

The background of the cover features a photograph of a dense forest of evergreen trees reflected in a calm body of water. The entire image is overlaid with a vibrant green marbled pattern, similar to stone or liquid swirls, which is most prominent in the foreground and background areas.

YELLOWSTONE ARTS COMPANY

Airen Haight

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Mission Statement:

Our mission is to cultivate a dancer's self love through the performing arts

Values:

Confidence: We emphasis building confidence in our performers that comes from self love and not a competition trophy.

Inclusivity: We stive for inclusiveness in every aspect of our organization. Our staff is trained to be knowledgeable and sensitive to issues of equity and inclusion.

Respect: We emphasis respect not only of those around you, but for yourself as well. We train our performers to respect themselves, the people around them, and the world around them

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Attendance:

Faculty are expected to arrive 15 minutes before they start teaching. If a staff member will be absent for vacation or other planned events, they must call and email the owner at least 1 week in advance. If a staff member is sick and cannot come in they must call the owner at least 24 hours in advance.

Substitution Policy:

If a faculty member will be absent, they must find a substitute from the list of approved substitutes. They must include a list of at least 3 substitute choices in their original email to the owner informing of their absence.

Injury Policy:

If a teacher is injured, they can still come in a teach verbally. Teachers' may not dance until they have a doctor's note.

Illness Policy:

If a staff member is sick, they should not come in. They must call the owner at least 24 hours before their classes start with at least 3 potential subs off the sub list.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Curriculum & Teaching Plans:

Yellowstone Arts Company has an outlined curriculum for our classes. Teachers are expected to create lesson plans that follow this curriculum. This curriculum belongs to Yellowstone Arts Company and, as per the noncompete clause, cannot be taken or duplicated by teachers for work outside of YAC. Teachers can schedule a meeting with the Office Manager to look over the curriculum.

Observation/Probationary Period:

Every new teacher will start off on a probationary period to make sure they fit in with the personality of the studio. For the first week, the owner will observe each of the teacher's classes. At the end of the week the new teacher and owner will have a meeting to discuss how the teacher is feeling and any issues the owner saw or sees coming in the near future as well as offer any tips for working with the students. For the next two weeks after the meeting, the owner will observe some of the teacher's classes periodically throughout the weeks. At the end of the two weeks the owner and teacher will have a second meeting to discuss how things have been and any problems that may have come up throughout the two weeks. After this meeting the teacher will either be taken off the probationary period, if things are going well, or will continue on probation for another two weeks.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Teaching Ettiquette:

When in class, the teacher should be fully engaged with the students and the curriculum they are teaching. They should move at the pace of the students and not teach too fast or too slow. They should welcome questions and answer them to the best of their ability. Teachers must offer constructive comments that will help aid in the growth of student's dance ability. Teachers should treat students, other teachers, and the office staff with respect.

Disciplinary Policy:

If a student is being disruptive and causing problems:

- Warning: students will receive a warning before they start getting strikes
- First strike: Student will sit out form class activities for 10 minutes.
- Second strike: Student will sit out from class activities for the rest of class.
- Third strike: Student will be removed from class and will sit in the lobby until they are picked up

If a student is out of control and becomes a safety risk for other students they need to be immediately removed.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Dress Code:

General:

Teachers should look professional and presentable at all times.

- No crop tops
- No shorts
- Dance shoes must be worn in the studio except during jazz warmup
- No jewelry
- Hair must be pulled back out of face
- Glasses must be secured to prevent flying off

Combo, Ballet, Jazz, Musical Theater:

Everyone: leggings or tight fitting workout pants, tight fitting t-shirt or tank top, pink or tan ballet shoes, black or tan jazz shoes

Tap, Hip Hop:

Everyone: leggings joggers or tight fitting workout pants, t-shirt or tank top, tap shoes (colored or black), clean unworn studio shoes

Office Staff:

Must look professional and well kept at all time. May wear jeans and a nice top. Hair and make up must be neat and not over the top for the front desk. Remember: you are the first person our customers see when they walk in.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Phones:

Teachers may use their phones or laptops to play music or film combos during class. Teachers should make sure their phones are on do not disturb and that they are not on their phones during class time.

Office Staff are expected to spend their work time doing work. They may have their phone on them and can use their phone to check emails or send a quick text every once in a while. They should not be scrolling on social media when there is work to be done.

Social Media:

Teachers and office staff cannot follow any student with their personal social media page. Students are also not allowed to follow teacher's or office staff's personal social media pages. If a teacher has a professional work page, they may follow students with that page. No staff member is allowed to post unprofessional or slanderous remarks about the studio, other staff members, or students on their social media. This will result in termination of contract and removal from the studio.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Student Record Access:

Student records can only be accessed by the owner and office staff. If teachers need to add information to a student's file they should email the office manager with the student's full name and information that needs to be added. Office staff may pass along relevant information such as allergies and injury updates to teachers as needed. No parents should have access to any student's file. If an office staff member leaves the studio to log in information will be changed to prevent someone not associated with the studio getting access to student files.

Payroll:

Staff will be paid through direct deposit into their account. Upon hiring, staff will fill out a direct deposit form. Staff will be paid on the last Friday of each month. If a staff member work on the days between being paid and the end of the month, the pay for that time will go on the next month's deposit.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Opening Procedure:

Office staff:

The Office Staff member for the day should arrive 30 minutes before the first class of the day.

- Unlock front door
- Turn on lights
- Turn on front desk computer and Wifi
- Make sure AC or heater is on
- Make sure nothing is blocking the fire exit
- Check all rooms for any issues such as leaks, flooding, damage, etc.
- Make sure the bathroom is stocked with toilet paper and paper towels
- make sure trashcans have fresh bags
- Make sure furniture is arranged properly and organized

Teacher:

First teacher(s) of the day should come in 20 minutes before their class starts.

- Turn on sound equipment
- Make sure sound equipment is working properly
- Make sure the studio is ready for dancers
 - equipment and furniture is out of the dance space
 - the floor is not coming up, creating a tripping hazard (fix if it is)
 - there are no cracks in the mirror
- Get office staff member to unlock fire exit

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Closing Procedure:

Office staff:

The Office Staff member should be the last person to leave at the end of the day.

- Make sure all students have been picked up
- Clean up any trash
- Empty trash cans
- Turn off front desk computer and wifi
- Wipe off bathroom counters, tables, and the front desk
- Email Owner with a list of anything that needs cleaning or fixing
- Clean up anything that needs immediate attention
- Turn off lights
- Lock fire exit door (before last teacher leaves)
- Lock front door

Teacher:

Last teacher of the day cannot leave until all students have been picked up and they have gone through the closing procedure:

- Turn off sound equipment
- Put any student items that got left in the lost and found
- Make sure the studio floor is not coming up
- Make sure there are no cracks in the mirror

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Studio Rental:

Staff members may rent out the studio for their own needs for \$150 an hour. Staff must send an email to the owner with the dates and times of renting the studio at least 1 month before the rental date. The renter can pick up a studio key from the owner the day before their rental and must return the key to the owner the day after their rental. If the key gets lost or stolen, the renter will be charged for the cost of changing the locks and replacing the key.

When the studio is rented out, the renter assumes all responsibility for any accidents, injuries, damages, etc. that arise.

Studio space may not be rented out for:

- Private lessons
- Events involving drugs or alcohol
- Burlesque dance events

Rights to Choreography:

Teachers retain all rights to the choreography they do for recitals, showcases, and class combos. If the teacher wants to teach a non-original combo in class they must give credit to the original owner both in class and online if they choice to post a video.

YELLOWSTONE ARTS COMPANY

Faculty Handbook:

Additional Responsibilities:

Company:

- Choreograph group numbers, solos, duets, and trios

Christmas Show:

- Prepare costumes
- Help run dress rehearsal
- Help run showcase
 - line dancers up
 - make sure dancers don't miss their cues

Spring Recital

- Prepare costumes
- Help run dress rehearsal
- Help run showcase
 - line dancers up
 - make sure dancers don't miss their cues

Picture Day: (after dress rehearsals)

- Help run smoothly
- Help make sure students are where they need to be
- Help keep dressing area clean

YELLOWSTONE ARTS COMPANY

Staff Evaluation Process:

- The owner will watch each class once a month throughout the year and take notes on:
 - how the teacher teaches combos
 - how the teacher gives corrections
 - how the teacher interacts with the students
 - the teacher's classroom control
- At the end each semester (December & May) the owner will compile their notes from all of the teachers' classes for the past months and give feedback on what they saw that was good and what they saw that could use some improvement.

YELLOWSTONE ARTS COMPANY

List of Job Responsibilities:

Job:	Who's Responsibility
Respond to enquiries directly	Office Manager
Deleting spam	Office Manager
Adding all contacts to software system	Office Manager
Answering and looking after studio phone	Office Manager/Owner
Creating and managing documents	Office Manager/Owner
Creating forms, reports, templates, etc	Office Manager
Follow up with unpaid clients	Office Manager/Owner
Send out studio update emails	Office Manager
Managing and tracking monthly finances	Owner
Order equipment	Office Manager
Take class attendance	Teachers
Keep track of class attendance and make ups	Office Manager
Send out exit surveys	Office Manager
Order merchandise	Owner
Researching and booking venues	Office Manager
Creating event materials	Owner
Costume management	Teachers
Manage studio social media	Teachers/Office Manager
Create advertisements	Owner
Keep track of studio flooring and mirrors condition	Teachers
Maintain good customer relations	Teachers/Office Manager/ Owner