musicians have the opportunity for professional photos during the March concert. Seniors are required to take a photo which will then be used for the May concert program.

**Logos and Graphics**

All logos and graphics associated with the Dayton Performing Arts Alliance (DPAA) are their property and cannot be used without permission.

## Facility Care

Please remember that we are guests at rehearsal and performance venues. Treat the facilities with respect and leave them in the same or better condition than before we entered.

- **Instrument Care:** Use only your assigned instrument and avoid touching instruments belonging to others, including any instruments in the facilities.
- **Sheet Music Care:** Each member will be provided with a folder containing all music for the current program. This music must be brought to every rehearsal and concert. Musicians are responsible for the care of their music and folders. Important changes, dynamics, and bowings should be marked in pencil. **There will be a \$10 charge for lost or damaged music.** This fee may be paid via Jackrabbit or to the Engagement Programs Manager.
  - In addition, any charges to DPAA from music publishers because of late return of music will be passed on to the student whose music caused the late return.
- **Maintaining Cleanliness:** Dispose of trash properly and avoid leaving food wrappers, water bottles, music, or handouts behind.
- **Respectful Boundaries:** Remain within designated areas during rehearsals and performances. Avoid unauthorized access to other areas of the facility.
  - Students are not permitted to leave the offstage area for Starbucks or the Wintergarden during performances at the Schuster Center.
- **Preserving Property:** Do not tamper with, damage, or vandalize any part of the rehearsal or performance space.
  - Do not lean, hang, or pull-on ballet barres.
- **Food and Beverages:** No snacks, food, or gum of any kind are permitted in the studios or rehearsal spaces.

## Identification and Backstage Access Badges

All Dayton Performing Arts Alliance employees, EnCorps volunteers, Learning and Community Engagement (LCE) Program Performers, Students, and Contractors are issued an identification / access badge. The badge is used for multiple purposes including:

- Identification at any LCE program in schools, churches, libraries, and community venues.
- Entry access, when permitted, into secured areas at performance venues such as Schuster, Victoria Theatre, Dayton Art Institute, etc.

The badge is the property of Dayton Performing Arts Alliance and must be returned after the performance ends or at the time of separation. In the event a new badge is requested due to name change, destruction, carelessness, or because a badge was misplaced, you will be charged a \$10 replacement fee. Badges damaged through normal wear and tear are replaced at no charge. This fee may be paid via Jackrabbit. Until this fee has been paid, a new badge will not be issued, and backstage access will not be permitted. Loaning of the identification / backstage access badge to anyone or other misuses is prohibited and failure to adhere to these policies can result in removal / disciplinary action and a charge of \$10 for the return of the confiscated badge or an appropriate replacement.

# Program Information

## Attendance Policy

A guiding principle of all our participatory programs is that extraordinary dedication is essential to achieving excellence. Members are expected to be present at all rehearsals, classes, and performances. The success of our concerts depends on 100% attendance at all rehearsals and preparation for each rehearsal outside of class time. At the start of the season, please mark rehearsals and performance dates in your calendar.

The following attendance guidelines will be enforced:

- A maximum of two unexcused absences per semester for emergencies and unavoidable conflicts.
  - A semester is defined as:
    - First semester – September through December
    - Second semester – January through May
- Excessive unexcused absences or early dismissals will result in a meeting with your authorized adult to discuss the situation, and possible reassignment or dismissal from the program, at the discretion of the program director or conductor.
- For clarification, examples of excused absences would be the following:
  - Family emergencies, e.g. births, deaths.
  - School music and dance programs and performances.

Specific guidelines for the **Dayton Ballet School**:

- Due to the nature of ballet and how the classes progress week to week, attendance at every class is very important. Attendance includes being on time and prepared for class. Students arriving more than 10 minutes after their scheduled class time will have to observe the class and not participate. This is for the dancers safety – if they miss the warm up portion of class, they are not properly prepared for class.
- Consistent attendance is required to participate in the end of the year concert. While attendance is very important, we understand that illness or other unavoidable situations will occur.
- If you are going to miss class for any reason, please let us know by either calling or emailing the Ballet School Registrar.
- For information about makeup classes, see the Dayton Ballet School section in this handbook.

Specific guidelines for the **DPJS, DPYS, and DPYO**:

- Please submit your absence on Jackrabbit **at least two weeks in advance of any absence**, except for illness. Even when absent due to illness, submit an absence and include your reason. Absences without prior notice will be considered unexcused.
  - Login to Jackrabbit's Parent Portal here to submit an absence: [Dayton Performing Arts Alliance Parent Portal](#)
  - Go to the student record in the Parent Portal by clicking the student name or click the three lines on the top right of the screen.
  - Click 'Absences' and click 'Schedule Absences' and select the date(s) and the reason for the absence. Submit.
  - Submitting your absence this way will automatically update Jackrabbit on our end and will notify us via email.
- All musicians must sign in upon arrival. Signing in for others is not permitted.
- The annual DPYO Campout at Camp Kern is mandatory for all members.

### **Departure Procedures**

I hereby authorize the program participant to leave DPAA rehearsals, classes, and performances independently upon rehearsal, class, or performance completion. I understand that DPAA is not responsible for the program participant's safety once they have left the building. A DPAA staff member will wait until 15 minutes after the rehearsal, class, performance, or concert is completed.

I have discussed safety procedures with my child, including the designated exit door.

If the program participant must leave early, I will notify the appropriate DPAA staff or faculty member in advance.

### **Weather Closing and Delay Procedures for Learning Programming**

Learning and Community Engagement staff will monitor weather conditions and local school closings and delays. Considering the impact of a cancellation with safety and re-scheduling possibilities, staff will make the final decision to cancel or proceed. After the decision has been made to cancel or proceed, notifications for each group will be as follows:

**Ballet School** – Ballet School staff will contact authorized adults if they decide to cancel classes or release students early (on the Jackrabbit app, website, and/or news channels).

**DPJS, DPYS, DPYO** – Conductors will notify authorized adults of cancellations.

**Dayton Opera Youth Chorus** – DPAA Staff will notify authorized adults of cancellations.

**Q the Music** – follow Dayton Public School closing and DPAA Learning and Community Engagement staff to notify faculty.

Remember, safety is a priority, so always be aware of your surroundings and follow any instructions provided by faculty and staff.

## **Tuition Fees**

The commitment to DBS, DPJS, DPYS, DPYO, and *Q the Music* is for the entire season. If a student needs to withdraw from classes for an unavoidable situation, classes can be dropped with a written letter of explanation to your conductor and DPAA staff. No refund for tuition already paid or prorated will be provided. All families are required to have a card on file in Jackrabbit for their payments.

For the **Dayton Ballet School**, tuition payments can either be paid in full on August 15<sup>th</sup> or paid in four installments. There is a \$50 annual registration fee, which now includes a recording of the end of the year concert, and it will be applied to your first payment. We now offer a referral program for DBS – if you have a friend that enrolls, please tell us that you referred them, and your registration fee will be waived. A 4% fee will be charged for declined payments.

For the **youth orchestra ensembles**, tuition payments can either be paid in full on August 15<sup>th</sup> or paid via a payment plan after discussing with the Engagement Programs Manager. This fee covers administrative costs such as music, rehearsal and performance space, conductor salaries, and more.

- Tuition fee for DPJS and DPYS is \$225 for the 2025 – 2026 season.
- Tuition fee for DPYO is \$425 for the 2025 – 2026 season.

***Q the Music*** is a tuition-free afterschool program at Ruskin Elementary.

## **Financial Assistance**

Financial assistance is offered for all our participatory programs. Information about how to apply is emailed with the acceptance letters for the youth orchestras and emailed out by the Dayton Ballet School faculty and staff.

## **Merchandise**

Merchandise for the Dayton Ballet School can be purchased via this link:

<https://dayton.danceteamstore.com/>

Youth orchestras' merchandise will be available in the fall. More information will be sent out during the season and updated on the Dayton Philharmonic Youth Orchestra website.

## **Communication from Staff**

Newsletters to the Dayton Ballet School students and families are sent out monthly by DBS faculty and staff.

During the season, weekly emails are sent from the conductors of each youth orchestra ensemble. If you are not receiving these emails, please update your email address in Jackrabbit and let the Engagement Programs Manager know.

## Authorized Adults

Authorized adults can include designated family members and caregivers.

Authorized adults are expected to pick up students promptly at the end of each rehearsal and performance. For concerts and performances, backstage access is restricted to authorized personnel only. Authorized adults may not enter backstage unless specifically approved by the Learning and Community Engagement team.

To achieve our goals, the support of authorized adults and a strong, positive relationship with the faculty is essential. Students, families, and visitors are expected to adhere to the code of conduct written in this handbook. Authorized adults shall always model positive and responsible behavior and communicate both verbally and in writing in a respectful and calm manner. Failure to adhere to these expectations may result in the removal of the adult and/or student from their respective program.

For the Dayton Ballet School, authorized adults are invited and encouraged to observe classes on designated dates released in the calendar, known as Visitor's Week.

## EnCorps Friends of the Dayton Performing Arts Alliance

*EnCorps Friends of DPAA* are the official volunteers of the Dayton Performing Arts Alliance. Volunteers are vital to DPAA's operations, and through their passion, they ensure that everyone in our community has the opportunity to fall in love with the performing arts.

Potential volunteer opportunities can include:

- Welcoming patrons at events and working to ensure that everyone has a positive and meaningful experience;
- Assisting with Learning programs, such as the Instrument Petting Zoo, Dayton Ballet School concerts, Young People's Concerts, and more;
- Chaperoning at overnight events (YO at Camp Kern);
- Assisting with fundraising, community, and social events;
- Assisting with auditions for all participatory programs;
- Helping the administrative staff to complete archiving, mailings, organization, and more;
- And MUCH MORE!

We're inviting you to join EnCorps! By giving just a little time, you can make a big difference. Whether you can help backstage or at rehearsals, there's an opportunity for you. You could even provide snacks for hungry performers or lend a hand at a fundraising event.

**Volunteer at your convenience!** Visit our website to learn more and fill out the interest form:

[www.daytonperformingarts.org/volunteer](http://www.daytonperformingarts.org/volunteer)

# Dayton Ballet School (DBS)

## **Statement from Artistic Director of the Dayton Ballet, Brandon Ragland**

“My vision is that Dayton Ballet School continues to be a space that develops and nurtures the next generation of artists by providing high quality training, education, and performance opportunities for students who want to make dance a part of their lives.”

## **Communication with Dayton Ballet School Faculty**

Please direct all registration questions to our School Register. Please direct all other questions to the Dayton Ballet School Education Manager.

Any questions for specific faculty or requests to meet with faculty must come through the Education Manager. Authorized adults or students cannot contact, text, or message teachers, faculty, and staff.

Stay connected with the Dayton Ballet School through our new app! We encourage all authorized adults to download it for easy access to Jackrabbit and our website. It also allows us to communicate with you via push notifications and other convenient features.

Please visit our website at [www.daytonballetschool.org](http://www.daytonballetschool.org) and social media channels for more information.

## **Audition Information**

Dayton Ballet School students are selected for certain roles or casting based on many factors such as ability, attitude, growth, and attendance. The directors and faculty at Dayton Ballet School are very knowledgeable and qualified to make these decisions. We kindly ask that these decisions are not questioned but we encourage students or authorized adults to ask about ways their dancer can continue to grow and improve.

For Nutcracker – Our annual production of the Nutcracker conducts auditions at the beginning of the season that are open to all community dancers ages 6 – 18. This is a unique opportunity for dancers of various ages and skill levels to attend the audition. A variety of roles are available. There is a one-time audition fee.

For other ballets – If student dancers are needed for any company productions besides Nutcracker, these roles will be given to DBS students only. Dayton Ballet Artistic staff will audition dancers and choose the casting for these roles.

## **Class Level Placement**

Please understand that ballet levels do not advance year to year like grade levels in school. Dancers may spend 1 – 3 years at a certain level depending on physical and mental maturity. Our main goal is that each dancer is challenged but not overwhelmed. We are happy to assess and change placements as we see needed. Please do not request that your child be moved to a

different class or level. These placements and decisions made by Dayton Ballet School faculty are for the safety and well-being of each dancer.

### **Arrivals and Dismissals**

Children's Division dancers (Creative Movement, Pre-Ballet, Preparatory Ballet, and Ballet 1) will be brought to Floor 5 by an authorized adult and will wait for faculty to take the class down to Floor 4. Dancers will be released back to their adults on the 5<sup>th</sup> floor after the completion of their class.

Youth Division (Level 2 – 5) and Boys Division dancers will be brought to Floor 4 by an authorized adult and will be checked in by desk faculty. Dancers will be released to an authorized adult on the 1<sup>st</sup> floor by the elevator. Whomever is taking the dancer home must enter the doors and pick up their dancer. No dancers in the youth level can exit the building alone.

Pre-Professional Division dancers (Level 6 – 7) may use the dressing room on Floor 5 or may come to Floor 4 after being dropped off. Dancers may meet authorized adults at the elevator or outside. A release form must be signed to allow dancers to exit the building alone or to drive themselves.

Regardless of age or level, dancers need to be picked up promptly at the end of their class. We appreciate this as a courtesy to both the dancers and our faculty.

### **Parking**

We are located on the 4<sup>th</sup> floor of the historic Victoria Theatre building at 140 North Main St, Dayton, Ohio 45402. We recommend you allow plenty of time to find parking, as it can sometimes be challenging. Metered parking is free in the evening and weekends. There is usually metered street parking available on Main St., First St., Second St., and Jefferson St. Some parking lots and garages have access for a fee. Please check the times and rates carefully on all options.

### **Make-Up Classes**

Make-up classes are intended for absences due to illness or family emergencies. These classes are not meant to be used for absences related to other sports, hobbies, or activities. Make-up classes must be done in the dancer's current level or in the level below. Please call or email ahead of time to schedule your spot in a make-up class. No more than 3 make-up classes are allowed in a semester.

### **Visitor's Week**

For the Dayton Ballet School, authorized adults are invited and encouraged to observe Dayton Ballet School classes on designated dates released in the calendar. On all other dates, adults are asked to stay on the 5<sup>th</sup> floor of the Victoria Theatre. Authorized adults can include designated family members and caregivers.

Please be respectful that the 4<sup>th</sup> floor is a classroom area and a workspace for the professional company. Adults walking around, talking, or sitting on this level are a distraction and not allowed without permission. No photos or videos can be taken of other children during class visitation – it is at the discretion of the faculty to allow photos and videos.

### **Exclusivity Statement**

Dayton Ballet School Ensemble (DBSE) students are not allowed to dance at any other studios. They are only allowed to participate in dance related activities at their academic school.

Dayton Ballet School (DBS) students are encouraged to only study at Dayton Ballet School. Consistency in training is very important for the development of young dancers.

### **Class Attire**

Dayton Ballet School **does** require a uniform for classes. Hair must be pulled back neatly and away from the face in a bun or braids. Short hair can be worn down if it is secured back from the face with gel, hairpins, or a headband. No jewelry besides stud type / non-dangling earrings are allowed.

Students' uniforms consist of class-level leotards and t-shirts. While leotards are preferred to ensure proper technique during classes, other options are available upon request. These uniforms are generally used in the end of the year concert. Students do have the option to wear tights that match their skin tone. If you select this option, please make sure shoes and tights match. Please refer to the Uniforms section of the website for links:

[Dayton Ballet School Uniforms - Dayton Ballet School](#)

### **Concerts and Other Opportunities**

All Dayton Ballet School students participating in ballet classes will participate in the end of the year concert. Costumes and tickets are purchased at an additional cost. There are 3 required rehearsals for this performance. Important rehearsal and performance dates will be included in the monthly newsletters.

All Dayton Ballet School students are eligible to audition for the Nutcracker. We highly encourage all our dancers to audition.

Additional performance opportunities for Dayton Ballet School students with the professional company may arise. These roles are given to dancers based on costume size, age, and number of dancers needed. An invitation to participate or audition for other professional shows will come from Dayton Ballet Artistic Director, Brandon Ragland.

### **Hands-On Adjustment**

Ballet is a demanding art form and sport that requires immense precision, focus, and attention to detail. To help dancers develop safe and correct technique, our instructors may occasionally use gentle, hands-on adjustments during class. This practice allows teachers to physically guide a dancer's posture, alignment, or movement, helping them better understand proper placement and execution.

Please be assured that:

- All of our faculty are trained professionals who have completed background checks, child protection policy, and mandated reporter training.

- Hands-on adjustments are always respectful, professional, and intended only to support training and safety.
- Our organization and school are committed to providing a safe, encouraging environment where dancers can learn and grow.

## Dayton Opera Youth Chorus (DOYC)

### Communication

You will receive communication such as daily schedules for technical rehearsals and performances from the Assistant Stage Manager.

DPAA recognizes the rights of parents/authorized adults to be apprised of the health and safety of their children. DPAA will provide authorized adults with information on DPAA's policies and guidelines for reporting abuse. DPAA staff and volunteers are to refer any questions to DPAA leadership.

### Important Information

- Please review the schedule and any updates emailed to you.
- BE ON TIME – Please arrive fifteen minutes before your child's rehearsal time.
- Rehearsals will begin and end at the time listed on the schedule.
- All rehearsals are mandatory and students must be present for the entire time. No student may leave early without permission from the Assistant Stage Manager.
- Please bring a water bottle with your child's name for performances.
- Please provide quiet activities for your youth performer to do during downtime.
- Youth Chorus members are not permitted to stay at the rehearsal or performance venue without a parent/authorized adult or the scheduled chaperone present. This includes meal breaks.
- One excused absence (with a doctor's note) is allowed.
  - If your child is ill and unable to attend a rehearsal or performance, it is imperative that you contact us immediately. You can contact the Assistant Stage Manager.
  - COVID-19 safety policies based on the protocols and recommendations set forth by the CDC, State of Ohio, local school districts, and the Dayton Performing Arts Alliance senior leadership.

### Locations for Rehearsal and Performance

MAC Studio A – 126 N Main St., Dayton, OH 45402 (2<sup>nd</sup> Floor)

Schuster Center Stage Door – 110 N Ludlow St., Dayton, OH 45402

### Audition Information

Auditions are held based upon the Dayton Opera's annual performance opportunities and will be announced on the DPAA website.

## **Arrivals and Dismissals**

Your child should be accompanied into each facility and must be signed in and out. Please arrive at the call time indicated on your schedule. Please do not arrive earlier than the time listed as security will not allow unaccompanied youth to remain inside the stage door. You will not be able to park outside the Stage Door. Youth Chorus will be dismissed and ready for pickup at the Stage Door.

## **Performance Attire**

Please wear clean, solid-colored undergarments (e.g. tank top, biker shorts, leotard, sports bra, plain t-shirt, no graphic t-shirts) under costumes for performances.

For make-up, wig, and costume (if applicable):

- The young performers must be in the appropriate hair/make-up/costumes before the time of the Stage Manager's places call. This may mean arriving 15-20 minutes before the call time.
- Please refer to the instructions provided by the Assistant Stage Manager.

## **Authorized Adult / Chaperones Backstage Procedure Guide**

For rehearsals:

- A minimum of 2 authorized adults must be present for rehearsals as the chaperone. More chaperones may be required based on the number of youth chorus members.
  - All parents/authorized adults are required to read the daily call sent by the stage manager each day. This schedule will define when the youth perform is called to the rehearsal space or theatre, and when they are released from rehearsals.
  - Two chaperones will oversee check-in. Five minutes before the start of the rehearsal, the chaperone will check in with stage management to let them know who is still missing. Stage management will call parents/authorized adults of those who are running late.
  - The chaperone will oversee the Youth Chorus during rehearsals for all non-production-related needs- i.e. bathroom, water needs, and during breaks.
  - At the end of the rehearsal day, the chaperone will make sure that all youth chorus members are picked up and with their parent/authorized adult before departing for the day.

For dress rehearsals and performances:

- All parents/authorized adults are required to read the daily call sent by the stage manager. This schedule will define when the young performer is called to the theatre, and any additional calls such as wigs/make-up or added rehearsals.
- Two chaperones will oversee check-in. Five minutes before the start of rehearsal, the chaperone will check in with stage management to let them know who is still missing.
- Once the youth performer has checked in with the chaperone(s), they must head directly to their assigned dressing room(s) and put on their costume. After they have put on their

costume, please refer to the daily call for any additional obligations such as wigs/make-up calls or additional rehearsals.

- **The Youth Chorus must be in the appropriate hair/make-up/costumes before the time of the Stage Manager's places call. This may mean arriving 15-20 minutes before the call time.**
- Unless they are called to the stage, Youth Chorus must stay in the dressing room or performers lounge to ensure they hear any important announcements made by the Stage Manager.
- At the end of the rehearsal day/performance, the chaperone will make sure that all students are picked up and with their parent/authorized adult before departing for the day. Everyone must exit through the stage door.

### **Volunteer Opportunities**

Dayton Performing Arts Alliance (DPAA) has several opportunities for authorized adults to volunteer.

Requirements:

- Sign up for EnCorps Friends of DPAA to volunteer here: [Volunteer • Dayton Performing Arts Alliance](#)
- All volunteers must be 18 years or older.
- All parents/authorized adults must read the Child Protection Policy and sign a certification form. Authorized adults that are backstage will also be required to have a background check due to their close interaction with children.
- Backstage parent/authorized adults will be provided with a backstage access security badge upon arrival which must be worn at all times. The badge will be collected at the end of the performance run.
  - Only the required number of authorized adults that have signed up, listed on the security list, read and signed the Child Protection Policy, and have been background checked will be permitted backstage. For safety purposes, no accompanying minors or siblings will be allowed.

## **Dayton Philharmonic Junior Strings (DPJS)**

### **Website Information and Schedules**

Please find the most up-to-date information, including the schedule, on the DPAA Youth Orchestra website here: <https://daytonphilharmonicjuuthorchestra.org/>.

### **Audition Information**

Auditions for entrance for our three youth orchestras will be held each year in the spring. All members are accepted by audition only, including members of the previous year's orchestra. Audition music will consist of a solo of the student's choice, scales, and sight-reading. Audition

results are confidential and are for the conductor's use only. After rehearsals for DPJS have begun, changes in seating may take place at the discretion of the conductor, and any additional auditions will be held on a space-available basis.

### **Performance Attire**

The goal of concert attire is to create a professional and uniform appearance for the orchestra. All members should dress appropriately with this in mind.

Options for attire:

- White dressy blouse or dress shirt.
- Black dress pants or black floor-length skirt.
- Long, dark solid tie (optional).
- Black socks / stockings.
- Black dress shoes.
- No jeans, corduroys, or leggings allowed.

## **Dayton Philharmonic Youth Strings (DPYS)**

### **Website Information and Schedules**

Please find the most up-to-date information, including the schedule, on the DPAA Youth Orchestra website here: <https://daytonphilharmonicyouthorchestra.org/>.

### **Audition Information**

Auditions for entrance for our three youth orchestras will be held each year in the spring. All members are accepted by audition only, including members of the previous year's orchestra. Audition music will consist of a solo of the student's choice, scales, and sight-reading. Audition results are confidential and are for the conductor's use only. After rehearsals for DPYS have begun, changes in seating may take place at the discretion of the conductor, and any additional auditions will be held on a space-available basis.

### **Performance Attire**

The goal of concert attire is to create a professional and uniform appearance for the orchestra. All members should dress appropriately with this in mind.

Options for attire:

- White dressy blouse or dress shirt.
- Black dress pants or black floor-length skirt.
- Long, dark solid tie (optional).
- Black socks / stockings.
- Black dress shoes.
- No jeans, corduroys, or leggings allowed.

# Dayton Philharmonic Youth Orchestra (DPYO)

## Website Information and Schedules

Please find the most up-to-date information, including the schedule, on the DPAA Youth Orchestra website here: <https://daytonphilharmonicouthorchestra.org/> and on the Dayton Philharmonic Youth Orchestra Facebook page.

## Audition Information

Auditions for entrance for our three youth orchestras will be held each year in the spring. All members are accepted by audition only, including members of the previous year's orchestra. Audition music will consist of a solo of the student's choice, scales, and sight-reading. Audition results are confidential and are for the conductor's use only. Auditions for seating for DPYO will take place in late September or early October.

## Performance Attire

The goal of concert attire is to create a professional and uniform appearance for the orchestra. All members should dress appropriately with this in mind. All members are expected to wear formal, professional attire, and should be covered from shoulders to floor.

Options for attire:

- Black tuxedo (no tails) OR black suit, white dress shirt, black bow tie, black socks, black dress shoes.
- Black floor-length dress, black stockings, black dress shoes.
- Black blouse with  $\frac{3}{4}$  or full-length sleeves, professionally fitting black dress pants or black floor-length skirt, black stockings, black dress shoes.
- No skirts shorter than floor-length are permitted.
- Modest jewelry and simple, black hair accessories.
- Jackets are not optional for men.
- No jeans, corduroys, or leggings allowed.

# Q the Music

## Enrollment Information

Students that want to participate in *Q the Music* must be enrolled by their authorized adult. Enrollment application and re-enrollment forms will be accepted through the Miracle Makers program at the beginning of each school year at Ruskin Elementary School.

## *Q the Music* Goals

- **Provide Access & Excellence**
  - Students will be given free, high-quality instruction in ensemble-based music that reflects the cultural traditions of its students and features engaging, passionate instruction.
  - Consistent participation in this program during grades 3 – 6 offers unique training and preparation for auditioning for the Dayton Philharmonic Junior Strings (including scholarships for this program) and Stivers School for the Arts.
- **Celebrate Music Through Performance**
  - By performing frequently, students will gain poise and self-confidence, as well as motivation to continue refining their musical skills. Most importantly, they will gain the joy of sharing music with others.
- **Support Leadership and Social Skills**
  - By encouraging student mentorship and peer teaching, students will have the opportunity to develop leadership, communication, and other interpersonal skills.
- **Develop Community Engagement**
  - Students, authorized adults, faculty, staff, and the local community will be included and celebrated through frequent performances.
- **Nurture the Whole Child**
  - *Q the Music* believes that young people need to be supported in all aspects of their development. For this reason, academic tutoring, social skills, and musical progress are emphasized equally within the program.
- **Foster a Team Approach**
  - By encouraging and maintaining a positive, collaborative environment students work together as a team to solve problems, refine a product, and contribute meaningfully to the group.

## Student Expectations

*Q the Music* students are expected to follow the Ruskin School Behavioral Expectations: Be **Safe**, Be **Respectful**, Be **Responsible**.

Families are required to attend the orientation meeting at the beginning of the year.

In addition, *Q the Music* is based on **Three Core Values** based upon the El Sistema model:

## **RESPECT ★ Responsibility ★ Teamwork**

<b>Sectionals</b>	<b>Orchestra</b>	<b>Enrichment</b>	<b>Transitions</b>
Bring a positive, can-do attitude to class each day. Try your best to learn each day's lesson.	Follow the directions of all the faculty.	Follow the directions of all the faculty.	Walk in the hallways at all times. Keep your hands and feet to yourselves.
Follow the direction of your faculty and volunteers. Stay focused on the group tasks.	Enter the room and go directly to your assigned seat. Unpack right away and be ready to begin class.	Enter the room and go directly to your assigned seat. Stay focused on group and individual tasks.	Go directly from one class to another.
Follow core values with every student and adult; Respect, Responsibility, and Teamwork.	Follow core values with every student and adult; Respect, Responsibility, and Teamwork.	Follow core values with every student and adult; Respect, Responsibility, and Teamwork.	Arrive at each class on time. If you need to take a bathroom break, you must still arrive on time.
When the lesson starts, sit quietly, avoid talking, and playing your instrument out of turn.	When rehearsal starts, sit quietly, avoid talking, and playing your instrument out of turn.	Raise your hand to speak, follow all instructions, and be a good teammate.	Talk in a normal speaking voice volume.

Listed above are *Q the Music's* classroom behavior expectations, which we expect all our students to follow on a daily basis. When a student is not following expectations, we may take the following steps:

- Warning
- Seat Change or Time Out
- Student Conference or Behavior Reflection
- Phone Call Home
- Parent / Guardian / Authorized Adult Conference
- Behavior Contract
- Temporary Suspension from *Q the Music* or Permanent Removal from *Q the Music*

### **Performance Attire**

Students will wear provided *Q the Music* t-shirts or polos with dark pants (navy blue or black) to all concerts unless otherwise notated. In the event a t-shirt or polo is damaged or lost, you will be charged a \$20 replacement fee, payable to the Orchestra Director or Enrichment Coordinator.

### ***Q the Music* Students Not Located at Ruskin**

For drop-off: please either enter the car line to drop off your *Q the Music* student or park legally on the street or in the side parking lot off George Street to drop off your student. You are not allowed to stop in the middle of the street to drop off your student. If you fail to follow this procedure, you will receive a warning and potentially temporary or permanent removal from *Q the Music*.

# INDEX:

## Child Protection Policy

For your information, DPAA Learning and Community Engagement program staff and volunteers are required to read and acknowledge receipt, understanding and adherence to the Child Protection Policy; may be required to submit to background checks, and obtain training on DPAA's policies regarding abuse, neglect, and children in crisis, Ohio mandated reporting laws, and safely working with children prior to their service with DPAA based on the level of interaction of working with children as follows:

- **Tier 1 – Mandated Reporters – Individuals in this tier are legally required to report suspected child abuse.**
  - **Who:** Directors, Managers, Conductors, and Faculty Instructors in direct contact with students. This includes all DPAA Conductors, In-School Teaching Artists, Staff, as well as Wardrobe Supervisors, DPYO Camp Kern parents, and DPYO Camp Kern volunteers.
    - Required to have an annual background check, attend mandated training, and sign the Child Certification, Protection, and Safety Certification form.
- **Tier 2 – Non-Mandated Reporters with Direct Interaction.**
  - **Who:** Operations and Production staff, Ballet Dancers (Sub Teacher), Ensemble Musicians, Guest Conductors, Sectional Coaches for LCE, parents or volunteers backstage for DBS, DBSE, OYP, JS, YS, YO, and Q the Music at any venue or community event, and EnCorps volunteers participating in Children's Traveling Opera (CTO) and Orchestra & You (O&Y).
    - Required to have a background check, read, and sign the Child Protection and Safety Certification form.
- **Tier 3 – Individuals with limited interaction**
  - **Who:** EnCorps volunteers who do not have direct interaction with children, Competition Adjudicators, LCE Guest performers, LCE parents at rehearsals or serving snacks, Independent Contractors, (Guest performers, Stage Managers, Directors, Costume Designers/Coordinators for the LCE, Ballet, Opera, and Philharmonic), and IATSE (Wardrobe and Stagehands).
    - Required to read and sign the Child Protection and Safety Certification form.

DPAA leadership will provide staff and volunteers with opportunities for training. All DPAA Learning and Community Engagement staff and volunteers who have direct interactions with students are required to take the training annually and certify that they did so.

# Handbook Acknowledgement Form

## DAYTON PERFORMING ARTS ALLIANCE

### LEARNING AND COMMUNITY ENGAGEMENT

#### HANDBOOK FOR ALL DPAA PARTICIPATORY PROGRAMS

I acknowledge that on the date indicated below, I received a copy of the Dayton Performing Arts Alliance's Learning and Community Engagement Handbook for DPAA participatory program participants.

I understand that this current version of the handbook completely replaces any earlier version that I may have received.

I further understand that as a participant of the DPAA, I have the responsibility and obligation to read and adhere to the policies outlined in the handbook.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Authorized Adult Name

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Authorized Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date