

**2025 Summer Dance Intensive Program**  
**2025 Summer Stage Combat Intensive Program**  
**Policies and Procedures - Minors on Campus**

*The University of Kentucky requires parental consent for minors under 18 for a number of activities.*

The College of Fine Arts 2025 Dance and stage combat Intensive will be held on the University of Kentucky campus on June 2 to June 6, 2025, if staying on campus, beginning June 1. Students can live on campus in Holmes Hall. Four Program Staff members will be housed in Holmes Hall and act as Dance Intensive RAs (resident assistants).

**Program Structure**

**Program Sponsor** - The College of Fine Arts, Department of Theatre and Dance

**Program Leader** - Susie Thiel, Chair of the Department of Theatre and Dance, CFA

**Program Staff** – Dance- Susie Thiel and Theresa Bautista

Stage Combat- Chelsea Russel, Sam Claire Biber, and Emily Norris

**Program Staff Resident Assistants**– Jasmine Estep, Zoe Easterberg, Two additional RAs TBA

**University Community** – A staff member will be present with additional Guest Artists, Kristany Malone, Dani Dunmire, Nina Be, Janie Morgan, and Hannah Reitz.

**Program Guidelines**

1. Programs shall have in place, enforce, and make available upon request guidelines that address the following areas, as applicable to the program:
2. Transportation – No transportation will be provided by the program sponsor, program leader or program staff.
  1. Students housed in Homes Hall will be dropped off on June 1 and will stay on campus until they are picked up on June 6th by their parent/guardian. If someone other than a parent or guardian will pick up, a written and signed letter must be provided by the parent or guardian.
  2. Students commuting to the program will be dropped off by their parent/guardian at the start of the program and picked up at the end of each day. The parent/guardian must checkout their child with one of the Program leaders, staff, or resident assistant. If someone other than a parent or guardian will pick up, a written and signed letter must be provided by the parent or guardian.
3. Weather Emergency Plan – Program will use all weather emergency plans in place in the Singletary Center, Fine Arts Building, or Holmes Hall. If program participants are located outside during a weather emergency, they will seek shelter immediately. Program Staff are enrolled in the emergency plan through University of Kentucky.
4. Levels of Access to and supervision of minors –
  1. Program Schedule –

Schedule for those staying overnight

**Sunday, June 1**

4:00-6:00	Check-in	
6:00	Dinner	Dinners from Taziki's Mediterranean Grill
7:00-8:30	<i>Evening Activity</i> Susie Thiel	Dance Studio FA Building TBD
9:00	Building Curfew	
10:00	Bed Checks	

### Monday, June 2



8:00	Breakfast	
9:00-5:00	classes	Fine Arts Building
5:00	Dinner	Champions or other campus location(TBD)
6:00-7:00	Rest	Student's room
7:00-8:30	Activity with RA	Dance Studio FA Building
9:00	Building Curfew	
10:00	Bed Checks	

### Tuesday, June 3



8:00	Breakfast	Champions
9:00-5:00	classes	
6:00-7:00	Rest	Student's room
5:00	Dinner	Champions or other campus location (TBD)
7:00-8:30	Activity with RA	
9:00	Building Curfew	
10:00	Bed Checks	

### Wednesday, June 4



8:00	Breakfast	Champions
9:00-5:00	classes	Fine Arts Building
6:00-7:00	Rest	Student's room
5:00	Dinner	Champions or other campus location (TBD)
7:00-8:30	Creativity and Crafts RAs	Art Studio (Holmes Hall)
9:00	Building Curfew	
10:00	Bed Checks	

### Thursday, June 5

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8:00	Breakfast	Champions
9:00-5:00	Dance classes	Fine Arts Building
6:00-7:00	Rest	Student's room
5:00	Dinner	Champions or other campus location (TBD)
7:30	Movie Night with popcorn and snacks	
9:00	Building Curfew	
10:00	Bed Checks	

**Friday, June 6**

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8:00	Breakfast	Champions
9:00-4:30	Dance classes	Fine Arts Building
4:30- 5:30	Check-out	

4. Overnight stay – Two Dance Intensive RAs and Two Stage Combat Intensive RAs will be living in Holmes Hall with residents.
5. Appropriate physical contact and communication by program staff with minors based on the age of minors and the nature of Program activities – During both a dance class and stage combat class, some instances, the instructor may have to correct through touch to help the student understand a correction. The instructor may have the students touch others to understand how the muscles work and to further assist tactile learners. Any touching in classes is done for instructional and safety purposes. Teachers are in the habit of asking permission before any instructional touch unless there is an emergency situation.
6. “Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risk Form” – Signed by Program Participant parent/guardian
7. Emergency contact form needs to be submitted before the start of the program
8. Photo and video waiver – Signed by Program Participant parent/guardian

**Guidelines for overnight stays; use of University of Kentucky residences by minors**

1. Identification will be worn by program staff residing in Holmes Hall at all times
2. Curfews for participants located in Holmes Hall will have a building curfew of 9pm with bed checks at 10pm
3. Code of conduct for participants –
  1. While on the University of Kentucky during the program’s residential overnight stay, students will be placed in an RA group and will stay with that RA group, and Program Staff member, at all times during the program when not in program session.

2. Participants will meet Program Staff member in the Lobby of Holmes Hall each morning of the program and will be prompt and prepared with necessary items needed for the day.

3. Program participants will abide by all guidelines placed by the Dance and Stage Combat Intensive summer program. If guidelines are not followed, students will receive (1) one verbal warning, a second verbal warning/discussion and a phone call to the participant's parent/guardian, and the third warning/discussion will result in the removal of program with no refund.
- Check Out with parent/guardian, ID Check required to be sure they are removed from the program by an approved person (needs to be the parent/guardian who filled out their information or someone else added during check in on June 1) ie: sometimes a student will have a dance recital and or graduation event and will need to be signed out
  - Check In - RA student will need to physically collect the student outside Holmes Hall when returning to program that evening and parent/RA will need to sign student back in.
  - This needs to be managed on a case-by-case basis so your RAs are not doing this with multiple students each night and needs to be approved by the Program Leader.
2. Prohibitions on the use of alcohol, tobacco, and non-prescribed drugs; and
  3. Residential supervision for Holmes Hall participants will be managed by Program Staff members living with students.

### **Background Checks**

1. Program Leaders and Program Staff will have direct contact with minors during the Program and have completed the criminal background check.
1. Program Leader – Susie Thiel
2. Program Staff – Susie Thiel, Theresa Bautista, Jasmine Estep, Zoe Easterberg, Two additional Ras TBA
3. If a criminal background check or National Sex Offender Public Registry reveals a record of a conviction of any sexually based offence or crime against a minor, the individual is prohibited in participating in a program. If criminal background checks include a record of conviction of any other offence, the program leader shall consult Human Resources and Risk Management to determine if the offense(s) preclude participation.
4. All programs shall use a vendor approved by Human Resources and Risk Management to complete background checks. Program leader and staff who have direct contact with minors shall first complete;
5. Background Check Consent form – grants the University written consent to conduct criminal background check. The department responsible for the program, The College of Fine Arts, shall receive a paper copy of the individual's signed and dated Background Check Consent form prior to conducting the criminal history and National Sex Offender Public Registry checks. Departments shall maintain a copy of the completed Background Check Consent form. Individuals applying for staff positions shall complete the consent form with UK Human Resources through the hiring process.
3. After the department has received the signed consent form to request a criminal background check or National Sex Offender Public Registry check, the department shall forward it to UK Human resources to be processed. Exceptions for not processing criminal background checks or National Sex Offender Registry checks through UK

Human Resources shall be approved by the UK Human Resources Director of Employment and the Director of Risk Management.

4. When University students are participating in an external program or organization that involves minors as a service-learning activity or as part of a University academic program or event, such as student teaching, the University unit shall ascertain whether the external entity has its own policy on background checks and National Sex Offender Public Registry checks, and if so, follow that policy. If there is no policy in place at the external entity, the parties shall work cooperatively to decide if the University policy should apply to the event or activity

#### **Reporting Suspected Abuse and Notifications – From the Office of Risk Management**

1. **In an emergency or if a program leader or program staff person sees a crime in progress, always call 911 immediately**
2. Kentucky state law requires any person who has reasonable cause to believe that a child is dependent, neglected, or abused to immediately make an oral or written report to the proper authorities. Failure to make a report may result in criminal charges. (KRS 620-030) To comply with state law, reports may be made to any of the following:
  - The University of Kentucky Police Department at 859-257-8573 for any property owned, leased, or controlled by the University of Kentucky.
  - The Child Protection Hotline at 1-877-597-2331.
  - Any local or state police.
3. If initial notification is made to any authority other than the University Police Department, the University requires that a report also be filed with the University Police Department so the University can conduct their own internal investigation. Failure to do so may result in corrective action.
4. If the initial notification is to the University Police Department, then the University Police Department has the obligation to report the suspected abuse to the Kentucky Cabinet for Health and Family Services, which conducts its own independent investigation.
5. The University shall cooperate with any external investigation by the Kentucky Child Safety Branch or local law enforcement. The University shall conduct its own internal investigation to determine if corrective actions are warranted, up to and including termination, consistent with the Governing Regulations and Human Resources Policies and Procedures. Legal prohibitions regarding physical presence on campus/trespassing may also be enforced. University administrators shall follow the appropriate procedures in determining and issuing any sanctions.
6. The University Police Department shall maintain a report of each allegation, together with a summary of the internal evaluation, the findings and sanctions, if any, that are imposed.
7. If the alleged abuser is not a member of the University community but is present at the University through a third-party vendor or other external entity authorized to be on campus, that external entity shall also be notified that the alleged abuser shall no longer

be permitted on campus/facilities owned by the University. Legal prohibitions regarding physical presence on campus/trespassing may also be enforced.

**Training Requirements**

1. Before starting assignments with programs including minors, Program Leader and Program Staff shall complete the appropriate training administered through Risk Management, or its designee, every three years. This training is designed to target issues of codes of conduct, boundary concepts, and awareness of signs of possible abuse, molestation or neglect, reporting suspected abuse and responding to accusations of abuse.

Participant Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_