

SASP - Student Assistant Scholarship Program

This scholarship program provides dancers at the Intermediate & Advance levels a first hand glimpse of what it takes to become an effective and influential dance teacher. With a student assistant, classes can be run more efficiently and students can receive extra help when needed. Student assistants can also serve as inspirational role models through their example, while offering support, help, and encouragement to other dancers. In exchange for their time and effort, SASP participants will be given a scholarship credit of \$8 per hour towards their tuition.

SASP eligibility:

- 1) Must be at least 11 years of age, responsible, dependable, and mature.
- 2) Must have demonstrated favorable attendance and conduct in the past.
- 3) Must read and understand the SASP Handbook for a clear understanding of the duties and how to effectively perform them before applying and accepting.
- 4) Must read and understand the Student-Parent Handbook so they know best how to serve as a role model as it applies to being a participant in the SASP.

SASP terms and conditions.

1. Must attend a "Student Assistant Orientation" upon acceptance.
2. Must commit to their assigned class(es) from September 1, 2018 – June 1, 2019.
3. Must serve as a role model, happily and willingly.
4. Must follow the dress code, policies, rules, and conduct as stated in the Handbook.
5. Must follow all duties and instructions as stated in the Student Assistant Handbook.
6. Upon acceptance, assistant will be on probation for their first month during which time they will be accessed to ensure they will be able to effectively carry out their duties. If not, they will be dismissed. If completing the probation period successfully, they will be asked to carry on their duties as assigned.
7. After probation and whether or not accepted, scholarship credits will be administered and applied the following month for the previous month. At the end of the year, the scholarship credit earned for the remaining month will be applied towards spring performance costs or other applicable costs.
8. Scholarship credits will not be given for absences, class cancellations, when classes not in session, studio closings, etc. Credits will only be issued for actual time given.
9. Should assistant need to opt out of a class or the program entirely, 30 day written notice must be given.
10. If an assistant cannot be present at a class, they should notify the studio AND find another assistant to substitute for them as soon as possible. In the case of a sudden illness or emergency to where finding a substitute is not possible, the studio must be notified as soon as possible.
11. If an assistant becomes injured and can still perform their duties as an assistant (with doctor's approval), they should do so. If an assistant is NOT able to perform their duties due to an injury, the studio must be notified and briefed as soon as possible so the studio can take the appropriate measures.
12. Assistant will be allowed 2 excused absences per semester with 1st semester as Sep 1, 2018-Jan 15, 2019 and Jan 16-Jun 1, 2019. Absences considered excused include: mandatory school event, emergency, or illness. Absences beyond for which the studio may find to be unacceptable and therefore not excusable may be cause for dismissal from the program.
13. Should assistant not satisfactorily fulfill their duties effectively and/or in the expected capacity as stated and/or deemed by the studio, the student will be dismissed from the program.

To apply for SASP, please read and provide requested signatures below and submit via email to: info@danceballroomandstudio.com or hand deliver by August 15.

I have read and understand the Student-Parent Handbook, the SASP Handbook, and the terms and conditions of the SASP as stated above. Upon acceptance and by providing the signatures below, I agree to the terms and conditions associated with participation herein.

Student signature & date

Parent/Guardian signature & date

Account holder signature & date

For office use only – Studio approval & date

SASP - Student Assistant Scholarship Program HANDBOOK

DUTY OBJECTIVES:

- 1) To make the instructor's job easier
- 2) To help the classes run more efficiently
- 3) To serve as a role model through example
- 4) To assist students and instructor in any way needed.
- 5) To offer support and encouragement to the students in the class

DUTIES: Overall the best way to approach and execute your duties is simply using common sense. However here's a list of generalized duties to give you some guidance.

- 1) Report for duty on time.
- 2) Follow dress code and look professional.
- 3) At the beginning of class, help the students get into place at the barre, hot spots, center, etc.
- 4) Instructions for duties will vary with each class, instructor, and age group.
- 5) Never supercede the instructor while in class.
- 6) Keep voice level down when speaking to students – do not exceed the teacher's voice level.
- 7) Remember you are not there in the capacity as a student or teacher.
- 8) Help keep studio neat and tidy. Put barres, props, or equipment away if/as needed.
- 9) Likewise help setup for class with barres, hot spots if/as needed.
- 10) Assist student to the restroom if necessary AND appropriate. In these situations, it's always best to find the parent and have the parent deal with it.
- 11) When doing corrections and having to touch a student's body BE GENTLE AND RESPECTFUL.
- 12) If a student needs assistance with their dance attire, shoes, or hair help them.
- 13) If a student sneezes help them find a tissue, show them where to dispose it, and have them wash or sanitize their hands.
- 14) If student is struggling with a skill or step, help them as needed.
- 15) If a student becomes distracted, help them get back on track.
- 16) If a student runs off, bring them back.
- 17) If a student cries or is upset, help comfort them and get them back on track.
- 18) If a student gets hurt or falls, be sure they are not seriously hurt, help & comfort them and get them back on track.
- 19) When class is in the center, unless otherwise instructed, you should stay in the background.
- 20) While at the barre in ballet classes, you generally will do corrections on the first side while the instructor is showing the exercises, and then on the other side, you will show the exercises while the instructor is doing corrections.
- 21) If the instructor needs to leave the room momentarily, you will be asked to continue conducting the class with upmost professionalism.
- 22) If a student has an "accident", you will likely be asked to conduct the class while the teacher cleans it up. Try to do this as calmly and nonchalantly as possible (treating it like no big deal) by taking the students away from the mess and creatively taking their focus away from it.