

THE PORTLAND BALLET STUDENT/PARENT HANDBOOK 2016-2017

STUDENTS AND PARENTS SHOULD READ THIS HANDBOOK ALOUD TOGETHER BEFORE SIGNING THE DOCUMENT.

The Portland Ballet (TPB) is committed to providing the finest quality professional dance instruction in an environment that is challenging, disciplined, and rigorous while at the same time safe, healthy, and nurturing.

It is central to the philosophy of The Portland Ballet to demand of each student the very best effort of which he or she is capable and to give in return the care and attention the student deserves, whether or not a professional career in dance is planned.

CURRICULUM BALLET & CAREER TRACK PROGRAMS

NOTE: This program must be purchased for the entire 39 weeks over a 10-month period (September – June) and tuitions are not refundable. Students and parents should be sure that they will complete the program before registering.

CLASS LEVELS

The ballet curriculum consists of eight levels of training: Pre-Ballet, Levels 1-6, and Career Track (CT). These levels have been carefully designed to meet the physical and psychological needs of the student at each stage of development. Students move through the curriculum according to ability and age and are evaluated for level advancement by the artistic directors and faculty members.

YOUTH COMPANY

The Youth Company (YC) comprises advanced dancers from more than one level. Beginning with the 2016-17 season, TPB is combining former “Apprentice Company” dancers into one group, “Youth Company.” The artistic directors make the assignments, as described below.

CLASS AND YOUTH COMPANY PLACEMENT

In the spring of each curriculum year, current students Level 3 and up who are not planning to attend TPB Summer Ballet Intensive (SBI) will be required to audition for the upcoming year. New students must attend the **mandatory** placement audition. Pre-Ballet through Level 2 dancers will be placed for the upcoming year based on their current level. **In order to be evaluated for upcoming Curriculum and Youth Company placement, Summer Ballet Intensive students will be given audition paperwork to fill out during the SBI program.**

Great consideration is taken in the placement process as well as the construction of class schedules and the assignment of teachers. Each level contains students within a particular stage of development and there will be a range of technical ability within each level. Students are placed according to their current stage of ability, physical and psychological development, and age.

Dance is an exacting, athletic art-form requiring mastery of many seemingly mundane yet fundamental steps and movements. Students progress safely by spending an appropriate length of time mastering the fundamentals rather than rushing ahead to the complex and faster-paced steps of a more advanced level.

Each class level follows a carefully planned curriculum and syllabus requiring students to attend a specific number of hours in class each week throughout the school year. We strongly advise against seeking outside training or private lessons, as they will conflict with the curriculum and syllabus of The Portland Ballet. Any proposal for outside training or lessons must be brought to the artistic directors for consideration.

TUITION POLICIES

Students registered for Pre-Ballet through Level VI, the Youth Company (YC), and the Career Track (CT) enroll for 39 weeks over a 10-month period (September – June). TPB offers three payment options:

Payment (by credit card) may be made (a) annually; (b) bi-annually; or (c) monthly. The first payment is due no later than August 12th, for either annual, bi-annual, or monthly payments.

For those who elect to pay by credit card monthly or bi-annually, payment must be made no later than August 12, 2016; thereafter, TPB will automatically charge the credit card at the beginning of each month or semester. Monthly and semester installment payments are charged automatically to a secure credit card on file. Declined credit card payments are subject to a \$10 fee.

Annual tuition must be received by August 12th and may be made by check. Check payments must include a \$10/check processing fee. Returned checks are subject to an additional \$25 fee.

Payments received after the 1st of each month are subject to a \$10 late fee. Payments received after the 10th day of each month are subject to a \$25.00 late fee. If tuition is received more than 30 days late there will be a \$100 fee.

Tuition is not refundable. Students who do not participate in class or withdraw before the end of the school year are obligated for the full year's fees. Students are eligible for pro-rated tuition if they must withdraw from classes due to a prolonged illness, severe injury (verified by a physician's written orders), or other unforeseen circumstances, and upon approval of the executive director.

Students with outstanding accounts will not be registered.

SCHOLARSHIPS

Financial Aid support is granted on a year-by-year basis to eligible families. Scholarship applications for the 2016 – 2017 Curriculum Year must be submitted, online, by the August 5, 2016, deadline. Scholarship applications can be turned in only after a student has received acceptance and placement information from TPB. Applications received after this deadline will not be considered until all other applications have been awarded, provided funds are still available. Financial assistance is determined through TADS, a secure financial aid assessment service used by many other ballet academies around the country. TADS has been assessing scholarship applications for more than forty years.

Once a scholarship is awarded, scholarship students and parents must sign a scholarship contract. It details the responsibilities and obligations specific to scholarship students. If any of these responsibilities and obligations are not fulfilled, full tuition will be automatically charged to the credit card on file.

EVALUATIONS

Between semesters, faculty members submit written evaluations and conduct individual conferences for Curriculum Ballet students in Levels I through Career Track. Each student will complete a goal sheet to begin the evaluation process. The students and one of their teachers will discuss together the three most critical areas of focus in a one-on-one 15-minute conference.

Additionally, Level VI women and men students may schedule an evaluation conference with the artistic directors to discuss their progress and goals. Parents are encouraged to attend these conferences.

CONFERENCES

Parents may schedule personal conferences with the artistic directors by making a request to the front desk. **Please avoid “catching” the artistic directors or teachers before or after class for quick conferences.** These discussions deserve our full attention and are more effective when conducted in a private atmosphere.

DRESS CODE

TPB’s dress code is designed to encourage unity and discipline among our students. Students not meeting the required dress code or whose uniform is dirty or torn will be asked to observe class and take notes on the **Class Observation Sheet**.

Students are required to adhere to the following dress code:

Level	Leotard Style	Color	Tights Style	Color	Ballet Slippers	Color
Pre-Ballet	Motion Wear 2105	Pink 472	Body Wrappers C30 Footed Total Stretch	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Elementary	Motion Wear 2200	Turquoise 471	Body Wrappers C30 Footed Total Stretch	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Level I	Motion Wear 2200	Iris 498	Body Wrappers C30 Footed Total Stretch	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Level II	Motion Wear 2515	Ultra Violet 474	Body Wrappers C30 Footed Total Stretch	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Level III Level IIIP	Motion Wear 2518	Raspberry 482	Body Wrappers Adult TotalSTRETCH™ Supremely Soft Convertible Tights A45	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic

Level IV	Motion Wear 2518	Cobalt 492	Body Wrappers Adult TotalSTRETCH™ Supremely Soft Convertible Tights A45	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Level V	Motion Wear 2643	Black 497	Body Wrappers Adult TotalSTRETCH™ Supremely Soft Convertible Tights A45	Ballet Pink	Leather or canvas full or split soled	Pink with sewn elastic
Level VI	Motion Wear 2643	Grey 491	Body Wrappers Adult TotalSTRETCH™ Supremely Soft Convertible Tights A45	Ballet Pink	Leather or canvas full or split soled	Pink with sewn elastic
Career Track	Simple camisole (no fancy backs)	Black	Body Wrappers Adult TotalSTRETCH™ Supremely Soft Convertible Tights A45	Ballet Pink	Leather or canvas full or split soled	Pink with sewn elastic
Career Track	Wrap Skirt	Black	Mirella Adult Chiffon Wrap Skirt S12	Black	n/a	n/a
Level VI/CT	Tutu	White	Primadonna – Conservatory	8 layer	14”	Order*
Boys Pre-Ballet, Men I, & Men II	Cap Sleeve Leotard	White	Body Wrappers Tights – M90	Black	Leather full soled with white ankle socks	Black with sewn elastic
Men III – Men IV	Fitted T-Shirt (no emblems)	White	Body Wrappers Tights – M90	Black	Leather full soled with black sewn elastic	Black with sewn elastic
Men V & VI	Fitted T-Shirt & Motion Wear Grey Tank	T-Shirt: White Tank: Grey 491	Body Wrappers Tights – M90	Black	Leather or canvas full or split soled with sewn black elastic	Black with sewn elastic
Modern (girls)	Simple Leotard	Any color	Tights	Black or Pink	No shoes	
Modern (boys)	Tshirt/tank top	Any color	Tights	Black	No shoes	

Career Track Dancers: for evening classes, dancers must wear curriculum uniform assigned to that level.

Tutu Order Information:

www.conservatorybyprimadonna.com

Conservatory C700 Classical Tutu in White

Basque: Matte Poplin

Size: follow instructions on website

8 layers, 14” with hoop

Tack tutu layers – optional (TPB can show you how to tack the layers yourself)

Use code: portlandballet for 10% discount

All ballet slippers must have sewn (not tied) elastics. No warm-up shirts, leg warmers, skirts, etc., may be worn during class. **Dancewear is to be kept laundered and in good repair.** Please mark clothing and shoes with the student’s name. **Pre-Ballet through Level VI dancers are not to wear underwear beneath their leotards and tights.**

Girls: Pointe shoes (when applicable) must have sewn ribbons and elastics. Hair must be pulled back into a neat bun with a hairnet and no “whispies” or hair accessories. Short hair must be fastened securely away from the face. No jewelry is to be worn in class including rings, watches, plastic bracelets, headbands, and hair elastics around the wrists. Note: Level III - VI girls can wear small earrings at the discretion of your teacher. Short black skirts are allowed for Variations and Pointe classes only. On Saturdays, girls in YC and CT may also wear simply styled and solid-colored leotards.

Unconventional hair dye and unnatural colors **will not** be allowed at TPB during classes or performances.

Boys: Dance belts are required for students 12 and up. On Saturdays men in YC and CT may wear colored tights and/or a plain, fitted, colored t-shirt (without logos or other text).

CORE

Level VI/Men VI, & CT students who have Core as part of their schedule will need to provide a **yoga mat**, a **yoga block**, and a **theraband**.

PAS DE DEUX

Pas de Deux class is for Level V, VI, & CT students, or by special invitation. Elements considered when inviting students to participate include: work ethic, good attendance (in all assigned curriculum classes and rehearsals), and strength on pointe. The TPB staff will regularly monitor students to ensure they are meeting the above requirements. Changes in the aforementioned criteria will affect the student’s ability to participate in this class.

POINTE CLASSES

Students on pointe are expected to bring with them into the studio before technique class a small pointe shoe bag containing:

- Pointe shoes
- Toe tape
- Small scissors
- Band aids
- Safety pins

- Needle and thread
- Toe Spacers/lambs wool or paper towels or handy-wipes (NO OUCH POUCHES)
- Any additional items they may require

Toes need to be **pre-taped before technique classes**. *Please note: minimal or no padding is optimal for a properly fitting pointe shoe also allowing the student to feel the floor. Students are asked **NOT** to leave the studio between technique and pointe. Students in Levels IIIP and higher will be given a limited time to switch from technique to pointe shoes (approximately 2 minutes). Students unable to change their shoes within that time will be asked to watch pointe and take notes. **At the store, for first time pointe shoe fittings, please wear a leotard and tights.**

PHYSICAL REQUIREMENTS FOR POINTE CLASS AND PAS DE DEUX

Ballet is the most physically demanding of all dance forms. Pointe work in particular is not only physically demanding but also requires that the student maintain an intense practice schedule and a body weight that is lower than average for most people. The reason for this is that ballet is an esthetic dance form that pays little attention to the ergonomic structure of the average human body. Just as with most athletic activities, not maintaining optimal physical conditioning and body weight can lead to very serious (sometimes crippling) injuries in the worst case, and to overall poor progress at the very least.

We have constructed the class schedule to give students the correct number of hours of training required to excel in ballet. Proper physical conditioning will be maintained by regularly attending all of the classes scheduled for each level, cross-training, and stretching and doing other exercises at the studio and at home. We realize that maintaining the optimal body weight is more difficult for some than others. Metabolisms vary greatly from person to person as do family eating styles. For some students it is a matter of limiting their intake of sweets; but for others it may mean restructuring his or her diet and seeking the advice of a nutritionist.

In order for TPB to accomplish the goal of teaching “correct ballet,” we require that students desiring to pursue pointe work maintain excellent attendance and proper physical conditioning, and that they be at a body weight that is considered safe by the TPB staff.

Maintaining a healthful body weight will help ensure correct ballet line, placement, technique, strength and stamina with fewer injuries. Students who are excessively light or heavy will be counseled and could be placed on school probation.

HEALTH

Students need to fuel their bodies well for classes and rehearsals. **TPB is a junk food free zone.** Students may consume only healthful food and drinks while at the studio, rehearsal, or performance space. If junk food is found, it will be confiscated. Foods that are not healthful are not allowed in the building.

OPEN BALLET CLASSES

TPB offers a variety of open ballet classes for beginning/intermediate to advanced students. TPB encourages curriculum students Level III and up to attend these classes when their curriculum classes are not in session. The Open Ballet Schedule is available on our website. TPB curriculum students will receive open classes at a \$10 “curriculum” rate.

ACADEMIC COORDINATION

Many schools grant physical education credit or exemption to students in exchange for dance instruction. Students may also arrange to obtain credit for Fine or Performing Arts Education. Please check with your academic advisor if this is of interest to you.

RULES AND REGULATIONS

As part of their training, TPB students are expected to behave in a responsible and disciplined manner and to adhere to the TPB rules and regulations. TPB reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory.

All students should carry a pencil and notebook in their dance bags in order to take notes during their own rehearsals, while observing classes, and in student-teacher conferences.

ATTENDANCE

Students or their families must report **ALL** absences to TPB **PRIOR** to class time in order for the absence to be considered excused. Notification of such absences may be emailed in advance to absence@theportlandballet.org or called in to 503.452.8448 prior to class. For our records, a reason must accompany any excused absence. If a reason is not provided, you may be contacted to provide a reason for the absence.

If the student is sick with a fever, or is contagious, please stay at home.

Good attendance is critical to consistent progress and advancement in the curriculum programs. TPB supports its students and parents in their efforts to manage their time effectively. Academic achievement goes hand-in-hand with growth as a young dancer, since both aspects of development require commitment and discipline. At the same time, TPB does not accept an overload of homework as an excuse for missing a class or rehearsal. Such an absence will be considered UNEXCUSED. Poor TPB attendance will jeopardize a student's placement, participation in productions, promotion, or financial aid.

Excused absences may be made up **ONLY** in a lower level curriculum class. The student's makeup sessions will be recorded in the attendance roll.

Students may not enter class late or leave class early without the teacher's permission. If a student arrives more than **ten** minutes late, the teacher will have the student sit, watch the remainder of the class, and take notes on the Class Observation Sheet. Injuries can result when a student has not had a proper warm up. A late arrival seriously disrupts the class!

INJURIES

Dance is a strenuous athletic activity. Because of building muscle tissue and stretching tendons, students of ballet will experience minor aches and pains from time to time. Most minor aches and pains will go away in time.

Should a pain be particularly sharp, cause swelling or bruising, or become chronic, please notify your instructor and then ask at the front desk for a Physical Therapy Request Form to arrange an assessment with the school's physical therapist. The form must be completed, signed by a parent or guardian, and returned to TPB office staff. Once seen, the physical therapist may recommend that the injured student seek further care from an outside physical therapist or doctor. The TPB physical therapist, as well as TPB office staff, will be able to recommend practitioners if needed.

On-site chiropractic care may also be arranged with Seth Alley, DC, CCSP®, CKTP. Students who would like to request a chiropractic treatment can do so through TPB office staff. A signed authorization form will be required. All student accidents and injuries in and out of class must be reported to the front desk staff and the student's teacher immediately. TPB staff will document the student's condition and any medical guidelines for activity. A doctor's note is required to return to class after severe injuries.

Students sustaining an injury, either in or outside of class, should do the following:

- Notify the front desk immediately so that proper documentation can be made.
- Have your doctor fax a report on your injury to TPB office in order to facilitate your recovery. Fax - 503.452.1171
- TPB must receive written permission from your doctor allowing you to resume classes.
- Any student with an injury requiring limited participation in class or a significant leave of absence from TPB must meet with one of the artistic directors to set up a recovery plan before returning to classes.

Students who are injured and are therefore unable to participate in all of class must sit, watch the rest of class and take notes on the Class Observation Sheet. Ice is located in the kitchen; please ask the front desk for assistance. Students who stop participation may not resume class or rehearsal until the next day at the earliest.

WATER & RESTROOM VISITS

TPB recognizes that water intake is a crucial element to athletic activity and we encourage students to make sure they are drinking a sufficient amount. However, visits to the restroom during class disrupt the class and cause the student to miss valuable instruction time. Water bottles must be kept **away** from the *portable barres* and *dance floor*. Students (and parents of younger students) must regulate their water intake so that restroom visits can be scheduled before or after class only.

CLASSROOM/STUDIO BEHAVIOR

Students are expected to treat TPB staff with respect and a positive attitude. **Five minutes** prior to the start of class, talking must cease, whether in the hallway, lobby, dressing room, or studio. This will give all of the students the opportunity to prepare their minds for class. Teachers will not enter the classroom until all students are silent.

Talking during class or rehearsals is not permitted. Excessive talking amongst student dancers is distracting and disrespectful to teachers and classmates. It may result in the teacher's asking them to sit and observe class.

Conduct that TPB constitutes as physical intimidation or injury, verbal or sexual harassment, or coercion may be grounds for expulsion. TPB maintains zero tolerance for theft or the possession of weapons. Conduct that causes material destruction or disruption of any TPB function is prohibited.

Conversation in the lobby and dressing rooms must be appropriate to be heard by all children and adults in the school. Gossip, vulgarity, and explicit language are not appropriate studio conversation. Students are asked to maintain a professional attitude with regard to physical contact. Excessive lolling or physically intimate activity is inappropriate. Students unable to conduct themselves in an appropriate and professional manner will be asked to leave the premises.

Food and drinks, except water, are restricted to the lobby or outside the building **ONLY** and are **NOT ALLOWED** in any of the studios, dressing rooms, or bathrooms.

Cell phones are not allowed in the studios and must be turned off in the dressing rooms. If a student is found using a cell phone during classes or rehearsals, it may be confiscated until the end of that student's scheduled classes/rehearsals.

Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture, and equipment with respect.

Please check the space you use for discarded toe tape, tissues, water bottles, clothing, etc., when leaving the studio. Water bottles must be recycled; the recycling bin is located in the lobby.

Barres are not to be hung on or sat on as they might break or cause injury.

Mirrors are breakable and easily smudged; they are not to be handled or leaned on.

Floors are susceptible to dangerous slick spots. No lotions or salves are to be used prior to class.

Students should not sit down to “rest” during dance classes. This causes the muscles to cool down and may result in injury by resuming exercise when cold.

SMOKING, DRUGS, AND ALCOHOL

The Portland Ballet is a non-smoking establishment. Smoking is prohibited for all TPB students on school property. Students disregarding this policy will face suspension and/or expulsion from TPB. Any student found using drugs, consuming alcohol, or attending classes/rehearsals under the influence of drugs or alcohol will face expulsion. These prohibitions include providing drugs or alcohol to another student.

CAMERAS

Photographing or videotaping class requires advance permission from the artistic directors and teacher.

LOST AND FOUND

Items left in the studios will be collected at the end of the day and placed in the lost and found bins located in the ladies' and men's dressing rooms. The lost and found is emptied on a monthly basis.

We encourage all students to label their shoes, tights, etc., to insure that the proper items are recovered. Students should not leave valuable items unattended in the dressing room. TPB is not responsible for lost or stolen items.

Gently used shoes, leotards, and tights may be donated to The Portland Ballet. Please bring clean items to the front desk.

COMMUNICATION

Email is TPB's **PRIMARY** method of communication. If email is not a convenient method of communication for you, please read the **bulletin boards** and our **website** carefully and often. These are all important resources for students and parents. Time changes, rehearsals, important

notices, and announcements are updated regularly, and the answers to many of your questions can be found there.

Parents are asked to direct any comments, concerns, or questions to the front desk staff. The staff member will then contact the artistic directors, executive director, general manager, or appropriate teacher.

The front desk staff are not allowed to give out student or teacher phone numbers and other personal contact information. We ask that phone numbers be exchanged on an individual basis only.

LETTERS OF RECOMMENDATION

If a student is in need of a recommendation letter, **TWO WEEKS NOTICE** is required. Be aware that many students request letters of recommendation at the same time of year. Insufficient notice will result in short letters or none at all.

PARENT OBSERVATION & ETIQUETTE

Parent observation occurs in December. Parent observation is prohibited during all other times of the year. The dates and times by level for parent observation will be available in the TPB lobby and posted on the bulletin boards.

No talking, cameras, camcorders, cell phones, or loud pagers are allowed during classes. Special permission to observe at any other time must be arranged in advance.

HOLIDAY PRODUCTION/YOUTH COMPANY/CAREER TRACK DANCERS

Students in Level 1 and up are eligible for participation in the Holiday Production, limited by parts available.

Youth Company participation in the fall Holiday Production is by audition only for ages 14 and up. All participants in the fall production, Youth Company, and Career Track **MUST** attend the mandatory meeting on **Saturday September 10th at 2:00pm**. At least one parent must accompany the dancer to this meeting.

In order to participate, students must be available for all scheduled rehearsals outlined in the contract. Dancers are allowed 2 excused absences not falling on 'mandatory' rehearsal days. All absences from rehearsal must be pre-approved by the Artistic Directors at least **TWO WEEKS** prior to the date of the absence. All Excused Absence Forms must be **signed** by a parent/guardian. Excessive absences will jeopardize roles and participation in the production. Excused Absence Forms are available on the website as well as in the TPB lobby.

TPB ACADEMY SHOWCASE

Curriculum students in Pre-Ballet through Career Track may participate in the annual TPB Academy Showcase presented at the end of the spring semester. Youth Company (YC) and Career Track (CT) dancers are required to participate.

Students with the required excellent attendance perform pieces choreographed for their classes by faculty members. This performance is a ticketed event. A participation fee of \$50 (and \$25 for each additional child) will be due with a Showcase Participation Form, which will be sent out in January.

I have read and agree to adhere to all of the rules and regulations set forth by The Portland Ballet board of directors, artistic administrators, dance faculty, and business staff.

By signing this I acknowledge that I have read and understand the policies set forth in The Portland Ballet's Student/Parent Handbook. *

_____ Student Name

_____ Student Signature

_____ Date

_____ Parent/Guardian Name

_____ Parent/Guardian Signature

_____ Date