

Appendix A - NBDA Behaviour and Suspension Policy:

NBDA is committed to ensuring that we operate a society that is free of bullying and harassment of any description. In addition, and in collaboration with our policy, we have developed a Code of Conduct for both dancers and parents to ensure that all dancers, instructors, parents and visitors to the society are treated respectfully and without discrimination. The Code of Conduct is a set of key guidelines for which every dancer and their parents and/or guardians is expected to comply and uphold with a specific focus on behavior and studio etiquette. NBDA reserves the right to cancel or refuse the enrollment of a dancer for the following reasons: non-payment or excessive late payment of dance fees, not observing the rules of the dance studio, if the dancer has needs which we cannot adequately meet, or physical and/or verbal abuse towards instructors, executive or dancers, by a parent or dancer. The above decision will be communicated in writing to the dancer and the guardians indicating the effective date and the reason for the suspension of the dancer's enrollment. The President of the society is responsible for the administration of this policy and is authorized to conduct any necessary investigation and obtain any further clarification when necessary.

To ensure the smooth, safe running of Northern Beat Dance Academy and an enjoyable experience for all, we have created a code of conduct for both parents and dancers. As always we are open to feedback, so if any of the requirements outlined are unclear or concerning, please email us at dancellb@gmail.com. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any dancers or parents who breach our studio's code of conduct.

Failure to follow the code of conduct and other society policies may result in the dancer and/or parent(s) being asked to refrain from attending training and/or competitions. If the situation does not improve, then the dancer or the dancer's family may be asked to leave the society without refund.

Bullying is defined as persistent, ongoing, unwelcome behavior by one or more people that cause physical or emotional harm to another.

Bullying Includes:

- ongoing teasing or name calling
- put downs or comparisons of a negative nature
- spreading rumors
- purposeful exclusion of others
- Disrespectful behavior toward others
- Physical violence and or threats to harm another person
- Cyber bullying via electronic devices such as; computers, cell phones, twitter, facebook, instagram and YouTube, or any other media site to abuse, harass or intimidate.

Disciplinary Actions

Dancers/Parents and/or Guardians not following the behavior policy and Code of Conduct will be written up in the following matter

1. An incident report form will be completed and saved on file. The family will receive a written follow up.
2. Mandatory meeting with the society executives to discuss incident and consequence.
3. Suspension from class for a determined amount of time. If a dancer is pulled from a tech class they will also be pulled from the choreo class. Instructors may request that the dancer still attend to take notes but not participate depending on the nature and severity of the incident.

At any time this can be escalated to step three if there is verbal/physical abuse or any incident deemed inappropriate by the executive.