



**Student Handbook**  
**Fall 2009**

## About the Handbook

The ACT 2 handbook will assist students and their families in gaining a more complete understanding of what ACT 2 is all about. Students will achieve a clear understanding of the objectives of each class. Families will learn more about what their children will experience during ACT 2.

## About ACT 2

ACT 2 is an after-school initiative presented by the Celebrity Series of Boston. The program is designed to use the performing arts as vehicles for developing confidence and creative expression among Boston youth.

## ACT 2 Schedule

### At Origin:

Wednesday, 10/28 and Friday, 10/30	3:30pm-6:00pm
Wednesday, 11/4 and Friday, 11/6	3:30pm-6:00pm
Wednesday, 11/11 and Friday, 11/13	3:30pm-6:00pm
Wednesday, 11/18	3:30pm-6:00pm
Friday, 11/20	
Rehearsal	3:30pm-6:00pm
Showcase	6:00pm-7:00pm
Reception for Families	7:00pm-7:30pm

## ACT 2 Weather Cancellation Policy

If there is inclement weather, the ACT 2 program will close based on the Boston Public School's recommendation. If the Boston Public School system is closed or if there is an early release scheduled, the ACT 2 program will be cancelled for the day. You can also call 617-784-6691 and there will be an outgoing message as to whether the program is cancelled or not.

## ACT 2 Attendance

In the event of a student's absence (when the ACT 2 staff have not received prior notice), parents/guardians must call ACT 2 at **617-784-6691** to let the program staff know that the student will not attend on that day. If the ACT 2 Program does not receive a phone call, parents/guardians will **always** be contacted by the ACT 2 staff to determine the reason for the student's absence.

## ACT 2 Early Release Policy

The ACT 2 Program Manager must be notified of any request by a parent/guardian for early release of a student from the program. The ACT 2 administrative telephone number is 617-784-6691. Identification will be required of any visitor, family member or person(s) other than parents/guardians who are designated to pick-up students from the building prior to normal dismissal. **Parents/guardians are not exempt from this policy.**

## ACT 2 Classes

Students will attend classes in Modern Dance, Jazz Dance, and other specialty classes, all of which are conducted by professional instructors.

## ACT 2 Transportation

We are able to provide a free shuttle service to and from the Ruggles T-Station for all ACT2 participants. We use DavEI, a livery company, for the shuttle service. The vans are dark blue and will have a sign in the window that says ACT2. We have a long history using this company and are confident that this is a safe way for students to get to and from the T and Origination.

The shuttle will pick students up at the Ruggles T-Station on the Ruggles Street side, commonly referred to as "the landing" at **3:30pm** and **4:00pm**.

This is a picture of the location:



When you stand at the stop this is what you see when you look to your left. Note sign for Boston Police station:



When you stand at the stop this is what you see when you look to your right:



Please try and visit this stop with your child before the program starts so that he or she is not confused as to where to go. If there are any problems, please instruct your child to contact ACT2 at 617-784-6691.

After the program ends at 6:00pm, the shuttle will drop students off at this location at Ruggles.

It is fine if parents or guardians would rather drop-off and pick-up their student via car. Please keep in mind the program ends promptly at 6pm. Lateness will not be tolerated and could jeopardize your child's participation in the program.

## **ACT 2 Attire**

The Celebrity Series of Boston will provide a T-shirt for all students. Students must wear this ACT 2 T-shirt to the program each day. All students must wear their own black sweatpants or yoga pants. We are asking students who already have ballet shoes to bring them to each session. All female students will need to provide their own black leotard and black, flesh tone, or ballet pink convertible tights. If you need to purchase leotards or tights you can do so at the Kulture Shop in Roxbury, 617-442-6250, or online at Discount Dance Supply, [discountdance.com](http://discountdance.com). You can also try your local Wal-Mart, K-Mart, or Target, which occasionally carry leotards and tights.

Also, all students should BRING WATER with them or money to purchase water from the vending machine. Water fountains are not available, so it is each student's responsibility to bring water to the program.

## **Medical Emergency**

The ACT 2 physician consultant from Children's Hospital will be contacted in all instances of illness or injury that occurs during program. Parents/Guardians will be contacted immediately and informed of the directives of the physician consultant. If the child is referred for emergency care, the parent/guardian will be asked to meet the ACT 2 staff at the designated hospital facility. The Program Manager will accompany the student to the emergency facility. The parent/guardian emergency medical care authorization will be in effect until the parent/guardian arrives at the hospital to be with the student.

## **Fire Evacuation Plan**

ACT 2 Staff will review the fire & natural disaster plan, including procedures and building exits at the first day of ACT 2.

## **ACT 2 Rules**

The ACT 2 Rules are as follows:

- ❖ Respect all people and all property
- ❖ Empower and support each other in resolving conflicts
- ❖ Observe safety guidelines at all times
- ❖ **FOCUS** and always give your personal best
- ❖ Affirm and communicate positive messages
- ❖ Model positive attitudes and listening skills
- ❖ Participate in all activities

A breach of any of the ACT 2 rules will require assistance from parents/guardians in devising and formulating positive resolutions. Violence, threat of violence, drug or alcohol usage, will not be tolerated at any time. These and any other seriously inappropriate behaviors will result in dismissal from the ACT 2 program. Guidelines for disciplinary action are as follows:

## **ACT 2 Policy**

### **Re: Camper Disciplinary Action and Incident Reports**

ACT 2 requires that campers adhere to guidelines that support the rules outlined in the Parent/Guardian and student contracts; specifically as they relate to respect for self, respect for others, respect for property. ACT 2 has established a policy for responding to non-compliance with the contract as follows:

**First Offense:** The student will participate in a private meeting with the Artistic Director, Shaumba –Yandje Dibinga. The purpose of the meeting will be to discuss the student's actions, and assist the student in developing positive alternatives to negative behavior. A report of the incident will be logged, with a copy sent home to the parent/guardian, and a copy of the report will be placed in the student's confidential file.

**Second Offense:** If a second infraction of the program rules occurs, the parent/guardian will be asked to meet with the Artistic Director and the student. A report of the incident will be logged, with a copy given to the parent/guardian, and a copy of the report will be placed in the student's confidential file.

**Final Offense:** A final offense will result in the parent/guardian being contacted and informed that the student will be released from the remainder of the sessions. A written notice of the student's release, along with a copy of the incident report form will be given to the parent/guardian, and a copy will be placed in the student's confidential file.

**IMPORTANT NOTICE:** *Everyone participating in ACT 2 must be 100% confident of being in an environment that is physically and emotionally safe. ACT 2 has a **zero tolerance** policy in circumstances involving acts of violence, threat of violence, or other serious infractions against the person(s), or property associated with ACT 2. Infractions of this policy will result in immediate dismissal from the remainder of the session. Parents/Guardians will be immediately contacted by telephone; a written incident report will be logged. One copy will be given to the parent/guardian. One copy will be placed in the student's confidential file.*

## **ACT 2 Calendar of Special Events**

<b>Date</b>	<b>Time</b>	<b>Event</b>
<b>Friday, November 20, 2009</b>	<b>6:00pm-7:30pm</b>	<b>Showcase and Reception for families</b>

If you have any questions regarding this handbook, please contact Julie Sullivan at 617-598-3225.

The contact phone number for ACT2 is 617-784-6691