



Student & Parent Handbook 2018-2019

Our Mission

**To provide a home for artists to pursue their passions
through professional training in performing arts.**

Ovation Academy is a unique School of Performing Arts. We provide onsite training in the disciplines of Dance, Acting, Musical Theatre and Theatrical Production & Design as well as the business of being a professional artist and the life-skills needed to succeed in the industry. Our students are trained to be highly technical artists with a sense of community and humility. Philanthropy and Community Outreach are central themes at Ovation Academy. Through the talents our students possess we strive to make a difference in our community by giving back and helping those around us. Ovation Academy encourages constant industry immersion. We provide field-trip opportunities in order for our students to grasp all aspects of the world of performing arts. We bring in industry leaders to assist in the high-level training our students receive, providing different styles and perspectives throughout their education. We encourage students to pursue opportunities to audition and work while continuing their arts education with Ovation Academy. Additionally, we provide networking opportunities with talent scouts, managers, agents and directors as well as elite college recruiters. We equip our students to be good-hearted people as well as hard-working professionals and respectable leaders.

Dear Student & Parent/ Guardian,

Thank you for choosing to enroll your artist in Ovation Academy of Performing Arts. We are dedicated to providing your student with the best of care, along with quality professional level training programs that are tailored to meet individual needs.

Our goal is for you to have peace of mind, knowing your student is in a loving and supportive environment. We are all on the same team and your student should come home with nothing but positive experiences!

Our handbook will provide you with information regarding staff, expectations, payments and much more. Please take a moment to read through it carefully, as we know your student's experience in our program is important to you.

At any time, throughout the year, if you have any questions, please do not hesitate to call our main office at 972-948-5859 or e-mail at Aburns@ovationapa.org.

Sincerely,

Angi Burns

Ovation Academy Director

972-948-5859



*"Providing a home for artists
to pursue their passions through
professional training in performing arts."*

OUR PHILOSOPHY

At Ovation Academy we believe in a “whole-istic” approach to learning. This means that in order to become the best ARTIST a student can be they must also be the best PERSON they can be. We have high expectations for our students in their art and in their personal conduct. Students at Ovation Academy should be passionate, self-motivated, self-disciplined, engaged, humble and supportive at all times. We are not here to babysit students. We are here to guide young artists through their journey into the professional world. The culture at Ovation Academy is vastly different than most traditional schooling experiences. Students are held accountable for their actions and in return are allowed to make choices in regards to their training. We work as a team with the student, parents and staff to ensure a unique and individualized path that is beneficial to the student and their educational and career goals. Ovation Academy of Performing Arts students are NOT entitled to ANYTHING but quality training and opportunities for success. Egos are not welcome here.

WHO WE ARE

Ovation Academy was founded to provide a home for performers to pursue their passion of the Arts through professional style training which provides the technique, life-skills, experiences and connections necessary to succeed in the industry. We focus on each individual student and their unique journey. Ovation Academy strives to produce knowledgeable, respectful, empathetic and impactful artists who will contribute to their communities and to the performing arts industry.

Founders: Angi Burns (Academy Director) and Katie Wilcox (Master Instructor of Dance)

Other Board of Directors:

Kyle Januszewski (Director of Theatre)
Sarah Cat-Hendricks (Director of Dance)
Marta Jones (Director of Academics)
Amy Austin (Director of Music)
Roger Wilcox (Director of Finances)

MASTER INSTRUCTORS

Master Instructors are staff members who regularly teach classes for Ovation Academy. These instructors include each Department Director as well as staff who are continuously contacted each semester. The 2018-2019 Master Instructors include: Angi Burns, Katie Wilcox, Lindsey Henderson, Linda Eicher, Brandon Cunningham, Brenda Costello and Robin Coulange.

GUEST ARTISTS

All Guest Artists at Ovation Academy are knowledgeable, working professionals in their field. Guest Artists will teach special intensive courses or workshops focused on their expertise. Each has graciously agreed to partner with Ovation Academy in order to provide up-to-date industry expectations and in-depth coverage of their specific content area. We will select our Guest Artists based on the courses being offered each semester and the expertise needed to cover the course material. All Guest Artists are subject to background checks.

REGISTRATION/ENROLLMENT PROCEDURES

Before a student can be officially enrolled at Ovation Academy the following items must be completed:

1. Online Registration Form Complete and Registration Fee paid
2. Online course selection complete (Homeschool Co-Op only)
3. Online Audition Application Complete (Full- Immersion only)
4. Audition complete-acceptance granted (Full- Immersion or advanced placement only)
5. Audition Fee paid (Full- Immersion or advanced placement only)
6. Deposit or 1st month tuition paid
7. Student & Parent Handbook read and signed with accompanying forms
8. Course selection orientation with Academy Director (Full- Immersion only)

WHAT WE DO

- Perform and compete in local, state and national events
- Train at a professional level to grow as artists
- Participate in various fundraisers to help build the our program
- Participate and develop community outreach and service projects
- Provide leadership opportunities
- Challenge each other to achieve our professional goals
- Inspire our peers and community to make a difference in the world around us
- Make positive memories with an amazingly talented, hardworking and humble group of individuals
- Create a family environment built on trust, respect and friendship

OUR STUDENT EXPECTATIONS

- When people see you perform, they should believe that they have seen a unique and personal performance.
- When people observe you as an audience member, they will see someone who is attentive, receptive, supportive, and respectful.
- When people see you outside of school, they should be impressed with your politeness, sincerity and friendliness.
- When people see you at awards, they should admire the way you behave and handle the results –no matter what they are – with grace, dignity and courtesy.
- When people meet a member of the Ovation Academy family they should be impressed by their professionalism, polish and maturity.
- Ovation Academy should be the school others want to emulate.

An Ovation Academy Student is:

- A student who leaves their ego behind in order to grow as an artist, support their peers and give back to their community
- A student who is passionate about their craft and who wants to work hard to develop technique and gain experience
- A student who desires to use their talents to make the world a better place
- A student who is accepting and tolerant of others and who can empathize well with those different than themselves
- A student who works as a team to create art that is respectable and creative
- A student who is self-motivated and independent but who can equally be a part of an ensemble and encourage their peers
- A student who is respectful of their art, their instructors and their peers
- A student who desires to be successful in their art and who is willing to put in the effort it takes to make it happen
- A student who trusts their instructors and mentors to assist in their journey
- A student who strives to continue their training at the professional or collegiate level
- A student who is mature enough to self-advocate, make decisions, ask questions, take risks, reflect upon their work, be held accountable, acknowledge their mistakes and grow from them without having to rely heavily on parental or adult interference.

PERFORMANCE READY

We want you to feel comfortable with any piece you perform, so we have “performance ready” rules. They are simple....a selection must be prepared so that it can be performed at an event and will not embarrass you or the program.

- The selection needs to have been shown to your instructor and the Department/Academy Director to help determine if you are ready.
- Pieces must have a well rehearsed slate or introduction, performed with adequate eye contact, and show an understanding of the literature.
- Must be memorized or well-prepared if memorization does not apply.
- Limited Preparation events, such as improvisation, must be practiced to demonstrate sound understanding of the structure, rules and guidelines for effective presentation.

GENERAL ATTITUDE EXPECTATIONS

1. Ovation Academy students are expected to behave in a professional manner at school, performances, competitions and in the community. They must treat peers, instructors, parents and authority figures with respect.
2. Excellent communication skills are required. One must always speak up for themselves and those around them politely, positively and efficiently.
3. Starting or perpetuating gossip and rumors is not acceptable.
4. Apathy is not allowed.
5. Negative talk about or towards a peer, instructor, volunteer or community member is not acceptable. Constructive criticism is permissible by an instructor or director where warranted.
6. Being “too tired”, “sick” or “disinterested” is not a viable excuse. If you are present on campus you are present in whatever activity is taking place. If you are too sick to participate, do not attend class.
7. “I can’t” is a forbidden phrase.
8. Complaining is not allowed.
9. When you are asked to do something by an instructor, adult, volunteer or peer given authority; you do what is asked of you. If you have questions; ask them politely. If you disagree with what is being asked of you; you may ask for clarification. If you further disagree with what is being asked of you; you may make an appointment with the Academy Director to discuss your concerns. But, you must initially do what is asked of you as long as it is within reason.
10. You will always be supportive of your peers. No one is in competition with you for a role or position. You are to positively showcase your strengths and skills and encourage others to do the same. Sometimes your strengths will match what is needed for the part, sometimes someone else’s will be a better fit. You get what you get and you don’t throw a fit.
11. If you have questions or concerns about anything you will address them IMMEDIATELY and with the ADULT in charge or in the vicinity.
12. You will refrain from using profanity or inappropriate dialogue on campus or when traveling or representing Ovation Academy.
13. You should always give your best and commit 100% to the work being presented. Perform at the top of your ability at all times.
14. Do not make excuses. EVER. PERIOD.
15. Instigation of conflict, disrespectful, sexually offensive or abusive language either spoken, written or electronic (including Facebook, Twitter, GroupMe, Snapchat, Instagram, blogs, etc.) toward students, authority figures or instructors will be considered insubordination and **will not be tolerated**.
16. If conflict arises, walk away and get an adult to assist in mediating a resolution.
17. No one is to ever be alone. This includes at lunch, traveling, on campus or at events. We are a family. We do not segregate ourselves. We are an inclusive community.
18. Students must be respectful of their peers and control their volume level. If you are NOT in a vocal class, private lesson or do not have permission to work on your piece you are not to be belting/singing/practicing loudly.

BEHAVIOR EXPECTATIONS

1. Always keep hands, feet, body parts and other objects to yourself unless you have asked for CONSENT of the other party and it is necessary to touch one another.
2. If it is NOT YOURS DO NOT TOUCH IT.
3. You will proactively keep all areas clean on campus and when traveling.
4. Use independent time wisely.
5. Be where you are supposed to be at all times.
6. Be responsible for your actions and hold yourself accountable for mistakes.
7. Plastic water bottles are not permitted on campus. Each student should bring their own reusable water bottle.
8. Everyone is REQUIRED to participate in ALL warm-ups.
9. Remind101 is REQUIRED for all Full-Immersion students and you must pay attention when notices are sent.
10. Students must respect all property including set pieces, props, costumes etc. and furniture on campus and at Ovation Events.

CLASSROOM BEHAVIOR EXPECTATIONS

1. You will NOT be on your cell phone or electronic device in class or a performance unless specifically directed to do so by an adult.
2. Do not cheat.
3. Conduct yourself with honesty and integrity in mind. No plagiarism, copyright infringement, non-approved pieces, etc.
4. Be on time to class and come ready to work.
5. Work cooperatively with fellow team members and instructors.
6. Stay focused on work to be accomplished in class.

ATTENDANCE EXPECTATIONS

1. When you miss class, you miss the opportunity to gain valuable information.
2. If you miss a class, YOU are responsible for communicating with the teacher and/or your classmates for all missed assignments. We do not grant additional time due to absences.
3. You are ONLY given the assigned academic periods to work on your academics. All unfinished work must be completed on your own time. You MAY NOT miss Ovation classes to work on academic assignments.
4. Excessive abuse of the attendance policy may result in repetition of the course. Credit for all required courses is granted on content mastery. Excessive absences could easily lead to not mastering the content.
5. Students may only make up work after school with **prior permission** from the teacher and the Student's legal guardian.
6. A Parent or guardian must complete the attendance form for students to arrive late or leave early as well as if the student will be absent for the entire day. www.tinyurl.com/ovationattendanceform

ACADEMIC EXPECTATIONS

1. We expect all students and families to have a desire to succeed academically. A well balanced artist is both skilled and educated.
 2. Students and their parents are responsible for the academic success of the student.
 3. Ovation staff will do everything we can to assist when on-site.
 4. A PARENT may request for a student to withdraw participation from an Ovation event due to academic shortcomings but they MUST communicate their concerns to the Director of Academics with ample time to adjust the event as needed.
 5. The academic program selected by the student is up to each individual family.
 6. Ovation Academy encourages all families to request that the Ovation learning coaches are granted access to the coursework and grades of each student.
 7. Utilize the learning coaches! They are there to help students succeed.
 8. A Parent or guardian must notify the Director of Academics and the Academy Director as to which academic program, if any, their child will be using and of any changes to the program throughout the year.
 9. Parents may decide the number of Academic hours their student has incorporated into their schedule each semester. Ovation Academy recommends 4.
 10. Students are required to be IN the academic area working QUIETLY during their assigned Academic periods even if they “do not have work”. There is always something to read, memorize, study, learn, etc.
 11. Students may schedule Private Lessons during Academic periods with parent/guardian approval.
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OVATION ACADEMY CERTIFICATE OF CONSERVATORY COMPLETION

Ovation Academy will provide a transcript of classes completed through our Conservatory training program. A Certificate of Conservatory Completion will be issued to those who complete all foundation classes required within their major as well as the required professional enrichment courses and a minimum of 12 additional enrichment courses. If a student fails to pass a foundation or professional enrichment course they will be required to retake the course until it is passed in order to graduate with their Certificate of Conservatory Completion.

GRADES

All classes at Ovation follow the same grading procedures. Each Quarter (9 weeks) students will receive 10 grades per class. Seven grades will be formative; daily, homework, participation, etc and three will be summative grades; tests, projects, performances etc. Formative and Summative are each weighted at 50% of the grade. Parents and students can track their progress using Learning Boost which will also be used to issue report cards at the conclusion of each quarter. A semester consists of two Quarters.

HOSPITALITY/LUNCH

1. Students are ONLY allowed to eat in designated areas
 - a. Lobby
 - b. Student Lounge
 - c. Classrooms when the teacher is present and gives permission
 - d. Picnic/Playground area as weather permits
2. Students are to leave the kitchen area once their food is ready.
3. Students must clean up after themselves including clearing all trash, dishes, excess food etc.
4. If the trash or dishes are overflowing, students will take care of it asap.
5. Students may have a bin no larger than 12 in. x 18 in. stored with their name on it in the pantry.
6. Students MAY NOT help themselves to anyone else's food.
7. Community food is available if a student forgets their lunch or snack BUT must be approved by the Administrator on site.
8. Refilling the coffee/tea/condiments is everyone's responsibility. If you never bring any to share, you cannot use it.
9. Never use the stove!
10. Clean out all items from the refrigerator every Friday!
11. Students may not hang out in the kitchen area at any time.
12. Be sure appliances are turned off after using them.
13. If a student does not take home their potluck items at the end of the day they are open for anyone to take home or to be added to the community shelves.
14. Food and Drinks are not allowed in any classroom outside of the lunch period.

DANCE STUDIO EXPECTATIONS

1. Students are ONLY allowed in the dance rooms when supervised by an adult.
2. Students may not wear street shoes in the dance rooms- unless approved shoes for Hip Hop classes.
3. Students may not bring in any food or drinks other than their reusable water container.
4. Do not touch the mirrors.
5. Do not bring in furniture or objects which could damage the floors.
6. Remove ALL of our personal belongings when you leave the studio.
7. Hallways are to remain clear and tidy at all times.
8. The Student lounge is to be kept clean or will become off limits.
9. Remain quiet when in the waiting areas outside of the dance studios.
10. Use the bathrooms and designated changing areas to change attire.
11. Hang or store your belongings on the hooks or in assigned lockers.
12. Do not open a locker which has not been assigned to you.
13. Do not remove any sound equipment or cords from the dance studios unless instructed to do so by an adult in charge.

TRAVEL EXPECTATIONS

1. Behavior while traveling must be appropriate and respectful. Failure to follow all expectations will have consequences which could result in being sent home at your parent's expense and/or result in a parent conference with the Academy Director upon return to campus.
2. Students MUST check-in as required by the adults in charge.
3. Students must remain in their assigned rooms. Students cannot ask to change rooming assignments!
4. Students must practice proper hygiene and "roommate" etiquette.
5. Students are not allowed in their rooms during activity hours. Chaperones will check all students in and out of their rooms in the morning and evening. If a student need something from their room during the day, they must get an adult to accompany them to be let in the room.
6. Students are to be engaged in the event at all times. No loitering, hanging out, napping, etc.
7. If a student need to leave an event for any reason they must be accompanied by an adult chaperone.
8. Students must always be in groups of 3 or more. At least 2 must be Ovation students.
9. Students are responsible for their belongings and should only bring with them what is necessary for the event and for the day in their bag.
10. If you are too ill, anxious, tired, homesick, etc. to participate fully in the event please consider if attending is the best option for you. If you cannot fully participate your parents will need to pick you up or chaperone you individually, if allowed by the event.
11. Students must travel in the vehicles assigned and approved by Ovation Academy. Students and parents are NOT allowed to pre-arrange rides to and from events without permission from the Ovation Academy Director in charge of the event. If you have a specific request you can send it IN WRITING to the Director in charge of the event.
12. Student cannot call parents to pick them up from travel events. They must travel to and from with the event with the group unless arrangements have been made IN ADVANCE.

CAMERAS

For the safety and comfort of our students and their families as well as for the security of our facility we do have cameras in various rooms throughout the building. The footage is not made public but will be used by the administration and proper authorities if needed to investigate any situation that may arise. Due to the use of cameras, students are NOT to change clothing in any area which is not designated as a dressing room. Occasionally, additional classrooms will be needed as dressing rooms. In this case, the cameras in these rooms will be turned off for the time period it is being used as a dressing room. Bathrooms and dressing rooms will not have cameras.

DRESS CODE

You can purchase Ovation Specific attire here:
<https://www.customizedgirl.com/s/ovationapa>

- The dress code at Ovation is anything Black, White, Purple or Grey or any Ovation attire.
- Students may wear THEIR CURRENT show shirts or studio shirts.
- Past show, convention or Broadway show shirts are allowed on FRIDAYS ONLY.
- Other performing art themed attire, i.e. "I can't I have rehearsal", may be worn IF it is in the color palette.
- Please refrain from excessive graphics or designs. Stripes, floral, plaid etc. is allowed if in the color palette.
- Please do not show "your world to the world".
- No mid-drifts may be revealed and all chest and bottoms need to be covered.
- No sports bras may be worn without a tank or shirt over it.
- Leotards and dance shorts may only be worn in dance class.
- Cover-ups are required outside of the dance rooms.
- You must always wear attire that you can move in regardless of your major.
- NO sandals, Crocs or Flip-flops.
- NO bare feet unless in dance class!
- Wear your Dance attire UNDER your Ovation dress code attire. There is little time to fully change for each class.

Specific Dance Attire required varies by class

You can purchase male dancewear here: www.boysdancetoo.com

Ballet, Pointe & Partnering

- Black Leotard
- Pink Tights
- Pink Ballet Shoes
- Hair secure in a bun
- Boys-Black men's tights
- Boys- Black Tank
- Boys- Dance Belt
- Boys- Black Ballet Shoes

Jazz & Leaps & Turns

- Black Tank Top, Sports Bra Top or leotard
- Black Shorts, Leggings, or Capri pants
- Jazz Shoes or Bare Feet
- Hair secure in a bun or Ponytail

Tap

- Black Shirt
- Black Pants
- Tap Shoes
- Hair secure in a bun or ponytail

Contemporary, Modern Technique & Lyrical

- Black Tank Top, Sports Bra or Leotard
- Black Shorts or Capri Pants
- Bare Feet
- Hair secure in a bun or ponytail

Hip Hop

- Black loose fitting pants
- Black tank or T-Shirt.
- Adidas White Tennis Shoes with Black Stripes or Black Tennis shoes
- Hair secure in a ponytail

Acrobatics & Aerial Silks

- Black Leotard
- Black Tight Fitting pants, shorts or capri pants.
- Hair secure in a low ponytail (Where they will not roll on it in acrobatic tricks)
- Hair secure in a bun (For Aerial Silks)

AUDIENCE ETIQUETTE

- All members must sit together.
- Cell phones should not be turned on during the performance. Do not test this rule!
- Behave in a professional manner: No dancing, singing, or loud talking before or after the performance (unless encouraged by the hosts and stopped at appropriate time).
- No talking during the performance.
- Only clap, laugh, etc. when appropriate.
- No hats or hair accessories which could block the view of those behind you.
- If you need to enter or leave the performance you must do it in between scenes or songs.
- If eating in the venue is permitted, no unwrapping, opening or loud chewing during the performance.
- Always clean up all of your trash and belongings.

AWARD ETIQUETTE

- All members of Ovation Academy must attend the assembly, unless competing or watching a classmate (approved by instructor).
- All members must sit together.
- Cell phones should not be turned on during the Awards Assembly. Again, do not test this rule!
- Behave in a professional manner: No dancing, singing, or loud talking (unless encouraged by the hosts and stopped at appropriate time).
- Applaud for each person receiving an award.
- Stand for all first place winners, distinguished honors and those from our school.

PERFORMER ETIQUETTE (As stolen from the Radio City Rockettes!)

- Be punctual for “call time” (this is the time when you’ve been directed to arrive at the theater!).
- Follow check-in procedure so that the stage management team knows you’ve arrived and are where you’re supposed to be.
- Stay in your designated area so the crew always knows where to find you.
- It’s important to stay safe and injury-free while hanging out backstage. If you know you have some downtime between numbers, wear a warm-up and/or leg warmers over your next costume—keep your body warm while you wait with noiseless full-body movements.
- Wear shoes backstage to protect your feet.
- Let crew members know when something breaks, spills or is missing.

- Take time to wish fellow performers and crew members a good show. Dancers and performers usually have special phrases or rituals for this but most everyone considers it bad luck to say “good luck.”
- Speak softly in backstage areas. Sound travels easily to the “house” where audience members are seated.
- Bring something to do quietly during any downtime before or during the show.
- Be respectful of the way others get ready for a show and give fellow performers space or quiet if they need it. Be conscientious of any superstitions others may have as well.
- Keep your dressing area tidy and avoid letting your stuff spill over into your neighbor’s area.
- Stay focused and calm, especially right before you go on stage and immediately after you come off stage, when nervous or excited energy is at its peak.
- Know your show order and be ready for your cues and entrances. Everyone must bring their A-game!
- Make sure your body and voice is properly warmed up and that you stay warm as showtime approaches.
- If you are in charge of your own props or costumes during the show, do a check or two to make sure everything is properly set before “curtain,” when the show begins.
- Do not touch or move another performer’s props or costumes. If you feel something is out of place, let someone on the crew know.
- Avoid bumping the curtains, legs, cyc and other theater drapery. The audience will see even the tiniest movement.
- Be conscious of audience “sight lines” when you are onstage and off. If you can see members of the audience, they can see you.
- Wait for an appropriate or appointed time to open any doors that lead from the stage to backstage so that light from offstage does not mess up the lighting on-stage.
- Always say “please” and “thank you!”

PHOTOGRAPHY/VIDEOGRAPHY

Throughout the year, Ovation Academy staff members will take photographs and video of the students participating in activities and/or events. The photographs and videos will be property of Ovation Academy and may be shared on the website and other social media outlets.

In the event a parent does not wish for his/her student to be photographed, they may indicate this preference on the enrollment form.

INDUSTRY SHOWCASE

Participation in the end of year industry showcase is an earned privilege. Full-Immersion students who have auditioned and been approved to perform will present group and solo selections to an audience of industry professionals, parents and college recruiters. Juniors and Seniors will have priority. Space in the showcase is limited due to the time constraints. Not all students will be granted a solo, however, all Full-Immersion students will perform in at least one selection. All acts performed are at the discretion of the Academy Director and instructors. Participation is required for Full-Immersion students.

PERFORMANCE SELECTION CONTENT

Often, successful educational performance selections address contemporary social issues, employ explicit language and may be offensive to some people. Parents need to consult with their student regarding suitability of material chosen for performance. Due to the volume of literature, it would be physically impossible for the instructors to read every selection in its entirety before the season begins. Additionally, it is not our intent to “censor” literature but to teach our actors a responsible way to interpret literature, cut out inappropriate content, and use maturity when evaluating a piece. We cannot control what material a student may view at an event but Ovation Academy has set forth the following guidelines for our students to follow:

Specific Guidelines:

- If the scene is interesting but contains inappropriate language or offensive subject matter, which is not vital to the plot, cut the material. If you are uncertain if it is appropriate ask your instructor for approval.
- If you read something that upsets you, stop reading and make another selection. No one is “required” to read anything that would make him/her or his/her parent(s) uncomfortable.
- Order plays only from reputable publishers (remember some reputable publishers may have offensive material).
- Performance of any profanity, cultural insensitivity, sexually explicit content, and/or material deemed inappropriate will be prohibited.
- Students, instructors, and parents will work together to find literature selections that are appropriate for each student.
- If you or your parent has a concern about this, you may want to exercise your right to find another activity in which to be involved.
- The instructors will have final veto on any material they consider inappropriate.
- Performing material that was not approved will result in suspension from future events.

SOCIAL MEDIA POLICY

At Ovation Academy we encourage students, teachers, guest artists, and all other participants to learn and grow from each other to become better artists. Social media, both personal and professional, is a great way to collaborate and share our own personal experiences. Social media is a great tool to use, but can also be misused in ways deemed inappropriate by Ovation Academy. Below is the policy that must be followed by all of our students and families. If anyone is found breaking these rules there will be disciplinary actions taken which could result in your removal from current or future Ovation Academy of Performing Arts classes, productions and events.

Use of Social Media

- ❖ First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the artist community and beyond.
- ❖ Students who participate in online interactions must remember that their posts reflect on the entire Ovation Academy community and, as such, are subject to behavioral standards set forth by this handbook.
- ❖ Students may not use social media sites to publish disparaging or harassing remarks about Ovation Academy students, guest artists, volunteers or staff members.
- ❖ Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon Ovation Academy.

Ovation Academy Social Media Comments and Participation Policy

Comments to Ovation Academy, such as its Website via blogs, online forms, etc., or other social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to Ovation Academy sponsored social media will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to an Ovation Academy social media outlet as outlined above, users give Ovation Academy the irrevocable right and license to exercise

all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Ovation Academy reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

Ovation Academy further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed and disciplinary actions will be taken.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

Posting or Tagging on Social Media

In posting or tagging on Ovation Academy sponsored social media, you agree not to:

- ❖ Post material that Ovation Academy determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- ❖ Post phone numbers, email addresses or other confidential information of students, adults, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- ❖ Post material that infringes on the rights of Ovation Academy or any individual or entity, including privacy, intellectual property or publication rights.
- ❖ Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the Ovation Academy sponsored social media.
- ❖ Allow any other individual or entity to use your identification for posting or viewing comments.
- ❖ Post comments under multiple names or using another person’s name. Consequences for actions deemed inappropriate

Failure to abide by this Policy, as with other policies at Ovation Academy, may result in disciplinary action determined by the Ovation Academy Administration and/or Board.

Acceptance of Policy - User agrees to indemnify and hold harmless Ovation Academy, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on Ovation Academy sponsored social media. By posting a comment or material of any kind on a Ovation Academy-sponsored site, the user hereby agrees to the Policy set forth above.

DISCIPLINE POLICY

It is our goal at Ovation Academy to groom self-disciplined young artists. Our students understand that the expectations set forth for them are to best ensure their safety and success therefore, they should WANT to adhere to following them. However, we are aware that mistakes are made, things will occur and consequences will need to be administered. The staff at Ovation Academy do not spend unnecessary time and effort on “catching bad kids” but would rather spend time reinforcing positive behaviors. The culture of Ovation Academy is one of support, guidance and growth in a professional atmosphere. If behavior is deemed to represent less than professional expectations we will use the following steps to correct or remove the issue:

Step 1 (Yellow Card/Red Card)

- ❖ If a student is found exhibiting behavior that would not be acceptable in a professional setting they will be given a **Yellow or Red card**. Yellow represents a warning that their behavior is frowned upon and COULD lead to termination in the professional world. A Red card means that the action being exhibited would lead to immediate termination in the professional world.
- ❖ At the end of each day a record of Yellow and Red cards distributed will be submitted to the Academy Director. There WILL NOT be an interruption to learning or rehearsal unless a student is thought to be in danger of any kind.
- ❖ Students will also self report their card status at the end of the day by turning in their cards to their 9th period instructor.

Step 2 (Demerits/Merits)

- ❖ Once a student receives 1 red or 3 yellow cards they are issued a demerit
- ❖ Students can also **EARN MERITS** for positive behavior.
- ❖ 3 Merits can cancel out a demerit.
- ❖ Demerits/Merits are tracked in the Class Dojo App (accessible to staff, students and parents)

Step 3 (Instructor/Director Conference)

- ❖ Upon receiving **2 demerits** there will be a Student/Instructor/Administrator conference to discuss how to help the student remain successful and focused on positive choices.
- ❖ A written notice will be sent to the parent/guardian.

Step 4 (Parent Conference)

- ❖ Upon receiving **4 demerits** there will be a Student/Instructor/Administrator conference with the Parent/Guardian to discuss how to help the student remain successful and focused on positive choices.

Step 5 (Suspension)

- ❖ Upon receiving **7 demerits** the student will be suspended from classes and activities for the amount of time deemed necessary by the Academy Director.
- ❖ Tuition is still due for a student who has been suspended.
- ❖ Immediate jump to **Step 5** will occur for the following actions:
 - Perpetuating gossip/rumors with the intent to hurt someone
 - Physical contact with questionable intentions which resulted in someone being injured
 - Violations of the Social Media policy
 - Verbal assault of any kind towards anyone on campus or at an Ovation sponsored event

Step 6 (Expulsion)

- ❖ Upon receiving **10 demerits** the student will be expelled from Ovation Academy of Performing Arts and all program activities.
- ❖ Tuition is still owed for the remainder of the SEMESTER for a student who has been expelled.

Immediate Removal from Program

The following actions will result in immediate removal from Ovation Academy:

- ❖ A student found with Drugs, Alcohol or Weapons on campus or at an Ovation sponsored event
 - ❖ A student found using or soliciting pornography on campus or at an Ovation sponsored event
 - ❖ A student exhibiting inappropriate sexual or violent behavior on campus or at an Ovation sponsored event
 - ❖ A student found participating in any other illegal activity on campus or at an Ovation sponsored event
-

FUNDRAISING

All Ovation Academy students must participate in EVERY fundraiser. Fundraising will allow us to participate in more activities, produce more work, travel to out of town events, and purchase more resources. If a student fails to meet the minimum requirements of a given fundraiser then he or she may not be allowed to participate in future events.

TUITION

- All tuition payments are due on the 1st of each month.
- A late fee of \$25 will be applied on the 5th of the month.
- Any question regarding tuition should be directed to Roger Wilcox @ rwilcox@ovationapa.org.
- Full-Immersion students are COMMITTED to the FULL YEAR (36 weeks) due to limited acceptance and availability. Tuition is billed annually.
- If a student starts after the 1st week of school each week remaining will be prorated.
- We will spread payments out over 12 months in order to make it easier on families. This means that EVEN IF THERE IS NOT SCHOOL FOR BREAKS, HOLIDAYS, ETC. THE PAYMENT IS STILL DUE.

Example of Payment plan

- Annual Tuition \$7500 (36 weeks)
 - Paid in full 10% discount = \$6750 due
- OR
- Monthly Payments August-July \$625/mo. ($\$625 \times 12 = \7500)
- If joined late, for example, joined in week 5 (31 weeks remaining)
 - Billed at \$208.33/wk ($\$7500/36$ weeks)
 - Total balance due = \$6458.33 ($\208.33×31 weeks)
 - Paid in full 10% discount = \$5812.5 due
 - OR
 - Monthly Payments: Initial September payment \$208.33
 - $\$625 \times 10$ full months remaining = \$6250
 - Total Balance of $\$6458.33 - \$6250 = \$208.33$
 - THEN, Monthly Payments Oct-July \$625/mo

SCHOLARSHIP RECIPIENTS

Student who have applied and received a scholarship are expected to be role models and positive contributors to the program. If a student fails to follow the expectations set forth their scholarship will be revoked. Student scholarship recipients will be confidential.

HOMESCHOOL CO-OP (Middle & High School)

- Students must COMMIT to a FULL SEMESTER. We cannot do monthly enrollments due to the limited space available. A student may begin at any time during the semester.
- Single Courses are \$90/mo. which includes 2 days per week (MW or TR).
- Fridays are NOT included in the Homeschool Co-op program due to extended rehearsals.
- All tuition payments are due on the 1st of each month.
- A late fee of \$25 will be applied on the 5th of the month.
- Any question regarding tuition should be directed to Roger Wilcox @ rwilcox@ovationapa.org.
- All months are billed equally although some may have 3 classes and others may have 4-5. 3 weeks offered is the minimum required for full billing.
- Tuition is due regardless of if the student attends the class.
- Teacher cancellations will result in a class credit or make-up class offering.
- Homeschool Co-Op WILL FOLLOW the master schedule of Ovation Academy.
- Spots will be available in each class until the class maximum of 20 students has been reached. Full-Immersion students get priority in class placement.
- Auditions are required for all classes above Beginner level.
- A Co-op student may only participate in Production if they take a minimum of 4 additional classes and audition.
- A Co-op student may only participate in Competitive Acting if they take a minimum of 3 additional classes and audition.

HOMESCHOOL CO-OP (Elementary School)

- Students must COMMIT to a FULL SEMESTER. We cannot do monthly enrollments due to the limited space available. A student may begin at any time during the semester.
- The FULL PROGRAM for Elementary is \$350/mo. and is offered on Tuesdays and Thursdays from 11:15am-4pm. This includes 10 classes (5 class sets) **BEST VALUE!**
- Single Courses are \$55/mo. include 1 day per week (Tuesday OR Thursday)
- Class Sets are \$85/mo. include Tuesday AND Thursday at the same time each day.
- All tuition payments are due on the 1st of each month.
- A late fee of \$25 will be applied on the 5th of the month.
- Any question regarding tuition should be directed to Roger Wilcox @ rwilcox@ovationapa.org.
- All months are billed equally although some may have 3 classes and others may have 4-5. 3 weeks offered is the minimum required for full billing.
- Tuition is due regardless of if the student attends the class.
- Teacher cancellations will result in a class credit or make-up class offering.
- Homeschool Co-Op WILL FOLLOW the master schedule of Ovation Academy.
- Spots will be available in each class until the class maximum of 16 students has been reached.

- Our Elementary program classes are not separated by skill level but include students from Kindergarten through 5th grade. It is designed to provide an introduction into Conservatory style learning and build foundational techniques as well as provide a social opportunity for homeschooled youth. Lessons are modified by skill within each class by the instructor.
- If we feel your child is far beyond the level of the class we may suggest moving them to a Middle School level course instead. This move can only be initiated by the instructor and could change the days/times your child would attend.
- If there is a time gap between individual courses being taken a parent or guardian must remain on campus with the child until they are in their class. We do not have staff available to supervise elementary students who are not in a class. We do have a parent waiting area and playground available.
- If students are on campus during the campus wide lunch break, students can bring a lunch and will be supervised for outside recess (weather permitting) or inside structured play. ONLY students taking both an 11:20am class and a 12:45pm class may be on campus without a parent or guardian during this time.
- Please do not send your child early or pick them up late in order for them to have recess. We staff according to the number of students enrolled and need to keep accurate to best supervise all students.

Elementary Homeschool Schedule

Full Program including ALL classes \$350/mo.	Tuesday & Thursday Same time slot \$85/mo. for both classes	Tuesday OR Thursday Only \$55/mo. per class
	Tuesday	Thursday
11:20am- 12:05pm	EH Jazz	EH Tap
12:10pm-12:40pm	Break-Recess-Lunch	Break-Recess-Lunch
12:45pm-1:30pm	EH Visual Arts	EH Acting
1:35pm-2:20pm	EH Music	EH Musical Theatre
2:25pm-3:10pm	EH Ballet	EH Ballet
3:15pm-4:00pm	EH Contemporary	EH Hip Hop

AFTER SCHOOL PARTICIPATION

If a student is participating in a class or production on campus after 4pm they must continue to follow the Ovation Academy expectations. Students must remain in the designated areas; **lobby, dance hallways (PDT only) or student lounge**, until their instructor arrives and calls for their activity. Students CANNOT hang out in classrooms or in the black box unless supervised by an adult STAFF member.

NOTICE OF WITHDRAW

Ovation Academy requires a **one month advance, written notice** in the event your student is withdrawing from the program. The notice must be given to the Academy Director. Homeschool Co-Op students who withdraw mid-semester will be charged the remainder of the SEMESTER tuition. Full Immersion students who withdraw mid-semester will be charged the remainder of the ANNUAL tuition. We schedule and staff according to student numbers and cannot adjust due to a student withdrawing mid-semester.

If a student withdraws for health reasons and can provide written documentation from medical personnel that they can no longer participate in the academy, tuition will not be charged past the withdraw date.

IMMUNIZATIONS

Each child enrolled or admitted to Ovation Academy must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education and must be received **prior** to the first day of the program.

Requirements for tuberculosis screening and testing vary across the state. If our regional TDH (Texas Department of Health) requires TB testing, then we must have documentation to indicate each child in care is free of active tuberculosis.

ABUSE AND NEGLECT

All Ovation Academy staff members are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should the staff member have cause to believe that a student's physical or mental health or welfare has been adversely affected by abuse, neglect, or is a victim of indecency with a child by any person. The call is typically made immediately, but must be made no later than 48 hours after the hour the staff member first suspects that the child has been or may be abused or neglected, or is a victim of indecency with a child.

INCLEMENT WEATHER/EMERGENCIES

In the case of inclement weather and Ovation Academy closes, we will notify parents via the Ovation APA Remind 101, Facebook page and via email. In the event of a school delay, we will use the same tools for communication. Ovation Academy will typically follow McKinney AND Prosper ISD closures.

If the weather begins to worsen throughout the day and road conditions are poor, we ask that you try to pick up your student up as soon as possible. This will allow our staff to also get home safely, before the conditions are not suitable for driving.

LOST AND FOUND

All items left behind will be placed in the lost and found in the main lobby or in the academic room. If items are not claimed by the end of the week they will be placed in the donation bins.

PHILANTHROPY PARTNERS

If you have an opportunity for our students to be involved in the community please contact us to let us know how we can help.

We will house donation bins for the following charities at all times:

- Adam's Animals
- Baby Booties
- Trusted World

COMMUNITY SERVICE REQUIREMENTS

Humanitarianism is a core value taught at Ovation Academy. We believe that philanthropy is a vital part of creating a stable community. Our students are required to participate in projects which utilize their talents and passion to make the world a better place. Through volunteer service students gain empathy and and life-lessons we cannot teach in the classroom.

Full-Immersion students will participate in various community service activities. Each student must log 100 hours per year in community service. The official log will be stored in Mrs. Angi's classroom. It is the responsibility of the students to log their hours WEEKLY. Opportunities will be sought and provided by the school as much as possible but students should take equal initiative in finding opportunities to serve the community.

Community Service Projects will be completed January-May of each year.

Students will be assigned a group of 3-7 peers and will partner with a local Non-profit organization. Through this partnership the students will provided a needed good or service for the organization.

Students will present their project at the Elementary Showcase May 30.

OVATION PARENT BEHAVIOR AGREEMENT

At Ovation Academy we strongly believe in the “it takes a village” approach to raising our students. It is our responsibility to ensure that ALL adults who come into contact with our students have their best interest as their priority. When your child is accepted into the Academy, YOU are also now a member of the Ovation Academy family. We appreciate your support and assistance where requested and needed.

Remember you are trusting OVATION ACADEMY to guide your child on this journey.

As a parent of an Ovation Academy student I agree to the following guidelines to ensure the safety, comfort and success of ALL Ovation Academy students:

- I understand that I am to adhere to ALL of the expectations set forth in the Student & Parent handbook. If it is expected of my child, it is also expected of me.
- I understand that I am to be a positive influence on the students at Ovation Academy.
- I understand that this is a family and at times we will not all agree but ultimately we will serve with love and compassion and the best interest of ALL students as our priority.
- I understand that my child’s success cannot be bought with time volunteered or money donated to Ovation Academy.
- I understand that I must pass a volunteer background check in order to assist on campus, officially transport students or travel with Ovation Academy.
- I understand that I am NOT to talk negatively about or to any student, including my own, about another student, parent or staff member at Ovation Academy.
- I understand that I am to bring all questions and concern to the proper ADULT in charge. I will politely and respectfully address my concern with the person directly involved first. If the issue is not resolved, I will make an appointment with the Academy Director to discuss the issue.
- I understand that it is not my right or responsibility to make decisions for Ovation Academy nor its students who are not my child.
- I understand that I must get all fundraisers, events, publicity, appearances, marketing materials etc. approved by the Academy Director before committing Ovation Academy to participate.
- I understand that I am NOT to allow myself or students to gossip or share rumors.
- I understand that if I have casting or placement concerns I will respectfully trust the decisions of those in charge and I will NOT complain to my student or other parents about the decisions made. I may address my concerns with the Ovation Academy adult in charge.
- I understand that I cannot pre-arrange official transportation to and from events. I may volunteer to be on the list which will then be delegated out by an Ovation Academy staff member or assigned parent volunteer.
- I understand that I cannot provide alcohol, drugs, prescription medications, tobacco/vape or other illegal substances to an Ovation Academy student under my supervision at any time.
- I understand that I cannot pressure students to befriend my child or “defriend” other students. We are a family. We all love one another but we do not have to all like one another at all times.
- I understand that I am not entitled to my opinion in regards to production or design choices. These decisions are solely the responsibility of the professional hired to do the

job. If your opinion is asked, feel free to give it. If it is not, please respect the vision of the Director.

- I understand that if I have concerns about the academic content or rigor of a course I will address it respectfully with the instructor. If the concern is not resolved, I will make an appointment with the Academy Director. However, ultimately, the curriculum is designed and developed for our students by professionals who have all students best interest as their priority.
- I understand that although this is a tuition based program my tuition pays ONLY for the facility, staff and resources being provided by Ovation Academy. I may be asked to contribute financially for extra opportunities which arise for our students.
- I understand that as a family and with the culture of this school, I may be asked to volunteer to clean, cook, chaperone etc. I am not obligated to do so but, I am willing to assist where needed if available.
- I understand that I must sign in and out when visiting the campus and must have an appointment to meet with instructors or to audit classes.
- I understand that communication is vital to the success of my student and I will do my best to efficiently communicate with the staff at Ovation Academy regarding any issues regarding my child's attendance, well-being or academic success.
- I understand that Dance and Theatre are generally TEAM activities and therefore, will NOT prohibit my child from participating in a performance or event as a punishment unless adequate time and communication has been given to the Ovation Academy Director in charge of the production or event.
- I understand that the training at Ovation Academy is rigorous and can be both mentally and physically draining. I will do my best to ensure that my child is eating, sleeping and taking care of their overall health to the best of my abilities.
- I understand that Ovation Academy DOES NOT have an onsite nurse, counselor or security officer. If I have any concerns about the safety or well-being of my child I will immediately communicate it to the Academy Director.
- I understand that I may ask to read any script being produced prior to auditions. I further understand that I can research shows on my own to gain a better understanding of the material.
- I understand that my child is NOT required to participate in a production if I feel it is too mature for them or if I am uncomfortable with the content. However, I must communicate this concern PRIOR to auditions with the Ovation Academy Director and discuss a plan for an alternative use of their production class period.
- I understand that Ovation Academy is a welcoming environment for students of all races, ethnicities, religions, gender identities, beliefs etc. I will not discriminate against those who are different from myself or my child.
- I understand that I cannot pick up my child from an event before the scheduled end time without PRIOR communication and approval from the Academy Director.
- I understand that participation in Ovation Academy and the opportunities provided are a privilege and are not guaranteed. A student can be removed at any time for lack of preparation, attitude, behavior, or any other reason deemed warranted by Ovation Academy staff.

STUDENT & PARENT HANDBOOK AGREEMENT

Please review the Handbook and expectations with your parents/guardians and return this form within one week.

We have reviewed and understand the expectations for participation at Ovation Academy and am/are prepared to support my student's obligations for this program.

Date _____

Parent/Guardian 1 Printed Name

Student Printed Name

Parent/Guardian 1 Signature

Student Signature

Parent/Guardian 2 Printed Name

Student Cell

Parent/Guardian 2 Signature

Student Email

Best Time to Call _____

Parent/Guardian's Telephone Information

Home: _____

Parent/Guardian 1 Work: _____ Parent/Guardian 1 Cell: _____

Parent/Guardian 2 Work: _____ Parent/Guardian 2 Cell: _____

Parent/Guardian 1 Email: _____

Parent/Guardian 2 Email: _____

Student Information Form

Name _____ Student Major _____
Student Phone _____ Student Grade _____
Student E-mail _____

Parent/Guardian Info

Parent name _____ phone: _____

Parent name _____ phone: _____

Best/First Person to Contact: _____

E-mail is the quickest and easiest way for us to communicate with parents. We will send out e-mails regularly regarding Ovation Academy information, volunteer requests, fundraising, upcoming activities and general announcements. Please list your current e-mail address below. If you do not have an e-mail address that you check on a regular basis, please note that below and we will find another way to relay the information. Thanks!

Priority e-mail: _____

Secondary e-mail: _____

Additional e-mails: _____

****Is there anything else you would like us to know about your child, family, or contact information? Also, list any questions you may have about the handbook below and I will answer them via e-mail.



OVATION ACADEMY
Travel Release Form

My son/daughter

_____, is permitted to return from/& Travel to **Ovation Academy events** with a Volunteer Parent or Student Driver by car. I hereby release Ovation Academy and the sponsoring staff member(s) from all liability in connection with this method of travel for these school events/trips.

Parent/Guardian signature

Date _____



**RELEASE OF ALL CLAIMS
Parent Permission for Educational Field Trip**

Name of Student: _____

RELEASE made by: _____
(circle one: parent or legal guardian)

(address, city, state, zip code)

RELEASE made on: _____ day of _____ 20_____
(day) (month) (year)

The student, and the undersigned parent or legal guardian of the above-named student,
in consideration of the right to attend:

Date of Event: Various throughout 2018-2019 school year

Description of Event: All events attended by Ovation Academy during the 2018-2019 School Year,
including those currently listed on the schedule and those added to the schedule during the year.

Location: Various

Cost: Money for student meals & travel as needed

to the extent permitted by law, do hereby release and forever discharge Ovation Academy of Performing Arts and its agents, employees and officers from all claims, demands, actions, right of action, which I may have or which my heirs, executors, administrators, or assigns may have or claim to have against Ovation Academy which arise out of or are in any way connected with personal injuries, known or unknown, and injuries to property, real or personal, caused by or arising out of, the above described educational field trip.

I understand that every reasonable effort will be made to contact me in the event of acute illness or other emergency requiring medical attention. However, if I cannot be reached, I hereby authorize Ovation Academy to transport or authorize the transport by ambulance of my child to the nearest medical care facility and to authorize any and all necessary medical treatment arising from said emergency.

I understand that any and all costs incurred as a result of above-mentioned medical care will remain my responsibility. I further understand that these costs may include, but are not limited to, ambulance, private physician, clinic, hospital, dentist, or other urgent care personnel.

I, the undersigned, have read this entire release and understand that the terms contained herein are contractual. Further, I consent to medical treatment according to the terms of this agreement and accept responsibility for all costs incurred. I understand that failure to return this form will act as lack of consent for participation and student will not be allowed to participate in field trip.

I execute this voluntarily and with full knowledge of its significance.

Signature of Parent/Guardian

Date and Year

Ovation Academy Information and Medical Release

Pupils must go and return by the same means of transportation, unless by mutual agreement of both sponsors and parents. I give permission for emergency medical care to be given to my child in emergency situations. The Instructors will make sustained attempts to contact me/us. Signing this release form relinquishes any claim of liability toward the school, any of its employees or individual board members for both in state and out of state trips. It is further agreed that if the above agreements are not satisfactory to you, refrain from signing this permit. Unless this permit is signed by you and returned, your child will not be permitted to take any trips with Ovation Academy.

Signed _____
(Parent/guardian signature)

Student resides primarily with:

____ both parents' ____ mother ____ father ____ joint custody ____ other

Home Address 1 _____

Home Address 2 _____

Parent 1 - Name _____

Phone/s _____
Work Cell

Parent 2 - Name _____

Phone/s _____
Work Cell

Insurance Company _____

Policy or Group Number _____

Insurance Company Phone _____

Name of Insured _____

Emergency contact if parent can't be reached (name/relationship/phone number/s)

Allergies/medical conditions/prescription medication routinely taken

Request for the Administration of Prescription Medication to a Student

Name of Student: _____ Date of Request: _____

Address: _____

Birth Date: _____

Home Phone: _____

Work Phone: _____

Condition for which Medication is to be given:

Name of Medication: _____

Amount to be given: _____ Time to be given: _____

Special Instructions: _____

Date medication is to be discontinued: _____

***Note:** No more than one month's supply of medicine in a prescription-labeled bottle shall be brought to Ovation Academy. It is impossible to schedule the above-mentioned medication at a time other than program hours. I request that an Ovation Academy employee give this medication. I understand that the school nor its' employees shall not be held responsible for damages or injuries resulting from administration of this medication.

-

Signature of Parent