

THE PORTLAND BALLET STUDENT/PARENT HANDBOOK 2017-2018

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, Elementary, 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. The artistic directors make the assignments, as described below.

CLASS AND YOUTH COMPANY PLACEMENT

In the spring of each year, current curriculum students will be given an Intent to Enroll form to complete for the upcoming year. Students will be placed based on the 2017-18 years progress and placement will be sent following the formal audition. Current students are not required to attend the audition. New students must attend the **mandatory** placement audition.

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 11th, 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 11, 2017; 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 11th and may be made by check. Check payments must include a \$10/check processing fee. Returned checks are subject to an additional \$25 fee.

Subsequent 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 2017 – 2018 Curriculum Year must be submitted, online, by the August 4, 2017, 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. Some students may be assigned works-study jobs which will be outlined in their scholarship contract.

EVALUATIONS

Between semesters, faculty members submit written evaluations and conduct individual conferences for Curriculum Ballet students in Elementary 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 and Career Track 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 472	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 III P	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
Level V/VI/CT	Tutu	Black	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 their level.

Tutu Order Information:

www.conservatorybyprimadonna.com

Conservatory C700 Classical Tutu in Black

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

No warm-up shirts, leg warmers, 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: All ballet slippers must have sewn (not tied) elastics. 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, rehearsals, or performances.

Boys: All ballet slippers must have sewn (not tied) elastics. 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 and Level V students (who opt to take Core) will need to provide a **yoga mat & 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.

HYGIENE

Dance is an athletic activity and unscented deodorant must be worn by dancers at the appropriate age. Dancers are asked not to wear perfume, cologne, or body spray at TPB. All body hair should be maintained: facial hair (boys), under-arm hair and bikini lines (girls).

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 are asked to 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 to class or rehearsals will jeopardize a student's placement, participation in productions, casting, 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. There are to be no restroom visits during barre or center. Your option will be to use the restroom before class or between barre and center if absolutely necessary. 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

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 program.

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 only allowed in the studios if they are turned off, no vibration, and put away in a bag for safe keeping. 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.

Jet Glue is NOT allowed in the studios! It causes damage to any surface it touches and must be used carefully!

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. Please make sure we've got the best email on file. You may need to look in your spam folder and add us to your "primary" inbox or your contacts to receive regular communications. 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.

INCLEMENT WEATHER

If TPB classes must be cancelled and email will go out to all families. We will try our best to update the voice mail at the studio, but at times, that is not always possible. If you are unsure about classes during a weather event, please check your email or you may email info@theportlandballet.org for a response.

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.

AUDITION SUPPORT

Dancers in Level 4 - 6 may request video audition support.

NOTE: Each school and/or summer intensive has a unique set of requirements for audition materials. Please make sure to consult the website of each program of interest to compile your requirement list.

- 1) Use of studios/studio rental:
 - a. If using studio B with no faculty present and at times when it's not otherwise scheduled, L5 and L6 students may use the space free of charge to prepare audition material as long as they coordinate with Kate A.
 - b. If using any of the studios while working with faculty on private lessons, coaching, or filming, the studio rental fee is \$30/hour. Please coordinate rental with the front desk.
- 2) Working with faculty:
 - a. Rehearsal time and/or filming time with faculty will be treated like private lessons. The dancer will need to pay the studio rental fee for this time (as outlined

above). The dancer will need to schedule coaching or filming sessions directly with the faculty member. Fees for the time will be paid directly to the faculty member and should be negotiated directly with the faculty member.

3) Filming:

- a. Dancers will need to pay the studio rental fee for time spent filming, whether the filming is done by TPB staff or by a parent. They will not be required to have faculty present during this time but are encouraged to do so.

PRIVATE LESSONS

Curriculum students may request to work with an instructor in a private one-on-one lesson by submitting a **Private Lesson Request Form** located in the TPB lobby. Curriculum families are responsible for renting the TPB studio at a mutually agreed upon time, arranged by the front desk, at the rate of \$30/hour, payable to TPB. Each individual teacher sets their own private lesson rate and payment for those lessons are made directly to the instructor.

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 sent out via email and 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.

All participants in the fall production, Youth Company, and Career Track **MUST** attend the mandatory meeting on **Saturday, September 9th at 2:00pm**. At least one parent must accompany the dancer to this meeting.

Youth Company and Career Track Dancers must also attend a mandatory Spring Production Meeting in January of 2018.

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 Level 6 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.

Participating dancers are required to have excellent attendance. They will 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 in January. The participation fee is included in the annual tuition for Youth Company (YC) and Career Track (CT) dancers.

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

<CLIENTSIGN>

Parent/Guardian Name:

<CLIENTFIRSTNAME> <CLIENTLASTNAME>

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