



## STUDENT HANDBOOK

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

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

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

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

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## **BUILDING CONDUCT**

You have a responsibility to show respect for your fellow students, the building complex and house(s) of the Nutmeg Conservatory. Please. Recognize that a variety of classes take place at various times. Loud noises, unruliness, roughness, the defamation of property or any inappropriate behavior will not be tolerated anywhere on Nutmeg Conservatory property. Respect for the Nutmeg property is imperative, and destruction of Nutmeg property will be dealt with severely. Parents may be billed for property destruction.

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

## **BUILDING SECURITY SYSTEM and STUDENT AWARENESS**

Cameras are installed discreetly throughout the building. The front and back doors of the Conservatory are locked at all times. All students attending Nutmeg Conservatory will be issued a Security Access Card and have access to the building from 8:00 a.m. until 9:00 p.m. Resident students' cards will work up until thirty minutes after curfew when the building is under evening surveillance. Students living in the Nutmeg building will be briefed on the security measures and student rules during their house meetings. Students who tamper with security cameras *may be fined up to \$500.00* for potentially endangering others and subject to further disciplinary action upon review.

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

## **FIRE SAFETY**

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

There are fire extinguishers located in key areas of Nutmeg Ballet Conservatory.

Fire safety meetings will be conducted for all students at the beginning of the session. Smoke detectors are present in all dorms. Students dismantling or disabling smoke detectors *may be fined up to \$500.00* for potentially endangering others or may be dismissed upon review.

Fire procedures will be posted for fire alarm occurrences. Students who do not leave the building during an alarm will be disciplined. Fire drills will be conducted throughout the year. Always remain alert to the threat of fire. If you smell smoke or see flames, contact a staff member or Resident Advisor immediately if necessary pull the fire alarm. You will be prompted to evacuate the building immediately. Pulling a fire alarm without due cause is a federal offense and may be subject to suspension and/or expulsion.

## KEY CARDS

Each student is issued one key card. Please be responsible and take special care with your key. Report a missing key card immediately to the Housing Director. Return key cards to the Housing Director or Facilities Director at the end of the student's session or when the student leaves the Nutmeg program. A \$30.00 fee will be charged for a replacement key card. It is the student's responsibility to secure their room. Nutmeg Conservatory is not responsible for any missing or stolen items. Please report any missing items *immediately* to the Housing Director.

## STUDENT CURFEWS

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

Curfew Times: Will be discussed during Orientation Meetings and posted in the dorm/house.

## RULES AND REGULATIONS

All rules and regulations must be followed to remain in good standing with the management of the organization. The Nutmeg Ballet Conservatory staff respects each student's privacy and living arrangements. Each resident student is asked to care for and maintain their living space, respect all Nutmeg staff and fellow students. Suspension and/or dismissal are at the discretion of the Artistic Director/Executive Director at any time if it is determined that a student or students are in violation of Nutmeg's *Code of Conduct*.

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

Nutmeg Ballet Conservatory strongly believes in using the buddy system as suggested by the local police department. We require that you walk with a minimum of one other student at all times when outside the Nutmeg building. Safety for students is our first concern. Any student found walking alone may be subject to disciplinary action. Students must ask Housing staff for permission prior to leaving the building, sign out and sign in upon their return.

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

It will be considered a serious infraction if a student fails to meet their curfew. It should be noted that Nutmeg's policy is that resident students do not travel in vehicles with non-Nutmeg individuals at any time. Exception will be made at the request of a parent who has emailed the Housing Director at least 24 hours prior to student departure from Nutmeg.

Female students (including day students) are not allowed on the Nutmeg Prospect Street property or in the house unless there is a sanctioned event and will leave immediately at the completion of the event. Female students are not allowed in any dorm rooms assigned to male students. Male students are not allowed in the female dorm rooms. Students may visit in the common areas only, which include all Nutmeg lounges (except the faculty lounge on the 3rd Floor).

## PRIMARY OCCUPANCY RIGHTS

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

## DORMITORY MAINTENANCE

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

All students are responsible for the general day-to-day cleaning of their housing areas. Nutmeg personnel will clean common areas of the dorm/house (e.g., lounge, kitchen, restroom and shower areas) between 9:00 a.m. and 10:00 a.m. Monday through Friday. Students should use restrooms outside of the dorm area during this time to allow the cleaning crew to clean without interruption.

- Students are required to sweep their floors and underneath their beds, as well as roll up any throw rugs and clear the floor of any personal items prior to cleaning staff mopping their floors on specified day. Student room floors are mopped once a week.
- Beds are to be made daily and rooms kept neat.
- Dishes and utensils in the dorm:
  - Each student should bring a place setting (bowl, plate, and salad plate) with a set of utensils *for personal use* for snacks. Please write your name on them.
  - Students are responsible for cleaning and storing their dishes in their rooms. Dirty dishes and utensils should not be left in the sink or on the counters of the lounge, tables, dressers or furniture. Wash your dishes when you are finished eating.
- Students are expected to thoroughly clean and pick up rooms on Sundays.

The Facilities Director and Housing Staff will develop chore duty schedules so that responsibilities are distributed equally. Duties include:

- Remove trash and place it in a designated dumpster or trash container daily. Trash in a dorm room should be taken to dumpster whenever full and not allowed to get to the point of overflowing.
- Prospect Street house - Resident Advisors and resident students are responsible for placing trash at the curbside on the designated trash pick-up day.
- Dishes and kitchen cleanliness:
  - All dishes must be done before bedtime or immediately after breakfast each day.
  - All students are responsible for any mess that they create, whether in a dorm room or lounge.
- If there is a reason a chore cannot be done, please speak to the Facilities Director or Housing Staff.
- Cleaning studios and halls includes: pickup all trash, placing water and redeemable bottles in the recycling bins and putting personal items left behind in lost and found bins.

## **RESIDENT ROOM INSPECTIONS**

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

- because he/she smells, has been told of something suspicious or otherwise has reasonable cause to enter believing that the resident either is in danger or is breaking a safety rule.
- to inspect for cleanliness and tidiness on an intermittent basis. All rooms will be inspected on weekday mornings. A student who has a messy room may be pulled from academic or dance classes to get their room in order. Should the unkempt conditions continue he or she might be suspended or asked to leave Nutmeg housing.

## **HEALTH CARE**

Ballet is an extremely strenuous form of physical activity and you must be in excellent health and shape to succeed. Nutmeg requires all students to have a complete medical check-up at least once a year, and we encourage and expect all our trainees to treat their bodies as top athletes do. You're eating habits should be equivalent to your desire to be a dancer and will be addressed regularly while at Nutmeg.

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

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

Nutmeg will follow the State of Connecticut Public School System, Rules of Zero Tolerance, when it comes to weapons, drugs, alcohol or any other act deemed to be harmful or abusive to young students or is illegal.

## **MEDICAL SERVICES**

Parents are always kept informed regarding a student's health. Except in the case of an emergency, Nutmeg must first obtain permission from a parent before the student will be taken to the doctor. If you need to see a doctor or go to the clinic or emergency room, please contact your Resident Advisor who will contact the Housing Director/Staff immediately. Authorized Nutmeg staff will drive and accompany the student to their appointment. Nutmeg Ballet Conservatory will charge a \$20.00 transportation fee for doctor appointments that are not emergencies. Please include a current copy of the front and the back of your insurance card with your medical forms.

## **CHIROPRACTIC SERVICES**

Dr. Matthew Pagano is available to provide chiropractic services and treat minor sports injuries at Nutmeg for a reduced fee. Students using the services of Dr. Pagano need to have parental permission prior to seeing the doctor. An email should be sent to the Housing Director, [ktuck@nutmegconservatory.org](mailto:ktuck@nutmegconservatory.org) giving permission for your child to see the doctor if prior permission is not on file with Nutmeg. Insurance information you have provided for your child will be given to Dr. Pagano for billing purposes. Please be advised that Dr. Pagano is not an employee of Nutmeg. Therefore, if you choose for your child to be evaluated and treated by him, you will be billed directly by his office.

**Dr. Matthew N Pagano, D.C.**  
179 North Main St., Winsted CT 06098  
Phone: 860-379-3372      Fax: 860-379-3373

## **MAGNA PHYSICAL THERAPY**

If a student needs to have Physical Therapy, forms need to be downloaded from this website - [www.MagnaPhysicalTherapy.com](http://www.MagnaPhysicalTherapy.com), completed by a parent/guardian of the student and faxed to: 860-679-0431. Call the office: 860-679-0430 to make an appointment and specify that your child wishes to be seen at the Nutmeg office and to provide insurance information. (If the student needs to be driven to the Avon office for treatment, there is a \$20.00 transportation fee.)

**Brian A. Magna, PT, DPT, ATC**  
**Magna Physical Therapy & Sports Medicine Center, LLC**  
302 W. Main Street, Suite 204, Avon, CT 06001  
Phone: 860-679-0430      Fax: 860-679-0431  
E-mail: [Brian@MagnaPhysicalTherapy.com](mailto:Brian@MagnaPhysicalTherapy.com)  
Web: [MagnaPhysicalTherapy.com](http://MagnaPhysicalTherapy.com)

## MEDICAL FORMS

The completed *Physician's Release* form and *Medication Authorization* form must be mailed or faxed back to Nutmeg Ballet Conservatory. No student, regardless of age, will be permitted to attend without these forms on file. Remember to keep a copy of each signed form for your records. If you have questions about medical forms, please contact the Director of Housing, Karen Tuck, at 860-307-3111, email [ktuck@nutmegballet.org](mailto:ktuck@nutmegballet.org) or call the main building at 860-482-4413 and ask for ext. 305.

If your child brings vitamins, over-the counter medication and/or prescription medication a form for each needs to be completed and turned in to the Housing Director. A doctor's signature as well as a parent/guardian signature is required. The State of Connecticut requires all vitamins, over-the counter medication and/or prescription medications be dispensed by authorized Housing Staff as directed by a physician and may not be kept in a student's room or possession (except for certain inhalers or EpiPens as directed by a physician on the appropriate form). All vitamins and medications must be in their original containers with current expiration dates.

## TRAVEL

Nutmeg provides airport pickups and drop-offs at an *additional fee*. Please see the Transportation Fees Form located in the forms' section of our website for an overview of these charges. All airport transportation communications should be directed to Karen Tuck, Housing Director, email: [ktuck@nutmegconservatory.org](mailto:ktuck@nutmegconservatory.org). Arrangements for drop-offs and pick-ups by Nutmeg must be made at least 7 days in advance of the departure date with the Housing Director.

Resident students who need to leave Nutmeg to travel for any reason must complete and submit a Travel Request Form. If the student is under 17 a parent must send an email/note to the Housing Director, Karen Tuck, giving permission for the student to leave campus. In addition, a Housing Staff member must authorize the Travel Request Form. A student who is 18 years of older must also submit a Travel Request Form to Housing staff before leaving.

## DAILY SCHEDULE

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

## BEFORE YOU LEAVE HOME

Bring only what your child will need for the weeks that he or she will be in attendance. Dormitory rooms and houses are equipped with bunk beds, dressers and desks. Please remember when packing that space is limited.



## Basic Things to Bring for Dormitory Living

### Bedding

- extra-long twin bed mattress cover
- extra-long twin bed sheets
- pillow
- blanket (no electric blankets)
- mattress or foam pad (optional)

### Toiletries

- towels and wash clothes (2-4)
- containers for make-up, jewelry, hair items
- personal products
- hairbrush, comb
- shampoo, conditioner
- toothpaste, tooth brush

### Clothes

- sneaker or comfortable walking shoes
- flip flops are not allowed outside
- cover-ups (street clothes must be worn outside)
- dancewear and booties are not permitted outside
- shorts may not be too short
- dancewear boutique 860-482-4413 ext. 316
- raincoat
- winter coats (school year)

### Appliances

- hair dryer
- alarm clock
- Ipod and headphones

### Miscellaneous

- cup, mug plate
- set of utensils
- snacks
- umbrella
- stationery, stamps
- hangers
- dance bag
- laundry bag and detergent
- \$5, \$10 or \$20 bills for purchase of reloadable laundry card

### Optional

- desk lamp and power surge cord
- plastic under bed storage box, 8-10" tall

### Please DO NOT bring

- extension cords (Fire code)
- coffee makers
- electric fans or heaters
- Christmas lights, unless uses battery
- candles or hot wax
- hover boards

## DRESS CODE FOR DANCE CLASSES

Dress code attire is detailed on a separate form (found in Forms section on our website). You will need to bring all dress code items. All items necessary to meet the dress code standard can be pre-ordered from our “Dance Shop” and they will have them ready for you when you arrive. Contact Kim McAllister, the Nutmeg Dance Shop Manager at 860-482-4413 ext. 316 or [danceshop@nutmegconservatory.org](mailto:danceshop@nutmegconservatory.org) or. Kim will be happy to assist you with all your questions regarding the dress code.

All dancers must wear clothing or cover-up over dancewear at all times when not in class or rehearsal. No dancer should ever walk outside of the Nutmeg complex wearing just leotard/tights. Cover wear is imperative outside of the classes. Men should dress accordingly to the proper dress code and never leave the classroom without additional clothing.

Flip-flops or dance booties for street wear are prohibited for all male and female students.

## HOUSING AMENITIES

All housing areas are equipped with a coin operated laundry facility (please bring quarters). If your child has never done laundry on their own, the Housing Staff or RAs are happy to assist on their first attempt. Please bring laundry detergent (or they can buy locally) and any other accessories they might need to laundry usage. Detergent sheets are not recommended for our machines.

## PHONE SERVICE

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

## COMMUNICATING WITH YOUR CHILD (Email/Mail)

Programs at Nutmeg Conservatory for the Arts are incredibly busy! Some have class/rehearsal from 8:30 a.m. to 8:00 p.m. EDT or EST every day. Because of the intense schedule, it is often difficult for students to communicate with their parents and family members. Therefore, if you are not hearing from your child – *DO NOT WORRY!* They are probably so busy with their class activities that they cannot find the time to return calls/emails. We are always aware of where your child is on campus throughout the day and night. Should a family emergency occur, and you must contact your child immediately, please call the Housing Director’s cell phone: (860-307-3111). It’s on 24 hours a day, 7 days a week. You can also call and leave a message on the Housing Apartment phone: 860-482-4413 ext. 305.

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

Mail may be picked up at the main office located on the first floor of the Nutmeg building.

Personal mail should be addressed as follows:

Student Name  
c/o Nutmeg Ballet Conservatory  
58 Main Street – Rm #  
Torrington, CT 06790

## VISITS

If a parent/guardian, relative or family friend plans to visit or take a student off campus for any reason, the parent must notify Karen Tuck, Housing Director, at 860-307-3111 or email her at [ktuck@nutmegconservatory.org](mailto:ktuck@nutmegconservatory.org) beforehand. Written permission must be submitted *at least 24 hours in advance* every time a child will be leaving the Nutmeg complex for a visit or overnight. **All visitors must sign in and out on the visitor log at the main desk.** No overnight visitors will be allowed during the summer sessions.

## PARKING

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

## STUDENT MEALS

Breakfast, lunch and dinner are included in the tuition for all resident students. Summer Day students must bring their own food or sign up for the meal program (which includes lunch: Monday through Saturday and dinner: Monday through Thursday) through the Nutmeg Business Office: 860-482-4413 x304. **All** students are required to complete a Meal Request Form.

A **Meal Request Form** needs to be completed and returned with your medical forms. Denis Fraunhauffer, our Food Program Coordinator, prepares nutritious and healthy meals daily. Nutmeg Ballet Conservatory has a special agreement with St. Francis Parochial School that allows us to use their school cafeteria located only two blocks away from the Nutmeg building complex. The school provides an excellent environment for our food service program. Summer students receive three fresh and nutritionally balanced meals Monday – Saturday. On Sunday, a mid-day brunch is served and is a favorite with our resident students. Also, during the summer, dinner is served at the cafeteria on Sunday. All summer meals are served in the cafeteria except for occasional evening pizza parties, which are held in the dorms/house.

During the schoolyear, breakfast and lunch are provided for the students in the Nutmeg building and dinner is served at the cafeteria. On Saturdays, students receive money to purchase dinner. Students provide their own dinner on Sundays.

Special Dietary Needs. Prior to arrival at Nutmeg, all parents are asked to complete a **Meal Request Form** where special dietary needs for your child should be listed and explained. An **Individual Plan of Care Form** needs to be completed if your child requires a special diet. We can organize a meeting, at

your request with the Food Program Coordinator. Periodic meetings with the Housing and Artistic Director are held to discuss dietary and nutritional requirements of our students.

## CHECKOUT

Prior to leaving Nutmeg, students must be sure that their rooms are in the condition in which they found them. Students are responsible for checking the laundry room, lost and found bins and lounges for all personal items before departure. **Items left behind will be thrown out a week after each session ends.** Refrigerators must be emptied. Trash needs to be taken to the dumpster (not deposited in other trash cans in the building), and floors need to be swept and/or vacuumed. All personal belongings must be taken home.

Any damages will be recorded. **Students will be charged for any expenses incurred by the organization to put the room in order.** The amount of these charges will be dependent upon the price of cleaning, repairs and/or replacement of the damage or damaged items. Room keys and cards must be turned into Housing Staff or RA prior to departure.

DAY STUDENTS must return Key Cards to Facilities Director or Housing Director on last day.

*\*Limited storage space is available in the basement for students who will be returning for the schoolyear.*

Nutmeg Conservatory for the Arts offers an Academic Residency Program for grades 9 to 12. Please visit our website at [www.nutmegconservatory.org](http://www.nutmegconservatory.org) or contact Donna Mattiello, 860-482-4413 ext. 314, email: [dmattiello@nutmegconservatory.org](mailto:dmattiello@nutmegconservatory.org) with any questions you may have.