

# THE JOFFREY WORKSHOP TX at St. Mary's University

## STUDENT RULES AND REGULATIONS

### **VISITATION:**

**Sunday, June 24 at 2:30pm** marks the official start of **The Workshop**. Parents will not be allowed on campus after that time. Students will have long days, and will be focused on their work. Please support their commitment to their art by respecting this rule. We encourage dancers to participate in planned recreational activities with their friends. Activities are planned for the benefit of social development and for camaraderie. Three weeks is a short time. They will be making new friends. Visits with relatives both on and off campus during the three weeks are strongly discouraged.

### **LEAVING CAMPUS, PERMISSION TO LEAVE CAMPUS:**

If you feel a visit is needed, students may leave only on days during free, non-scheduled time. **The Joffrey Workshop TX** office must have written permission on file from parent or guardian **by June 1** for a student to leave campus with relatives and/or family. **The Joffrey Workshop TX** staff will need the relative's name and relationship, address, and a contact telephone number. Students leaving campus must notify appropriate chaperone, sign out – stating destination, and listing name and phone contact of the relative.

**The curfew/return to campus time is 6:00pm. NO EXCEPTIONS.**

### **TRANSPORTATION:**

To insure participant safety, **No Workshop** student will be allowed in any automobile unless they are with an authorized **Workshop** adult chaperone for a specific reason. In the event of an emergency, **Workshop** staff will assist students in notifying parents. Students may not take public transportation or taxis unless with a chaperone for a specific reason.

### **KEYS:**

Each student will be issued a room key at **check-in**. All students will receive keys through St. Mary's University Housing staff. Keys will be returned at **check-out: Saturday, July 14 following the concert by 6:00pm**. Students with flights on **Sunday, July 15 must check out by 9:00am**. Keys that have been lost will require a **replacement charge**.

The replacement charge is **\$45.00** and must be paid before a new key can be issued, or at check-out.

### **DORMITORY:**

Please check your dorm room upon arrival and report any damages or problems to your floor chaperone. Chaperones will have work order forms for any problems (plumbing, etc.) that may occur during **The Workshop**. Report them to your floor supervisor as soon as they occur. St.MU Maintenance Division will be notified.

Please keep your room, common lounges, and kitchen areas in a clean, safe, and sanitary condition. Bug problems due to open food and areas left unclean will be the sole responsibility of each floor and its residents.

**NO posters, pictures, or photos may be taped on dorm walls. NO candles, incense, or open flame of any kind in dorm rooms.** Damages will be charged to students. Please respect all common areas.

**All Workshop** students must sleep in their own dorm rooms each night.

**NO** incoming or outgoing phone calls after **11:00pm**, please.

Students may not leave the dorms before **7:00am**.

### **SECURITY:**

**LOCK YOUR DORM ROOM EVERY TIME YOU LEAVE.**

**The Joffrey Workshop TX** and St. Mary's University **cannot** be responsible for lost or stolen items.

## **LAUNDRY:**

There are laundry facilities on each floor. Washers and dryers are free (yes, really). Please do not leave laundry unattended. Be courteous and remove all clothing from washers and dryers as soon as it is finished.

**Laundry may not be done after 10:30pm** to respect Quiet Hours in the dorm.

**NOTE: The Joffrey Workshop TX and St. Mary's University cannot be responsible for lost clothing or for clothing that is left unattended.**

## **ROOM VISITATION:**

Room visitation by men in the women's section is **NOT** permitted at any time.

Room visitation by women in the men's section is **NOT** permitted at any time.

## **CURFEW:**

Curfews for **The Joffrey Workshop TX** students are as follows:

All **Joffrey Workshop TX** students in their dorm by **9:30pm**

All **Joffrey Workshop TX** students on their floor by **10:30pm**

Lights out at **11:00pm**

## **QUIET HOURS:**

Quiet hours will be observed from **10:30pm until 7:00am** daily. At **11:00pm**, all **Joffrey Workshop TX** students must be in their assigned room. Commuter students are **not** allowed to sleep on campus. Please rest, and respect others who also need sleep.

## **ATTIRE: DAILY AND PERFORMANCE:**

### **Ladies - Please pack and bring ALL daily and performance items with you**

> Black leotards – a good supply for daily classes and rehearsals (**NOTE: all black** – no colored straps, etc.)

> Please – > **NO halter tops, mesh, or very low backs**<. Camisole, tank, cap sleeve leotards only

> Pink tights **with feet** for all ballet, pointe classes, and rehearsals

**(NO cut off tights in any classes or rehearsals)**

> Black waist elastic or black elastic belt (thin) for all classes and rehearsals

> Pink canvas shoes with elastic sewn to the shoe – no tied or knotted elastics. **No** 2-piece ballet shoes with elastics.

> Pointe shoes – a supply for 3 weeks of daily classes and rehearsals

> Black character shoes with 1" - 1 ½" heels for Character classes

> Black, full, shin-length skirt for Character class (cotton or lycra fabric)

> Black cotton camisole-style leotard (not shiny) **for July 14 Workshop performance**

> Black, short georgette or chiffon ballet skirt (even, not cascade) **for July 14 Workshop performance**

> Black ankle-length footless tights for contemporary piece **for July 14 performance**

**Also, pack and bring:** Personal stage make-up, eyelashes, and small rhinestone earrings for

performance. Make-up and hair classes will be held during **The Workshop**.

### **Men – Please pack and bring ALL daily and performance items with you**

> White tank leotards or **close fitting** T-shirts for all daily ballet classes and **for July 14 Workshop performance**

Shirts should be rolled in neatly at the waist. Plain white shirts. No logos. (Suggest Body Wrappers "Snug Fit" Pullover)

> Black tights (**ankle length or full length with convertible feet**) and dance support for all classes and rehearsals, and **for July 14 Workshop performance**. **All** tights should reach the ankle. **No** knee-length tights.

> **Thin white ankle socks** with white shoes and black tights (a Robert Joffrey tradition) for all classes and rehearsals

> White canvas ballet shoes (for performance) with elastic sewn to the shoe – no tied or knotted elastics.

> Black ankle-length footless tights for contemporary classes and **for July 14 performance**

> Black character or jazz shoes for Character classes

**Also, pack and bring:** Personal stage make-up for performance. Make-up classes will be held during **The Workshop**.

**NO knee length shorts, cut off tights, bike pants, unitards, or warm-ups allowed in any class or rehearsal**

**NOTE: See enclosed sheet for dress code examples**

**Reminder: Class and rehearsal dress code will be strictly enforced.**

**Please bring ONLY the appropriate class attire as requested.**

## **A FINAL NOTE CONCERNING THE DRESS CODE:**

Every year there is a resistance to a "Dress Code". The main focus of a dress code is to display a professional look and serious profile representing the art of dance, and to take pride in your personal appearance. Leotards and tights that are sloppy, ripped, or cut off, shoes with holes, loose or baggy clothing depict a shabby, rag-tag look for the profession. Mr. Joffrey's intent was to present each dancer's talent and potential in the best possible manner. It also involves the ability to concentrate and focus. More practically, it allows faculty to identify and give immediate technical corrections, thereby giving the dancer full opportunity for improvement. We attempt to sort out questions concerning dress code prior to the start of **The Workshop**. Dancers improperly dressed will **not** be allowed to participate in classes. We ask both parents and students for their recognition and support in this policy, and all policies.

## **STUDIO ETIQUETTE:**

Classrooms will be opened 15-30 minutes prior to each class. Please arrive at least 15 minutes before each class and go immediately to your next class, according to your designated schedule. Students arriving late for class will not be permitted to join a class. Habitual tardiness will result in dismissal from **The Workshop**, with all fees forfeited.

Any student who becomes ill, injured, or needs to miss class for any reason should **first directly inform** their floor chaperone. The chaperone will inform the office staff and dance faculty of the illness. Chaperones will then take appropriate steps to help the student receive health care. Parents will be notified immediately in the case of illness.

Dancers in the studio prior to a class will keep noise levels down. No screaming, yelling, or loud talking. Please be respectful, stand, and be prepared to begin when a faculty member arrives. Keep all personal belongings in your dance bags. Do not throw clothing items into piles around the studios.

**NO** food or drink allowed in any studio area. Water is acceptable if in a proper, closed container.

Pick up **all** personal trash (**band-aids and wrappers, toe tape, etc.**) from the floor. Use trash containers!

Please keep all dance bags and personal items free and clear from doorways and hallways and stair wells .  
This is in accordance with the **fire code compliance**.

Cell phones **must be turned off and kept in bags during all classes, seminars, and rehearsals**.

Dancers must wear clothing or a cover up over dancewear at all times when walking anywhere on or off campus. Wear good walking shoes or sandals at all times. **No flip-flops! No bare feet.** Clothing – **Not** short warm up shorts.

Students may not be late or miss any scheduled classes, rehearsals, or seminars. Missing classes, rehearsals, or seminars will result in dismissal from **The Joffrey Workshop TX** and forfeiture of deposits and tuition.

**For your own safety: NO practice or rehearsal without the supervision of a dance faculty member**  
**The Joffrey Workshop TX and St. Mary's University cannot be responsible for any accidents or injuries**  
**caused by unsupervised activities and/or student negligence**

## **SMOKING, ILLEGAL SUBSTANCES:**

St. Mary's University is a "smoke free" campus. The smoking of **any** other substance is illegal and against the law and will result in dismissal, and forfeiture of deposits and tuition.

## **ALCOHOL:**

The consumption of **any** type of alcoholic beverage while attending **The Joffrey Workshop TX** is **STRICTLY PROHIBITED**, and will result in dismissal.

THE JOFFREY WORKSHOP TX AND ST. MARY'S UNIVERSITY RESERVE THE RIGHT TO DISMISS ANY STUDENT,  
WITHOUT A REFUND AND AT  
PARENTAL EXPENSE, FOR ANY INFRACTION OF THE UNIVERSITY / WORKSHOP RULES AND FOR ANY  
VIOLATION OF TEXAS OR U.S. LAWS.

**PARENT/GUARDIAN:**

**Keep** the foregoing document for your personal reference.  
**Sign** and **return only** this page.

**JOFFREY WORKSHOP TX PARENTS AND STUDENTS:**

**PLEASE RETURN THIS FORM WITH YOUR FINAL PAYMENT**  
**ALL STUDENTS MUST HAVE THIS SIGNED FORM ON FILE PRIOR TO ARRIVAL**

**FINAL DEADLINE FOR ALL PAPERWORK AND PAYMENTS: June 1, 2012**

I HAVE READ THROUGH THE ***INFORMATION PACKET***, AND THE ***RULES AND REGULATIONS***  
CONCERNING POLICIES WHILE ATTENDING THE JOFFREY WORKSHOP TX AT ST. MARY'S  
UNIVERSITY. I AGREE TO COMPLY WITH ALL RULES, REGULATIONS, AND POLICIES.

Student Signature: \_\_\_\_\_

Print name \_\_\_\_\_ Date: \_\_\_\_\_

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Parent/Guardian Signature: \_\_\_\_\_

Print Parent/Guardian name \_\_\_\_\_ Date: \_\_\_\_\_