



Earl Mosley's Institute of the Arts
Achieving Excellence Through Dance

STUDENT GUIDELINES

General Institute Policies & Rules

Email (preferred), mail or fax to: steffen@diversityofdance.org

Earl Mosley's Institute of the Arts

2 Merry Acres Lane, New Milford, CT 06776

Fax 860.210.1986

These guidelines (general Institute policies and rules and class attendance rules) are designed to make sure that everyone has a safe and enjoyable time at Earl Mosley's Institute of the Arts (EMIA). Please read them carefully and discuss them with your parent (if under 18) to be sure you understand each point.

1. **Smoking:** Smoking is **not permitted** anywhere on campus, regardless of age.
2. **Drug & Alcohol Policy:** EMIA maintains a **zero tolerance policy for alcohol consumption, or any illegal substances** (such as marijuana). Violation of this policy will result in immediate dismissal and forfeiture of tuition.
3. **Check-In:** All residential students **must check-in each night at the dorms at 10:30pm** regardless of age. Students under the age of 18 must stay in the dorm (with lights out and quiet at 11:30pm). Students over 18 may leave the dorm after check in, but must notify their RA where they will be going, and must be in their rooms, lights out, by no later than midnight. Forman faculty and their families live in the dorms; please respect their rights.
4. **Mixed Gender Dorms:** Each dorm has specific rules to be signed on the first night at check-in. Students agree to abide by the guidelines set forth.
5. **Resident Assistants:** The RAs are responsible for everyone's well-being in the dorms. Please respect their requests.
6. **Two-Strike Policy:** Any student violating any curfew or behavioral rule will receive a warning in writing the first time and will have his/her parent's called the second time, at which time, the student will be dismissed and tuition will be forfeited.
7. **Be On Time:** Class attendance is mandatory as set out in the schedule or as changed at daily meetings. Being on time, means dressed and ready to take class at the start time. Dorm check-in is at 10:30 pm. Lateness for either will earn "one strike" (see #6).
8. **Daily Attendance:** Attendance at daily meetings after lunch is mandatory.
9. **Evening Attendance:** Attendance at evening activities is mandatory for all residential students (and highly recommended for day students).
10. **Driving Policy:** Any residential student under 18 who brings their car to campus must turn in their keys upon arrival. All day students under 18 who drive to the campus must leave their keys with staff each morning. No student under 18 is permitted to ride with any other student at any time without express written permission by both parents.
11. **Medications:** All medications **MUST** be checked in at the start of camp and will be monitored by the program's medical provider. Those with epipens or inhalers will keep an extra with them.
12. **Leaving Campus:** Residential students under the age of 18 are not permitted to leave the campus for any reason unless accompanied by a member of the EMIA staff in case of emergency. Parents who wish to take their son/daughter off campus during each session, **MUST** sign-out their child with the Residential Life Coordinator.

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Daily Class Attendance & General Class Rules
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1. Students will not be allowed to take a technique or repertory class, if he or she is ten minutes late or more. Each student must ask the instructor if they are permitted to take class in the event the student is late for class.
2. Students enrolled in only one two-week session are not permitted more than one unexcused absence from a technique classes. Students will forfeit the opportunity of performing at the mid-summer performance in the event of acquiring such an absence.
3. Students enrolled in the both sessions, four-weeks, are not allowed to miss more than three unexcused absences from technique classes in total. Students will forfeit the opportunity of performing at the final performance in the event of acquiring too many (TBA) unexcused absences.
4. Students who do not perform in any event throughout the summer, whether due to an excused or unexcused absence, will not receive a refund of tuition costs.
5. Students who become a discipline problem in class shall be sent to Mr. Mosley or Ms. Thomas promptly.
6. Students who are not feeling well or injured are required to observe class and take notes on the lesson given.
7. Students not able to observe class because of injury, illness, or personal situations will be held responsible for getting this excused by the teacher, or the absence will be recorded as unexcused.
8. Students will be sent home from the school immediately if found destroying property, violating or threatening others, harming themselves, or any other acts deemed inappropriate by the administration.
9. Unexcused tardiness to class three times will result in a warning to the student and parents. One more results in dismissal with no refund.

If for any reason these **Student Guidelines & Daily Attendance & Class Rules** are not complied with, EMIA reserves the right to ask the student to leave with no refund of tuition.

Student First Name: _____ Last Name: _____

Student Signature if over 18: _____ Date: ___/___/___

OR

Parent/Guardian Signature if under 18: _____ Date: ___/___/___

Parent/Guardian First Name: _____ Last Name: _____