



STUDENT HANDBOOK

Welcome to Nutmeg Conservatory for the Arts! We are excited that you have chosen to be part of our 2011-2012 school year. For some of you this is your first visit to Nutmeg and you no doubt have a few questions. This guide has been compiled to hopefully address some of the questions that arise in the weeks leading up to and during the time that your daughter/son will be here with us.

In return, we expect a high level of conduct from all our students. Please familiarize yourself with this document as we have set forth rules that will be important for all of our student body to follow.

It is our every effort to keep all of our students in a safe, healthy, and positive environment. All students are required to adhere to Nutmeg Conservatory's Rules of Conduct outlined. Students who violate the policies of proper conduct will be subject to disciplinary action that can include suspension from class, early curfews, and/or dismissal from the Nutmeg Conservatory Training Program.

Please take care with all items in your room. We must insist that the following items never be allowed: immersion coils, candles, incense, oil lamps, space heaters, lofts or other supportive structures. In addition, any illegal drugs and or items deemed to be weapons found in a student's room would be cause for immediate dismissal.

Nutmeg Conservatory for the Art's is a private educational arts organization, the ultimate decision regarding proper conduct or progress in the training program is up to the Academic Director and Artistic Director. At any time, a student may be subject to suspension or dismissal if they are not progressing in the academic or dance training programs or if they have not displayed proper conduct.

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Building Conduct

As a student, you have a responsibility to respect for your fellow students and the building complex and houses of the Nutmeg Conservatory. Please recognize that a variety of classes are taking place at all times. Loud noises, unruliness, roughness, the defamation of property, or any inappropriate behavior will not be tolerated anywhere within Nutmeg Conservatory. Respect for the Nutmeg property is imperative and the destruction of any Nutmeg property will be dealt with severely.

Mutual respect for fellow students is expected at all times. Any student found to be harassing any other student will be subject to suspension from classes and/or expulsion.

Building Security System and Student Awareness

Cameras are installed discreetly throughout the building. The front and back doors of the Conservatory are locked at all times. All students attending Nutmeg Conservatory will be issued a Security Access Card and will have access to the building from 8:00 a.m. until 9:00 p.m. Resident student cards will work up until thirty minutes after curfew when the building will be under evening surveillance. Students living in the Nutmeg building will be briefed on the security measures and student rules during their house meetings.

When possible, parents of daytime students are asked to please wait for the student in the car at the rear entrance vestibule. Pre-school parents are kindly asked to sit in the waiting area. We ask waiting parents to maintain a low level of conversation while classes are going on in the building. Eating or drinking in the waiting areas is absolutely prohibited.

Fire Safety

Follow all safety drills and measures that Nutmeg Conservatory asks of you. There is absolutely no smoking in or around any Nutmeg Conservatory property.

- **There are fire extinguishers located in key areas and in all dorm rooms of Nutmeg Conservatory.**

Fire safety meetings will be conducted for all students at the beginning of the school year. Smoke detectors are present in all the dorms. Students dismantling or disabling smoke detectors will be fined \$500 for potentially endangering others or may be dismissed upon review.

Fire procedures will be posted for fire alarm occurrences. Students who do not leave the building during an alarm will be disciplined. Fire drills will be conducted throughout the year. Always remain alert to the threat of fire. If you smell smoke or see flames, contact a staff member, Resident Advisor or if required pull the fire alarm and you will be prompted to evacuate the building immediately.

Key Cards

Each student is issued one key card. Please take great care and responsibility with your key. **The front door leading up to the dorms will remain locked and closed at all times.** Report a missing key card immediately to the Housing Director. Key cards are to be returned to the Director of Admissions at the end of the student's session, or when the student leaves the training facility. A \$30.00 fee will be charged for a replacement key card. It is the student's responsibility to secure their

room; Nutmeg Conservatory is not responsible for any missing or stolen items. Please report any missing items immediately to the Housing Director.

Student Curfews

Curfews will be strictly adhered to. This is for your safety, and the safety of your fellow students. You must be back in your dorm/room area by the curfew hour. It is important that these times be honored as the security system is armed 24 hours per day. It is the policy of Nutmeg to close the building completely 30 minutes after curfew. A student may stay out later with written permission from the student's parent or guardian. ***Written permission must be submitted to the Housing Director 24 hours prior the requested date.***

Students leaving the residency/houses for places other than Nutmeg functions must sign out and back in with the Housing Director/Residency Adviser. If the student foresees being late for curfew for reasons beyond the student's control, he or she must phone the Housing Director/Residential Adviser immediately. Please carry their number in your possession at all times when leaving school grounds. Telephone numbers will be provided for you.

Nutmeg Conservatory strongly believes in using the buddy system as suggested by the local police department. We require that you walk with a minimum of 2 or more at all times outside of the Nutmeg building. Safety for students is our first concern here. Any student found walking alone will be subject to disciplinary action.

It will be considered a serious infraction if a student fails to meet their curfew or to sign in or out. It should also be noted that Nutmeg Conservatory's policy is that resident students do not travel in vehicles with non-Nutmeg individuals at any time.

Female students (includes day students) are not allowed in the Nutmeg Prospect Street house, unless there is a sanctioned event and will immediately leave at the completion of the event. Male students are not allowed in the female dorms at The Nutmeg. Students may visit in the common areas only, which includes all lounges and the downstairs basement TV / game room only.

Curfew Times:

SUNDAY through THURSDAY

In Dorms (housing area)

Freshman/Sophomore	9:30 pm
Junior/Senior/Post Grad	10:30 pm

Lights Out (main light off, quiet, **No Laundry** after 9:30 pm)

Freshman/Sophomore	10:30 pm
Junior/Senior/Post Grad	11:00 pm

Quiet time is observed at 10:30 for everyone

(No music, loud vices, slamming of doors, etc)

FRIDAY

In Dorms (housing area)

Freshman/Sophomore	10:30 pm
Junior/Senior/Post Grad	11:00 pm

Lights Out (main light off, quiet, **No Laundry** after 10:00 pm)

Freshman/Sophomore 11:00 pm

Junior/Senior/Post Grad 11:30 pm

Quiet time is observed at 11:00 for everyone

(No music, loud vices, slamming of doors, etc)

SATURDAY

In Dorms (housing area)

Freshman/Sophomore 11:00 pm

Junior/Senior/Post Grad 11:30 pm

Lights Out (main light off, quiet, **No Laundry** after 10:30 pm)

Freshman/Sophomore 11:30 pm

Junior/Senior/Post Grad 12:00 am

Quiet Time is observed at 11:30 for everyone

(No music, loud vices, slamming of doors, etc)

Rules and Regulations (Resident Students)

All of the rules and regulations must be followed in order to remain in good standing with the management of the organization. The Nutmeg Conservatory staff respects each student's privacy and living arrangements. The student in return is expected to maintain their living space, and respect all Nutmeg staff and fellow students living among them. **Suspension and/or dismissal are at the discretion of the Artistic Director/Admissions Director at any time if it is determined that student or students have put their fellow dancers in any kind of jeopardy due to their actions.**

Resident Advisers are assigned to each dormitory or campus housing facility operated by the Nutmeg Conservatory for the Arts. Resident Advisers play an integral role in establishing an environment conducive to maximizing Nutmeg's academic, personal, and social development. They are also there to maintain healthy and safe living conditions for all residents. Your Resident Adviser will be in charge of maintaining order, attending to problems, enforcing rules, and to help you gain living skills that you will need in the future. Your Resident Adviser reports directly to the Housing Director, and will be required to communicate regularly with the management of Nutmeg.

Dormitories are climate controlled year round so please do not open any windows. We also ask that you please do not nail, paint, tack, tape posters, pictures, clocks, or other wall hangings on doors, furniture, walls, or windows. Please know that damages and repair, to the Nutmeg Conservatory for the Arts facilities is the responsibility of the student, parent or guardian and will be billed back to the parent if necessary.

Residency Inspections and Maintenance

The Housing Director/Resident Advisor and/or the Facilities Director or other staff member may enter the resident's room after knocking and receiving no response (as a courtesy and respect for privacy and safety) for the following reasons:

- He/she smells or has been told of something suspicious or otherwise has reasonable cause to enter, believing that the resident either is in danger or is breaking a safety rule.

- To inspect room for cleanliness and tidiness on an intermittent basis. All rooms will be inspected on Monday morning. A student who has a messy room may be pulled from the CAP program or dance classes to get their room in order. Should the unkempt conditions continue he or she may be subject to a one day suspension and/or asked to leave Nutmeg housing.

Housing Maintenance

All students are responsible for their general day-to-day cleaning of their housing areas. Nutmeg personnel will clean common areas, restrooms and shower areas in the dormitory between 9:00 a.m. and 10:30 a.m., Monday through Friday. Students should use restrooms outside of the dorm area during this time to allow the cleaning crew to clean.

- Students are required to vacuum/dust mop their floors and underneath their beds, as well as roll up any throw rugs and clear floor of any personal items prior to cleaning staff mopping their floors.
- Beds are to be made daily and rooms kept neat.
- Boots: In winter months a rug will be placed in the laundry room for Rooms 208, 209, 210 residents to place their boots on. Rooms 201, 202, 203, 204, 205 and 206 may place boots on rug placed next to the sign-out desk. Boots and shoes are not to be left in the hallways or directly on laminate flooring of your rooms (You may place them on a towel or rug in your room).
- Dishes and utensils in the dorm: Each student should bring a place setting (bowl, plate, and salad plate) with a set of utensils for personal use and please put your name on them. Students are responsible for cleaning and storing them in their rooms. Dirty dishes and utensils are not to be left in the sink or on the counters of the lounge and kitchen areas.

The Housing Director and RA's will develop chore duty schedules for cleaning of the common areas so that the responsibilities are distributed equally. Duties include:

- Removing trash and placing it in a designated dumpster or trash container. Resident Advisors assisted by house residents are responsible to place trash at the curbside on the designated trash pick-up day.
- Dishes and kitchen cleanliness: All dishes must be done before CAP each morning and before bedtime each day. All students are to be responsible for any mess that they create.
- Vacuuming and dusting of common areas (All units have proper cleaning utensils).

Primary Occupant Rights

Students who are assigned a room have "primary occupant rights." This means, assigned room students have the right to ask others to leave if they want privacy, quiet, etc. The request should be honored immediately and without question. If there is any further discussion on the matter, the student should go the RA and/or Housing Director to take further action.

Health Care

Ballet is an extremely strenuous form of physical activity and you must be in excellent health and shape to succeed. Nutmeg requires all students to have a complete medical check-up at least once a year and we encourage and expect all our trainees to treat their bodies as top athletes do. Your

eating habits should be relative to your desire to be a dancer and will be addressed regularly while at Nutmeg.

Any student found to be refraining from eating, eating then purging, or abusing the use of diuretics, will be suspended from ballet classes. The parents will be notified immediately and the student may be taken out of performances, suspended, or asked to remove themselves from the Nutmeg Programs. A student found with an eating problem may be asked to seek outside medical guidance and/or could ultimately be asked to leave The Nutmeg Conservatory.

Students dancing for long period of times need to plan for healthy snacks. Day students should bring fruit, yogurt, and/or other types of food with them to the building every day. Parents should assist their children with proper diet and hydrating drinks appropriate for their heavy schedule.

Please refrain from **smoking, drug use, or the drinking of alcohol** for your own health and safety. Under no circumstances will smoking, illegal drugs, or drinking of alcohol anywhere in or around school grounds be tolerated. Illegal use of drugs, and/or alcohol will warrant **IMMEDIATE DISMISSAL** from Nutmeg Conservatory.

Hot wax is not permitted to be used at Nutmeg for safety reasons.

As Nutmeg is an arts and humanities organization, any item deemed a weapon of ANY type brought to Nutmeg Facilities or Housing will warrant **IMMEDIATE DISMISSAL**. Nutmeg will follow the State of Connecticut Public School System, Rules of Zero Tolerance, when it comes to weapons, drugs, or any other act deemed to be harmful or abusive to young students.

Medical Services

Parents are always kept informed regarding a student's health. Except in the case of emergency, Nutmeg must first obtain permission from a parent before the student will be taken to the doctor. If you need to see a doctor or go to the clinic or emergency room, please contact the Housing Staff immediately. Nutmeg staff will drive and accompany the student to their appointment. Nutmeg Conservatory for the Arts will charge a \$25.00 transportation fee for doctor appointments that are **NOT** emergencies. **Please make sure your child has a copy of the front and the back of your insurance card.**

Medical Forms

The completed Physician Release form and the Authorization for the Administration of Medication form (**one for each prescribed medication AND for each over-the-counter medication and vitamins require a doctors authorization before any medications are dispensed**) must be completed, mailed and/or faxed back to Nutmeg Conservatory. **No student, regardless of age, will be permitted to attend without these forms on file.** Remember to keep a copy of each signed form for your records. If you have questions about medical forms, please contact Karen Tuck, Housing Director, 860-482-4413 ext. 305, ktuck@nutmegconservatory.org.

Students returning early (or leaving late) from scheduled school breaks

Students will be charged a fee of \$30.00 per day for the cost of housing. Students will also need to have their own funds to cover meal costs during this time. Students who stay at Nutmeg for the duration of a school break are charged a fee of \$30.00 per day.

Travel

Resident students who need to leave Nutmeg to travel for **ANY** reason, must complete and submit a Travel Request Form. A parent must send an e-mail/note to the Housing Director, Karen Tuck, giving their permission for the student to leave campus. In addition, a staff member must authorize the Request to Travel Form. If a student is 18 years of older, must also submit a Request to Travel Form, before leaving Nutmeg.

Travel arrangements must be made by the parents and/or students through a reputable transport company who will bill the parents directly. If a Nutmeg employee handles the travel arrangements, the parents and/or students will be charged a travel fee for drop-off and pick-up at bus stations, train stations and airports, etc. Arrangements must be made **at least 7 days in advance** of the departure date with the Admissions Director and/or the Housing Director. Resident Advisors do not have the authority to do any pick-ups or deliveries without permission from the Housing Director. At no time should a parent discuss any personal wishes with a Resident Advisor which involves leaving campus, traveling, etc. All travel communications regarding students should be directed to Karen Tuck, Housing Director, ktuck@nutmegconservatory.org.

Check – In Time for Year-Round Program

Monday, September 5

Early arrivals, please contact the Housing Director, Karen Tuck, ktuck@nutmegconservatory.org

Tuesday, September 6

9:00 am – 3:00 pm	Students Arrive
3:45 pm	Orientation meeting with parents, students, faculty (Premiere Studio)
5:45 pm	Pizza Party (for resident/day students only)

Daily Schedule

Each student will receive a schedule upon arrival. As we approach time for the programs to begin, the schedules will be posted on our website at www.nutmegconservatory.org. Performance dates and times for each program will also be posted on our website. All additions and changes in schedule will be posted and announced daily.

BEFORE YOU LEAVE HOME

Plan to bring only what your child will need for the weeks that he or she will be in attendance.

Basic Things to Bring - Dormitory/Housing

Dormitory rooms and houses are equipped with bunk beds, dressers and desks. Please remember when packing, space is limited.

Bedding

- Extra long twin bed mattress cover
- Extra long twin bed sheets
- Your own special pillow
- Blanket
- Towels and wash cloths (2 to 4)

Toiletries

- Containers for make-up, jewelry and hair items
- Personal products
- Hairbrush, combs
- Shampoo and conditioner
- Toothpaste and toothbrush

Clothes and Shoes

- Sneakers or comfortable walking shoes
- Cover-ups (Street clothing is to be worn outside Nutmeg studios. Dancewear is not permitted as street attire).
- Dance bag
- Dancewear (Dance Shop: *If needed* 860-482-4413 ext. 316)

Appliances

- Alarm clock
- Hair dryer*
- iPod and headphones*

Miscellaneous

- Cup/mug/plate/bowl/set of utensils (w/name on it)
- Stationery
- Hangers
- Laundry bag
- Laundry detergent
- Quarters for washer/dryer in dormitory
- Umbrella*

*optional

Dress Code for Dance Classes

In addition to the list above, you will need to bring all dress code items listed below. All items necessary to meet the dress code standard can be pre-ordered from our "Dance Shop" and they will have them ready for you when you arrive. Contact Diane Consolini, the Nutmeg Dance and Ballet Boutique Manager at danceshop@nutmegconservatory.org or 860-482-4413 ext. 316. Diane would be happy to assist you with any and all of your questions regarding dress code.

Full time Resident/Day Students

Nutmeg students receive a 10% discount for dance apparel and accessories purchased.

Ladies

Gaynor Minden Cap Sleeve Leotard

Black – Monday, Thursday

Burgundy – Tuesday, Friday

Navy – Wednesday, Saturday

#9 Capezio (CLP) Tights, pink ballet and Pointe shoes

2 Mirella skirts – one white, one black

Men

Dance Shirts

Black – Monday, Wednesday, Friday

White – Tuesday, Thursday, Saturday

Shoes

Black – Monday, Wednesday, Friday
White – Tuesday, Thursday, Saturday

Tights

Black – Monday, Wednesday, Friday
Gray – Tuesday, Thursday, Saturday

Dance Belt, White ankle-length socks

Other required items: Vaganova book, Basic Principles of Classical Ballet, and Technical Manual and Dictionary of Classical Ballet

All dancers must wear clothing or cover-up over dancewear at all times when not in class or rehearsal. **No dancer should ever walk outside of the Nutmeg complex with just leotard/tights.** Cover wear is imperative outside of the classes. Gentlemen should dress accordingly to the proper dress code and never leave the classroom without additional clothing. Flip-flops for street wear are prohibited for girl and boy students.

Housing Amenities

All housing areas are equipped with a coin operated laundry facility (please bring quarters). Only liquid or powder laundry soaps are to be used (not the laundry sheets as they will clog the machines). If your child has never done laundry on their own, the Dorm Director or RA's are happy to assist on the first attempt. Please bring laundry detergent (or they can buy locally) and any other accessories they might need to laundry usage.

Phone Service

Nutmeg strongly recommends that each student have his or her own cell phone. All cell phones **must be turned off** during class time. Students will have access to a landline phone with limited phone service. Students will be able to make local calls and "1-800" number calls. Incoming calls are not restricted. Students are **NOT** allowed to place long distance calls (unless emergency) from any of the Nutmeg Conservatory offices or studios. Phones **are not to be used** after lights out (*unless emergency*).

Communicating with your Child - Email / Mail

Programs at The Nutmeg Conservatory for the Arts are incredibly busy! Some programs have class/rehearsal from 8:30 am to 10:00 pm every day. Because of this intense schedule, it is difficult for students to communicate with their parents and family members. Therefore, if you are not hearing from your child – **DO NOT WORRY!** They are probably so busy with their class activities that they cannot find the time to return calls/emails. We are always aware of where your child is on campus at all times throughout the day and night. Should a family emergency occur and you must contact your child immediately, please call the Housing Director's cell phone, 860-307-3111, which is on 24 hours a day, 7 days a week. You can also call our main office during business hours for the Housing Staff Apartment, 860-482-4413 ext. 305.

All housing areas are equipped with wireless hookups for student laptops. We encourage students to bring their laptops so that they can keep communications ongoing with their families, friends, etc.

Mail may be picked up at the main office located on the first floor. Personal mail should be addressed as follows:

Student Name
C/o Nutmeg Conservatory for the Arts
58 Main Street – Suite xxx
Torrington, CT 06790

Visits

Parents of overnight visitors are required to fill out a Visiting Student Registration form with Jo Anne LaVine, Business Manager. A fee of \$150.00 per day is due upon arrival for any and all overnight stays. Visitors will not be permitted to stay overnight until full payment has been received. Fees are as follows:

Temporary Student Registration	\$45.00
Housing for Evening	\$35.00
Food (3 meals)	\$30.00
Dance Program (2 classes)	<u>\$40.00</u>
Total for overnight stay:	\$150.00

Please note that dance classes are optional. There is a \$20.00 fee for each class taken. The above fee schedule includes two (2) dance classes.

Day Students wishing to spend a night in the dorm will be required to pay a \$30.00 fee per night. Day students, as well as outside visitors, require not only parental permission, but also permission from Karen Tuck, Housing Director.

Visiting students will be required to stay in their assigned rooms. No changing of rooms will be allowed without the direct approval of the Housing Director, Karen Tuck.

All parents/guardians must contact Karen Tuck, Housing Director at 860-307-3111 or email at ktuck@nutmegconservatory.org beforehand, if they will be coming to visit or pick up their child to take them out to dinner or overnight. Written permission must be submitted in advance any time your child will be leaving the Nutmeg complex for a visit or overnight. Permission may also be faxed to 860-482-7614. All visitors must sign in and out on the visitor log.

Parking

Visitors may park in the spots adjacent to the back of the building. If visitors' spots are taken, please use street parking on Main Street or the municipal parking lot in the back of Torrington Library. Unauthorized cars after business hours may be towed. Use drop off for children whenever possible. Absolutely no unauthorized vehicles may be left overnight in the Nutmeg parking lot. Any unauthorized vehicles will be towed at the owner's expense.

Student Meals

Breakfast, lunch and dinner are included in the tuition for all resident students. Day students must bring their own food or sign up for the meal program through the Nutmeg Business Office. Students with a particular food restriction should fill out the form enclosed in this packet and return with your medical forms.

Summer Program

Dennis Fraunhauffer, our Food Program Coordinator, prepares nutritious and healthy meals daily. The Nutmeg Conservatory has a special agreement with St. Francis Parochial School that has provided us with the use of their School Cafeteria located only two blocks away from the Nutmeg building complex. The school provides an excellent environment for our food service program. Students receive three fresh and nutritionally balance meals Monday – Saturday.

On Sunday a mid-day brunch and paper bag supper is served and has become a favorite amongst our resident students. All summer meals are served in the cafeteria except for occasional evening pizza parties, which are held in the dorms and houses.

Year-Round Residency

The Nutmeg provides a “continental” style breakfast Monday- Saturday from 8:00-8:30am in-house. Students have their choice of cereal, bagels, toast, yogurt, fresh fruit, etc. A staff member will purchase these items fresh each week and students select the breakfast items of their choice.

Lunch is served in the main building lounge and our nutritious dinners are served at St. Francis Parochial School Cafeteria. Each Saturday students are provided with \$10 so that they may purchase dinner and enjoy each other’s company in the social setting of area restaurants. On Sunday a mid-day brunch is served. Students supply their own dinner or may go to area restaurants.

Special Needs

Prior to arrival at The Nutmeg, parents will be asked to complete a “Special Meals” form and if there are special needs for your child we will organize a meeting for you with the nutritionists.

Monthly meetings with the Housing and Academic Director are held to discuss dietary and nutritional requirements of our students.

Checkout

Prior to returning home, students must leave their rooms in the condition in which they found them. All personal belongings are to be taken home. Any damages will be noted. Students will be charged for any expenses incurred by the organization to put the unit in order. The amount of these charges will be dependent upon the price of cleaning and /or repairing, replacing the damage or damaged items.

Nutmeg Conservatory for the Arts offers an Academic Residency Program for grades 9 to 12. Please visit our website at www.nutmegconservatory.org or contact Jo Anne LaVine, 860-482-4413 ext. 304, jlavine@nutmegconservatory.org with any questions you may have.

FORMAL STUDENT / PARENT ACKNOWLEDGEMENT OF THE NUTMEG CONSERVATORY FOR THE ARTS 2011-2012 STUDENT HANDBOOK

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of The Nutmeg Conservatory for the Arts 2011-2012 Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook and agree to comply with all rules, regulations, and policies stated in the handbook

Directions for return of this form throughout the 2011-2012 school year:

1. Student and parent/guardian review handbook.
2. Student and parent/guardian sign handbook acknowledgement below.
3. Tear out this page from handbook.
4. **New AND returning students must return this acknowledgement.**

PRINT NAME OF STUDENT

PRINT NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF STUDENT

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

DATE