

THE PORTLAND BALLET STUDENT/PARENT HANDBOOK 2018-2019

STUDENTS AND PARENTS SHOULD READ THIS HANDBOOK ALOUD TOGETHER BEFORE ACCEPTING THE TERMS OF ENROLLMENT.

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, and Youth Company programs 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. Students who withdraw from the program are still obligated to pay for the remainder of the year.

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 director and faculty members.

YOUTH COMPANY

The Youth Company (YC) comprises advanced dancers from more than one level. The artistic director determines eligibility, as described below.

CLASS AND YOUTH COMPANY PLACEMENT

All current students will be placed based on the 2017-18 years progress and placement will be sent following the formal audition in August. 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 and with less injury 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 director for consideration. TPB Scholarship students agree not to participate in any outside training.

TUITION POLICIES

Students registered for Pre-Ballet through Level 6, 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 27th, 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 27, 2018; 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 \$25 fee. TPB now accepts Visa, Mastercard, Discover, and American Express.

Annual tuition must be received by August 27th 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 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 and cannot attend any classes at TPB or enroll in future programs until their account is current.

SCHOLARSHIPS

Financial Aid support is granted on a year-by-year basis to eligible families. Scholarship applications for the 2018 – 2019 Curriculum Year must be submitted, online, by the August 17, 2018, 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 Level 1 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 6 and Career Track students may schedule an evaluation conference with the artistic director to discuss their progress and goals. Parents are encouraged to attend these conferences.

CONFERENCES

Parents may schedule personal conferences with the artistic director by making a request to the front desk. **Please avoid “catching” the artistic director 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 1	Motion Wear 2200	Iris 498	Body Wrappers C30 Footed Total Stretch	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Level 2	Motion Wear 2515	Ultra Violet 474	Body Wrappers C30 Footed Total Stretch	Ballet Pink	Leather full soled Bloch 205	Pink with sewn elastic
Level 3 Level 3P	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 4A Level 4B	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 5	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 6	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 5/6/CT	Tutu	Black	Primadonna – Conservatory	8 layer	14”	Order*
Boys Pre-Ballet, Men 1, & Men 2	Cap Sleeve Leotard	White	Body Wrappers Tights – M90	Black	Leather full soled with white ankle socks	Black with sewn elastic
Men 3 – Men 4	Fitted T-Shirt (no emblems)	White	Body Wrappers Tights – M90	Black	Leather full soled with black sewn elastic	Black with sewn elastic
Men 5 & 6	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

THE ELOVÉE TECHNIQUE

Level 4A, Level 4B/Men4, Level 5/Men 5, Level 6/Men 6, & CT students have The Elovée Technique (instead of “core”) as part of their schedule. It is a required class for all dancers Level IV and up according to your schedule. You will need to provide a **yoga mat**.

ATTIRE

No warm-up shirts, leg warmers, pants 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 6 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 the same color as natural hair color and no “whispies” or hair accessories like bun covers & headbands. Short hair must be fastened securely away from the face. No jewelry is to be worn in class including rings, watches, plastic bracelets, and hair elastics around the wrists. Note: Level 3 - 6 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 the noon L5/6 class may wear simply styled and solid-colored leotards. Colored leotards may be worn at the theatre for class & rehearsal.

Boys: All ballet slippers must have sewn (not tied) elastics. Dance belts are required for boys 12 and up. On Saturdays men in the noon L5/6 class may wear colored tights and/or a plain, fitted, colored t-shirt (without logos or other text). Colored tights & t-shirts may be worn at the theatre for class & rehearsal.

When guest choreographers/teachers visit TPB, all students must wear curriculum uniform unless it is during a regularly scheduled Saturday 12:00-1:45pm class or at the theatre where colors may be worn.

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

Please Note: 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). Please do not wear lotion to TPB as it causes dangerous slick spots on the dance floor.

PAS DE DEUX

Pas de Deux class is for girls in Level 5, 6, & CT students and Men 4, Men 5, Men 6, 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. A tutu is required for any girl attending pas de deux class. All dancers taking pas de deux **MUST** order a tutu at the beginning of the year. Failure to have a tutu may result in removal from pas de deux class. **There is to be no borrowing of tutus for these classes.**

POINTE CLASSES

Students on pointe are expected to bring a small pointe shoe bag to class containing:

- Pointe shoes
- Toe tape
- Small scissors

- Band aids
- Safety pins
- Needle and thread
- Toe Spacers/lambs wool, 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 on pointe will be expected to change into their pointe shoes quickly (approximately 2 minutes). **At the store, for first time pointe shoe fittings, please wear a leotard and tights.**

PHYSICAL REQUIREMENTS

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.

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. In certain cases the artistic director will require a student to make an appointment with Amy Benton, our Physical Therapist, for a pre-pointe screening. The appointment consists of a 40 minute evaluation and costs \$80. Follow-up recommendations will be made to the student and artistic director before the decision to put the student on pointe is made.

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. 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. On that note, 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.

OPEN BALLET CLASSES

TPB offers a variety of open ballet classes for beginning/intermediate to advanced students. TPB encourages curriculum students Level 3 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 \$11 “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 and contact the front desk if you require a letter from TPB.

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 the artistic director 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.

DRESSING ROOM GUIDELINES

Cell phone use is prohibited in the dressing rooms at all times. Since phones now act as cameras and recording devices, it is for the privacy of all students that no cell phones are to be used in the dressing room. Photography of any kind is prohibited. TPB is not responsible for lost or stolen items. Wallets, cell phones (turned off), and small valuables may be taken into the studios in a small bag and set at the front of the room. TPB recommends not bringing things of value into the building.

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.

The Portland Ballet is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. This includes interactions between TPB students via email, phone, text, internet, & social media which all are considered cyberbullying.

Although cyberbullying may not take place while students are on The Portland Ballet premises, any act of cyberbullying will be grounds for review and possible disciplinary action. This includes but is not limited to, Social Media, such as Facebook, Instagram, Snapchat, and Twitter, Text Messaging, Instant Messaging, & Email, including blocking or reporting users as a malicious act.

Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Any act of discrimination, violence, or bullying will be taken very seriously and dealt with by the administrative staff. Consequences will be dependent on the individual act. We request that all incidents be reported directly to The Portland Ballet's Registrar, General Manager, Executive Director, or Artistic Director immediately.

Each student at The Portland Ballet has a right to:

- learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

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 building! It causes damage to any surface it touches and must be used outside the building!

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/CELLPHONES

Photographing or videotaping class requires advance permission from the artistic director 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. Again, 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.

TPB is launching a new password protected **PARENT PORTAL** on our website. Access to the portal will be given with placement information at the beginning of the year. This website will include enrollment information, forms, and schedules. Please check it regularly!

Parents are asked to direct any comments, concerns, or questions to the front desk staff. The staff member will then contact the artistic director, 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 5 - 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 the Office Manager.
 - 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.

NOTE: Career Track dancers preparing to audition for companies and/or conservatory programs will receive video audition support as part of the Career Track program and, therefore, do not need to follow the video support guidelines above. CT dancers should communicate their video needs directly to Nancy Davis.

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 (cash or check only) for those lessons are made directly to the instructor. Private lessons are for current curriculum students only.

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.

PERFORMANCE AGREEMENTS

By enrolling in these programs, dancers and parents participating in the programs outlined below are agreeing to uphold the policies and guidelines outlined in this document.

HOLIDAY PRODUCTION DANCERS

Participating in The Portland Ballet's Holiday production offers emerging young dancers the unique opportunity of performing professional choreography in theaters, before live audiences, and to live music. This year's production will be *A Midsummer Night's Dream*. The production is open by audition to ballet dancers Level 1/Men 1 and up. **If you plan on participating in this production, the dancer accompanied by one parent must attend the MANDATORY meeting Saturday September 8th at 2:00pm.**

Limited parts are available in the Holiday Production and TPB reserves the right to limit the number of students when we reach capacity. Level 1 through Level 4 will be accepted into the Holiday Production on a first-come, first-served basis.

Performance Dates & Location

Performance dates for the 2018 Holiday Production are Friday-Sunday, November 23rd, 24th and 25th (no rehearsals or performances Thanksgiving Day). All performances will take place at Lincoln Hall, Portland State University, in downtown Portland. **Dancers must be available for all rehearsals and performances.**

Casting

Please note that every dancer may **NOT** perform in every performance. All casting decisions are made by the artistic director. Casting is a complex and delicate equation. Elements considered in casting include: class and rehearsal attendance, age, experience, conduct, work ethic, stamina, strength, lack of injury, height, and the fit of the choreography to the dancer considered. Casting can be an evolving process subject to unforeseen circumstances, sometimes last-minute changes due to injury or illness can occur, and is therefore never truly final. Dancers are required to adhere to the guidelines below. Failure to do so, or changes in any of the elements above, may result in casting changes.

Attendance

Attendance to **all rehearsals is mandatory** (see schedule below). Please note that **not** every dancer may be called to every rehearsal, but must be available for rehearsal at the times listed in the schedule. By signing this contract, you are agreeing that you can participate fully in the schedule listed below. **Class Attendance**: It is also important to maintain strong attendance in all curriculum classes.

Absences

Dancers will be allowed two (2) excused absences during the rehearsal period. A parent or guardian must notify TPB of a student's illness in advance of the class/rehearsal they will miss. Missing more than the allotted absences may result in dismissal from the production. **UNEXCUSED absences may result in dismissal from the production.** Dancers with injuries **MUST** report these injuries to the rehearsal director, and still attend and observe rehearsals and take notes. A parent or guardian must substantiate any planned absences. If a future absence is known, dancers/parents must turn in a **signed Excused Absence Request Form AT LEAST 2 WEEKS** prior to absence. The artistic director will review the request. Forms received less than 2 weeks prior to absence will be considered unexcused and therefore affect the dancer's participation. **Verbal approval of absences is not considered officially excused. Paperwork must be turned in.**

Parent Volunteer Requirements

Parents MUST volunteer for at least one performance or one volunteer job during the Holiday production and Spring Concert or **pay a \$150 opt-out fee.** TPB will contact parent volunteers to schedule their hours. If a parent has not volunteered, \$150 will be automatically charged to the credit card on file. TPB will make arrangements for CT students staying with host families.

Costume Liability

Dancers and parents of all dancers are responsible for any damage to costumes, scenery, props or facilities during this event. It is very important you take care of the costume you are to be wearing. In the event that something happens to the costume while it is in your control, you will be held responsible to pay for it. Fines will be assessed according to the damage.

YOUTH COMPANY

Performing opportunities for the 2018-2019 season include the Thanksgiving weekend performances of *A Midsummer Night's Dream* (November 23rd, 24th, and 25th) at Lincoln Hall, and the Spring Concert(Current/Classic)/Academy Showcase on May 10th, 11th, and 12th at Lincoln Hall. Other performance opportunities have yet to be finalized. To maintain membership in the Youth Company, dancers must be available for all rehearsals and performances.

If you plan on participating in the Youth Company, the dancer accompanied by one parent must attend a MANDATORY Holiday Production meeting Saturday, September 8th at 2:00pm.

Youth Company dancers accompanied by one parent must also be available for a Spring Production Meeting Saturday, December 15th at 2:00pm.

Casting

Please note that every dancer may **NOT** perform in every performance. All casting decisions are made by the artistic director. Casting is a complex and delicate equation. Elements considered in casting include: class and rehearsal attendance, age, experience, conduct, work ethic, stamina, strength, lack of injury, height, and the fit of the choreography to the dancer considered. Casting can be an evolving process subject to unforeseen circumstances, sometimes last-minute changes due to injury or illness can occur, and is therefore never truly final. Dancers are required to adhere to the guidelines below. Failure to do so, or changes in any of the elements above, may result in casting changes.

Attendance

Attendance to **all rehearsals is mandatory** (see schedule below). Please note that **not** every dancer may be called to every rehearsal, but must be available for rehearsal at the times listed in the schedule. By signing this contract, you are agreeing that you can participate fully in the schedule listed below. **Class Attendance:** It is also important to maintain strong attendance in all curriculum classes.

Absences

Dancers will be allowed two (2) excused absences during the rehearsal period. A parent or guardian must notify TPB of a student's illness in advance of the class/rehearsal they will miss. Missing more than the allotted absences may result in dismissal from the production. **UNEXCUSED absences may result in dismissal from the production.** Dancers with injuries **MUST** report these injuries to the rehearsal director, and still attend and observe rehearsals and take notes. A parent or guardian must substantiate any planned absences. If a future absence is known, dancers/parents must turn in a **signed Excused Absence Request Form AT LEAST 2 WEEKS** prior to absence. The artistic directors will review the request. Forms received less than 2 weeks prior to absence will be considered unexcused and therefore affect the dancer's participation. **Verbal approval of absences is not considered officially excused. Paperwork must be turned in.**

Parent Volunteer Requirements

Parents MUST volunteer for at least one performance or one volunteer job during the Holiday production and Spring Concert or **pay a \$150 opt-out fee.** TPB will contact parent volunteers to schedule their hours. If a parent has not volunteered, \$150 will be automatically charged to the credit card on file. TPB will make arrangements for CT students staying with host families.

Costume Liability

Dancers and parents of all dancers are responsible for any damage to costumes, scenery, props or facilities during this event. It is very important you take care of the costume you are to be wearing. In the event that something happens to the costume while it is in your control, you will be held responsible to pay for it. Fines will be assessed according to the damage.

All Youth Company dancers agree to

- follow Guidelines in TPB Handbook
- not participate in any outside training or performances without permission from Artistic Director
- adhere to the dress code requirements for leotards, tights, footwear, and hair
- set an example for other students at TPB
- be present at all scheduled classes and rehearsals (excused absences will be for medical purposes or

family emergencies only)

CAREER TRACK DANCERS

Career Track Weekly Schedule:

Tuesday – Friday: 12:30-2:00pm class; 2:15-4:15pm rehearsal or workshop + evening curriculum classes based on level placement.

Please note: not all CT dancers will be called to every rehearsal but are required to attend all classes and workshops.

1st Semester: Monday classes optional

2nd Semester: Friday evening classes (after 4:15) optional.

The optional classes must be different second semester as Monday evening becomes an Academy Showcase rehearsal night.

Performing opportunities for the 2018-2019 season include the Thanksgiving weekend performances of *A Midsummer Night's Dream* (November 23rd, 24th, and 25th) at Lincoln Hall, the Spring Concert(Current/Classic)/Showcase on May 10th, 11th, and 12th at Lincoln Hall and the Career Track(Up Close) Performance June 7th, 8th, and 9th at the Studio Theatre. Other performance opportunities have yet to be finalized. To maintain membership in the Career Track, dancers must be available for all rehearsals and performances.

Career Track Dancers, accompanied by one parent must attend a MANDATORY Holiday Production Meeting Saturday, September 8th at 2:00pm.

Career Track Dancers, accompanied by one parent must also be available for a Spring Production Meeting Saturday, December 15th at 2:00pm.

Casting

Please note that every dancer may **NOT** perform in every performance. All casting decisions are made by the artistic director. Casting is a complex and delicate equation. Elements considered in casting include: class and rehearsal attendance, age, experience, conduct, work ethic, stamina, strength, lack of injury, height, and the fit of the choreography to the dancer being considered. Casting can be an evolving process subject to unforeseen circumstances, sometimes last-minute changes can occur due to injury or illness, and is therefore never truly final. Dancers are required to adhere to the guidelines below. Failure to do so, or changes in any of the elements above, may result in casting changes.

Attendance

Attendance to **all rehearsals is mandatory** (see schedule below). Please note that **not** every dancer may be called to every rehearsal, but must be available for rehearsal at the times listed in the schedule. By signing this contract, you are agreeing that you can participate fully in the schedule listed below. **Class Attendance:** It is also important to maintain strong attendance in all curriculum classes.

Absences

Dancers will be allowed two (2) excused absences during the rehearsal period. A parent or guardian must notify TPB of a student's illness in advance of the class/rehearsal they will miss. Missing more than the allotted absences may result in dismissal from the production. **UNEXCUSED absences**

may result in dismissal from the production. Dancers with injuries MUST report these injuries to the rehearsal director, and still attend and observe rehearsals and take notes. A parent or guardian must substantiate any planned absences. If a future absence is known, dancers/parents must turn in a **signed Excused Absence Request Form at least 2 WEEKS** prior to absence. The artistic directors will review the request. Forms received less than 2 weeks prior to absence will be considered unexcused and therefore affect the dancer's participation. **Verbal approval of absences is not considered officially excused. Paperwork must be turned in.**

Parent Volunteer Requirements

Parents MUST volunteer for at least one performance or one volunteer job during the Holiday Production, the Spring Concert, and the Career Track Performance or **pay a \$150 opt-out fee per show**. TPB will contact parent volunteers to schedule their hours. If a parent has not volunteered, \$150 will be automatically charged to the credit card on file. TPB will make arrangements for CT students staying with host families.

Costume Liability

Dancers and parents of all dancers are responsible for any damage to costumes, scenery, props or facilities during this event. It is very important you take care of the costume you are to be wearing. In the event that something happens to the costume while it is in your control, you will be held responsible to pay for it. Fines will be assessed according to the damage.

All Career Track dancers agree to

- follow Guidelines in TPB Handbook
- not participate in any outside training or performances without permission from Artistic Director
- meet with Nancy Davis for personal evaluation meetings
- adhere to the dress code requirements for leotards, tights, footwear, and hair
- set an example for other students at TPB
- take pointe during center of all Career Track classes unless excused for injury prevention reasons or directed by the instructor
- be present at all scheduled classes and rehearsals (excused absences will be for medical purposes or family emergencies only)
- schedule medical/dental appointments outside Career Track schedule

TPB ACADEMY SHOWCASE

Curriculum students in Pre-Ballet through Level VI participate in the annual TPB Academy Showcase presented toward the end of the spring semester, May 12th. Youth Company (YC) and Career Track (CT) dancers are required to participate.

Dancers are required to have excellent attendance. They will perform pieces choreographed for their classes by faculty members.

There will be a mandatory in studio rehearsal on Saturday, May 4th. Students are to have no excused absences the week of the performance, Monday, May 6th through Sunday, May 12th. **Dancers must be available for all rehearsals and performances.**

This performance is a ticketed event. Tickets are first-come, first-served, and general admission. This show sells out each year. Ticket sales will be announced via email.

The Academy Showcase participation fee is included in annual tuition for all dancers regardless of participation in the performance. Academy Showcase rehearsal and performance information will be sent in January 2019. All dancers are scheduled to participate in the Academy Showcase unless families opt out upon enrollment in the fall. Teachers will begin choreography in the late winter.

Dancers who have opted out may not be eligible to opt back in after teachers have begun rehearsals. Dancers not performing in the Academy Showcase should still attend all scheduled curriculum classes and will not receive any tuition discount for not participating.

□