Contact Information

www.littletonballetacademy.org
ballerinalba@gmail.com
(This email goes to Ali, Anna, and Delci)
(303)794-6694

Ali Jaramillo (303) 915-8058 cell
Bobbie Jaramillo (303) 332-8456 cell
Anna Rutter (it's pronounced Ana) (303)748-6896 cell

Faculty Guidelines

General Policies

- Please submit the following information and please keep us updated on any changes
    - Phone number
    - Email address
    - Address
    - SSN
    - Emergency contact info
- **Please be here at least ten minutes before your class begins**. If you are not here five minutes before you are late. If you are going to be late, please call or text Ali at (303) 915-8058 or Anna (303)748-6896 cell or call the studio at (303) 794-6694.
- DO NOT make a habit of being late! Lateness has been an issue in the past and we will dock pay if it continues to be an issue.
- Please READ the LBA Family Handbook, the LYB Handbook, and the Coaching and Competition Handbook so that you are aware of our policies. You are responsible for enforcing dress code, class behavior, etc. This includes jewelry, t-shirts, bathroom breaks, class behavior, etc.
- Please make sure you are enforcing our dress code policies.
- There is no talking in class. Please make sure you are enforcing this too.
- You are allowed to use your phone in class but obviously please don't be abusing this.
- All school related information will be relayed through LBA emails and newsletters. Teachers should not be contacting students personally.
- If there is a parent that is hounding you between classes, via social media, or email, or anything else, please let the front desk know. This happens from time to time. Please just direct them to Anna.
- If you don't know the answer to a question, please say that you will ask Anna or Ali and let them know. Don't make up an answer.
- We like to have open communication between all faculty and staff so please don't be a stranger.

Policies for teachers involved in coaching and private lessons

- If you need to schedule a lesson with a parent and dancer, please keep communication clear and simple. If you are using LBA studios, you need to let Ali know, preferably before scheduling time so that we don't overbook.

- Please text the parent and the dancer together.
- Private lessons for LBA dancers should be held at LBA. We will also allow coaching at 910 Arts as well.
- No faculty members should be compromising any sensitive issues concerning our faculty members, other dancers or their families, or other school-related issues.
- If a problem arises, please come talk to us. It is best to have open communication.
- If parents are texting you personally for reasons other than scheduling, please ask them to refrain from doing so. Or please loop in Ali on the texts as well.
- Most of the time, the answer is yes as long as the right channels of communication are used.

Attendance

- All teachers have access to the Staff Portal. Please log in and take roll every day you are here. You can also leave notes for other teachers, see student's ages, birthdays, and pictures. You can download the Staff Portal on your phone.
- Please take roll every week as this is our ONLY way of making sure dancers are getting consistent training and families are being charged correctly (particularly in the Pre-Ballet and Primary Divisions).
- If there is a student who is coming to your class but is not on the roll, please let us know! A few years ago, we had a student who was coming to class who had never registered (and therefore, never paid).
- You will have a personalized drawer located in the office to leave your music and class notes. Please check it regularly for notes from LBA staff as well as payment. (we also leave birthday cards in there)
- If a student in your class has not been in class for two weeks or more in a row, PLEASE contact the front office so that Ali AND Anna can be made aware.
- If a student is consistently leaving class or sitting out, please let us know.
- Please make sure that you are using music without profanity or sexual innuendos.
- Please turn off lights and sound system if you are the last teacher (If you don't know, please just turn everything off).
- If you are having a problem with a student, please let us know discreetly. Our office is pretty open to everyone so it might be best to have a discussion inside a classroom.
- Please let us know of any disciplinary problems, student injuries, questions, or concerns.
- Pay days will be every other week, on the last day of the week that you teach. If we have a break, the pay week will be two weeks after we start back.
- Please talk to Anna about how to log in your hours in the Staff Portal.
- **Please let us know personally at least one week in advance (preferably more) if you are not able to teach. Send an email to ballerinalba@gmail.com so that everyone on our staff is aware.**

  - You are responsible for getting your own substitute (except PTD)

  - Let us know in advance who it is and his or her contact information (full name and phone number).

  -If possible, we prefer you use someone who is familiar with our school and curriculum.

  - Make sure they have our information and know they need to be here ten minutes early.

  - Make sure they know your syllabus goals and have your music needed for class (leave that in your drawer).

  -Students from the class are not allowed to sub (except as a last resort).
- No drug, alcohol, vaping, or tobacco use on the property.
- Because only certain dancers are involved in LYB performances, we still hold regular classes at LBA on many of the LYB performance dates.

School Performance Guidelines

- The School Performance is the highlight of the year. We do three school performances and dancers in Littleton Youth Ballet perform in a concert as well.
- This year's performances are possibly (still pending):
- Monday, June 7 and Tuesday June 8

  Each show is different. Most class pieces are performed only once. Figuring out the layout for each show is difficult and time consuming and we don't know who is in what show until late April or early May.

- Rehearsals for the School Performances are done during class time. Ballet pieces are started after spring break. Jazz, tap, and modern pieces can be started earlier as long as technique is still emphasized in each class.
- ALL pieces should be **NO LONGER** than 2 minutes for Jazz 2/3, Beginning Tap
- ALL pieces should be **NO LONGER** than 2:30 minutes for Jazz 4A, 4B, 5, 6, Advanced Beginning Tap, Intermediate Tap, Musical Theatre 3, 4A, 4B, and 5, Contemporary 4A, 4B, 5
- Advanced Tap, Musical Theatre 6, 7, and 8, Jazz 7 and 8 can have longer pieces of 3 to 3:30 minutes as long as there is a purpose to having a longer dance.
  - As Ms. Bobbie says, "Short and sweet and get 'em off the stage".
- The are no themes for our School Performances (except perhaps within a ballet level). You can choose a piece of music you like as long as it is age appropriate and has no profanity or sexual innuendos.
- Choreography should be age and level appropriate.
- Your cut music and performance notes are due **Wednesday, April 28th.**
  - Ali is able to cut music; however, we will not cut the music right before the show so please plan ahead and request music edits no later than **Wednesday, April 9th.**
- There are extra rehearsals and photo shoots the week of the show at LBA
- It is helpful to LBA staff and beneficial for the students to have faculty at all the extra rehearsals and if you can make it we do pay you for your time. Please let us know what your intentions are for that week concerning attendance.
- We have a wide selection of costumes and keep performance costs low by recycling costumes or using articles the students have. Please make sure to consult with Anna or Ali **before Wednesday, April 14th**.
- Dancers have the opportunity to purchase group and/or solo photos for each piece they are in. Please make sure to set a group and solo pose for each of your dances during your regular class time. We found that doing this saves us a lot a time during Tech week.
- Tech Week & Photos (@LBA is still TBA but will be before the show
  - Photo shoots generally begin somewhere around noon. Older dancers are photographed first followed by the younger children.
  - We will be running through pieces at some point during the picture call, preferably in the evening.
  - There are also stage rehearsals before each performance at the theatre.
  - There are NO regular classes that week.

Locking up Instructions

- Please make sure east glass door is locked.
- Please make sure coffee pot and hot pot are turned off in the kitchen.
- Please turn off light in the front hallway (near east glass door). The office light will shut off automatically. All other lights are either emergency lights that stay on all night or will turn off automatically (including the bathrooms and music rooms).
- Air conditioning should be left alone.
- Please set alarm when you leave. If you don't know the code, please call Ali
- The doors will lock automatically but please call either Ali or Anna if the door is NOT locked.

Building Emergency

In case of emergency please call (in this order)

1. Ali Jaramillo (303) 915-8058 cell
2. Anna Rutter (it's pronounced Ana) (303)748-6896 cell

Faculty Expectations & Code of Conduct

As a independent contractor of the Littleton Ballet Academy, all faculty are expected to adhere to all rules and policies listed in the Littleton Ballet Academy Family Handbook, the Littleton Youth Ballet Handbook, and the Competition Handbook at all times. The Faculty Code of Conduct is a set of conventional principles and expectations for all Littleton Ballet Academy faculty to follow. You are bound to the policies described below:

Social Media and Behavior

- No teacher, dancer or parent may post inappropriate or disparaging messages, photos, videos or other types of content on a social media platform (Facebook, Instagram, X, TikTok, Snapchat, YouTube, etc.) about other programs, individuals, themselves, Littleton Ballet Academy and Littleton Youth Ballet, or any teacher from the studio.
- Refrain from using any social networking, messaging services or electronic media to distribute negative or inappropriate information that could be detrimental to yourself, your family, the Littleton Ballet Academy and Littleton Youth Ballet, or any coach from the studio in any way. This is grounds for immediate dismissal from the team.
- Please do not engage with students in inappropriate ways which include use of Snapchat, Tik Tok, etc.
- Please do not talk negatively about other teachers, school directors, or staff to students or their parents.
- Do not engage in comments or posts about any competitions or Littleton Ballet Academy and/or Littleton Youth Ballet in a negative light.

I understand that violation of any of these policies could result in dismissal from Littleton Ballet Academy and/or Littleton Youth Ballet.

Thank you for being part of Littleton Ballet Academy's faculty!