



Code of Conduct

1. PURPOSE & SCOPE

At OlgaMirza.Ballet (OMB) we are committed to nurturing dancers of excellence, character, and integrity.

This Code outlines the expectations for students, parents, teachers, and staff to ensure a respectful, safe, and high-standard learning environment.

2. SHARED CORE VALUES

- *Integrity:* Honesty and respect in all interactions.
- *Professionalism:* Punctuality, focus, and respectful behavior standards.
- *Responsibility:* Ownership of one's actions and learning.
- *Individual growth:* Motivation, maturity, and tailored development.
- *Safety & inclusion:* **zero** tolerance for bullying or discrimination.

3. STUDENT RESPONSIBILITIES

- Arrive on time, fully prepared, with appropriate hairstyle and according to Dress Code.
- No jewelry is allowed during classes, except small earrings.

- Always inform a teacher of feeling unhealthy, unwell or having possible illness or injury.
- Behave respectfully toward all teachers, classmates and people in the same work environment.
- Listen actively and accept corrections gracefully.
- Refrain from offensive behavior.
- Uphold the school's values both when explicitly and implicitly representing OMB.
- Use social media responsibly and respectfully: always ask people if they give permission to be posted in Social Media.

4. PARENT/GUARDIAN RESPONSIBILITIES

- Support children with encouragement, not pressure.
- Communicate respectfully and professionally with school staff and other Parents/Guardians.
- Raise concerns privately **ONLY** through official OMB email: **omb@olgamirza-ballet.com**.
- Refrain from coaching or interfering during class.
- Promote punctuality, appropriate attire, and respectful behavior.
- Respect privacy policies (no filming during class without permission, ie.).

5. TEACHER & STAFF RESPONSIBILITIES

- Serve as professional role models in behavior and ethics.
- Maintain confidentiality and respect data privacy laws (GDPR).
- Deliver high-standard, safe, and inclusive instruction.
- Offer individual attention and guidance with impartiality.
- Report any incidents of concern promptly and according to procedure for handling of complaints.

6. STUDIO ENVIRONMENT & ETHICS

- No tolerance of offensive behavior.
- Inclusive practices regardless of race, gender, religion or background.
- Code of Conduct displayed and available to all.

7. PROCEDURE FOR THE MANAGEMENT OF BEHAVIORAL COMPLAINTS AND SANCTIONS FOR BREACH OF CONDUCT

We take reports of offensive behavior seriously. Every report will be investigated and followed up with the necessary measures. OMB is obligated to handle your report seriously and keep the information confidential from unauthorized individuals. Depending on the specific behavior, you may receive assistance on how to handle the situation moving forward.

- **Offensive behavior**

Offensive behavior means that a person's dignity is violated and can be of both a physical and psychological nature. Offensive behavior may include bullying, sexual harassment, and any form of abuse, and can occur in physical, verbal, or written form, including electronically. Offensive behavior also includes violations based on ethnicity, religion, gender, sexuality, age, or disability.

- **Sanctions**

Depending on the specific situation, the individual who has engaged in offensive behavior will be contacted by an employee of OMB. The sanction will be assessed in each case based on the severity of the violation and the circumstances. Where relevant, we will attempt to mediate between the parties involved. In extreme cases, the OMB may immediately terminate the collaboration with the person who has engaged in offensive behavior.

Sanctions can comprise warning, suspension or termination, if OMB considers these sanctions to be proportionate means to correct offensive behavior in specific cases.

Please observe that OMB applies a strict 3-strike policy for breaches of the Code of Conduct whereby 3 warnings will lead to termination of the collaboration with OMB.

Sanctions may also include immediately removing a student from class to stop ongoing offensive behavior from continuing in concrete cases.

Please note that OMB will not reimburse pupils' tuition in case of suspensions or terminations due to misconduct

8. REPORTING & SAFEGUARDS

- **Prevention**
We encourage respectful behavior and share guidelines to help avoid problems.
- **Protection**
We will take reasonable steps to address concerns or any reports of inappropriate conduct.
- **Empowerment**
Students and families are welcome to speak up about any issues or worries.
- **Proportionate Responses**
Any concerns raised will be considered carefully and addressed in a balanced and fair way.
- **Partnership and Accountability**
We aim to work cooperatively with families and relevant parties when needed.

9. IMPORTANT NOTICE ABOUT INDIVIDUAL CORRECTIONS IN CLASS

At **OlgaMirza.Ballet**, we are deeply committed to helping each dancer reach their full potential. As part of our teaching approach, **students receive individual corrections**.

These corrections include:

- **Verbal guidance** to explain the placement and alignment of arms, legs, and posture.
- **Physical adjustments**, such as gently repositioning a dancer's feet, arms, or hips to demonstrate correct technique.

This is a **standard and essential part of classical ballet training**, practiced in professional dance institutions worldwide. It allows students to:

- Develop appropriate habits from the beginning.
- Avoid injury caused by incorrect technique.
- Gain a deeper understanding of how their body moves.

For better understanding during lessons, we actively use elements of **dynamic pedagogy**, where children work in pairs and help each other by correcting execution errors, sometimes involving physical contact, but only under teacher's control.

The teacher may also demonstrate an execution mistake or correct technique on a student volunteer.

In nurturing not only dancers but also **artists**, the teacher may use **imagery** and **metaphors** to help students better grasp aesthetics and movement quality.

We always strive to maintain a **respectful, safe, and supportive learning environment**.

If you or your child have any questions or concerns about this aspect of instruction, please do not hesitate to reach out to us.

10. MEDICAL CONSIDERATIONS

- We highly recommend a consultation with a physician to rule out any medical contraindications before starting ballet classes.
- Inform OMB, if your child has any chronic health conditions (e.g., diabetes, heart issues, visual impairments) or psychological considerations.
- Inform OMB, if your child requires a special or individualized approach.
- For admission into the Pre-Academy program, a consultation with a physiotherapist is strongly recommended.
- In the event of serious injury, emergency or other urgent situations, the teacher or assistant will call **112** and contact the child's parents or legal guardians.

11. ENROLLMENT POLICY

- Priority enrollment is given to students attending regularly and committed to long-term training.
- By enrolling at OMB, parents and students accept this Code of Conduct and allow the teacher and assistant to make hands-on physical corrections during class for safety and alignment purposes.
- When creating the student's profile on Klubmodul, Parents must fill in the box called "Samtykke til offentliggørelse af billeder" (see screen shot) that either accept or decline permission for photo and video documentation of the learning process and for the use of such material on social media and other media platforms.
- Consent is also requested for the child's participation in performances, public events, and school-related volunteer activities (all with the child's agreement).

12. DISPUTE RESOLUTION & PROTECTION OF TEACHERS

- To prevent false accusations appropriate safeguarding and transparency measures are in place.
- A second adult (assistant teacher) will be present during lessons wherever possible.
- Any conflicts or concerns must follow a clear resolution process: a written complaint from the parent, followed by a scheduled in-person meeting.
- The school reserves the right to terminate enrollment in specific circumstances (e.g., repeated behavioral issues, safety concerns, or violation of school policies), as outlined in this Code of Conduct.
- While we welcome feedback and communication, parents are **not permitted to interfere in the educational process**, including the selection of choreography or teaching methods.

13. PARENT COMMITTEE & BOARD OF TRUSTEES

- A Parent Committee may be elected to support communication, fundraising, and organizational matters. Its rights and responsibilities will be clearly defined.
- A Board of Trustees may be formed to provide strategic support and long-term vision for the school.

14. TEACHER'S AREA OF RESPONSIBILITY

- OMB and the teacher's responsibility extends only within the ballet studio during scheduled lesson time.
- OMB is not responsible for students before or after class, including in hallways, bathrooms, waiting areas, or dressing rooms.
- It is the responsibility of parents or guardians to supervise their child outside of class time.
- If a student needs to leave early or is waiting for pick-up, they must remain in a designated waiting area under parental supervision.
- The teacher is not responsible for a student's belongings. Please label all personal items and avoid bringing valuables to class.

- Teachers are responsible for ensuring a safe, respectful, and focused learning environment during class time.
- Physical corrections during class are used only for proper education. The corrections will always be appropriate, professional, and respectful.
- If a student exhibits signs of injury or distress during class, the teacher will respond appropriately and notify parents.
- In the event of an emergency, the teacher will follow established school safety procedures and protocols.
- The teacher has the right to adjust class content or activity levels based on students' physical or emotional well-being on that day.
- The teacher may decide to temporarily remove a student from class if behavior compromises the safety or focus of the group.
- The teacher reserves the right to adjust the class program as needed, in accordance with the lesson's goals, learning objectives, and the emotional or physical state of the majority of students.

15. FUNDAMENTAL BEHAVIORAL GUIDELINES

- Our ballet studios are in a shared art space. Please respect the privacy and quiet of others.
- Designated changing rooms and waiting areas are available - use them carefully with respect.
- Arrive early to allow time for changing and hair preparation.
- When using restrooms, please put on something above your ballet shoes (dance warm shoes, socks or sneakers) - ballet shoes must stay clean.
- Teachers will always ask about a student's physical and emotional well-being before class. This helps tailor the appropriate workload.
- Students showing signs of illness (e.g., fever) will not be allowed to participate in the lesson.
- Any unusual behavior or emotional state observed during class will be reported to parents via email.

- Parents must inform the teacher or assistant of any physical or emotional issues occurring **after** class.

16. IN-CLASS BEHAVIORAL RULES

- For safety reasons and securing proper education, students arriving more than **15** minutes late will not be allowed to participate.
- A water bottle must be brought for hydration during class.
- If a child is emotionally distressed and unwilling to participate in the class, the student will be asked to observe the class until the end of the lesson.
- All discomfort, both physical and emotional, must be communicated. Each student is unique, and workload is adjusted individually. If a student feels excessively tired or uncomfortable, they must inform the teacher or the assistant immediately.

17. STRUCTURE OF THE LESSON

- Lessons follow the official OlgaMirza.Ballet Syllabus.
- When working in groups, students not participating are strongly recommended continue reviewing and rehearsing the material independently.
- The teacher reserves the right to adjust the class program as needed, in accordance with the lesson's goals, learning objectives, and the emotional or physical state of the majority of students.
- In the event of teacher absence, classes may be conducted by a qualified substitute.

18. EMERGENCY PROCEDURES & RESPONSIBILITIES

- Staff are trained to handle emergencies such as fire, theft, injuries, or conflicts (e.g., in changing areas).
- Parents and children must be familiar with evacuation procedures.
- If a child is emotionally distressed and unwilling to participate in the class, the student will be asked to observe the class until the end of the lesson.

19. PERFORMANCE PREPARATION AND EXTERNAL EVENTS

- Rehearsals may take place during regular class time or as extra sessions.

- Parents will be informed whether rehearsals are included in tuition or require additional payment.
- Costume costs and logistics will be clearly communicated in advance.
- If travel is required for performances, parents are responsible for transporting their child.
- If a student misses a set number of rehearsals, they may be removed from the performance without refund.
- A separate agreement may be required for participation in concerts or extra rehearsals.

20. CLASS SUBSTITUTION POLICY

- In the event of teacher absence, classes may be conducted by a qualified substitute.

This document will be reviewed and updated regularly to reflect the values and safety priorities of OlgaMirza.Ballet School.

This Code of Conduct has been reviewed by ØENS Advokatfirma A/S as of 4 September 2025.