

THE SCHOOL OF
PENNSYLVANIA | **BALLET**

JAMES K. PAYNE
School Director

BARBARA WEISBERGER
Founder

2018-2019 PRE-PROFESSIONAL & TRAINEE PROGRAM HANDBOOK



Photo: Tracie Van Auken

STATEMENT & POLICY

STATEMENT

SPB is the official school of Pennsylvania Ballet, one of the premier ballet companies in the country. The School offers classes for students of all ages who enjoy dancing, as well as for those who wish to pursue a professional career. Our location in the Louise Reed Center for Dance on North Broad Street features state-of-the-art studios, sprung floors, regulation-height barres, student dressing rooms, and a parent waiting area. The School of Pennsylvania Ballet reserves the right to change without notice any statement in this handbook concerning, but not limited to rules, policies, tuition, admission, evaluations, and curricula.

NOTICE OF NON-DISCRIMINATORY POLICY

The School of Pennsylvania Ballet admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other School administered programs.

This Handbook is designed to help answer questions regarding policies of The School of Pennsylvania Ballet. You should review this book thoroughly and discuss it with your family prior to registering. Please direct your questions to The School office staff.

Thank you to our sponsors



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Level 3, 6, 7 – Charity Eagens ceagens@paballet.org

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SECURITY DESK

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MAILING ADDRESS

The School of Pennsylvania Ballet

323 North Broad Street

Philadelphia, PA 19107

WEBSITE

www.paballet.org/school

CALL BOARD

www.paballet.org/school_callboard

SOCIAL MEDIA

Facebook: www.facebook.com/paballetschool

Instagram: [@school_of_paballet](https://www.instagram.com/school_of_paballet)

Twitter: [@SchoolPABallet](https://twitter.com/SchoolPABallet)

In addition to the digital Call Board, The School of Pennsylvania communicates important information through the use of Constant Contact. Parents will be subscribed to the email service upon completing their registration.

ABOUT THE SCHOOL

It all started with George Balanchine, one of the greatest choreographers in the history of dance. Born in St. Petersburg, Russia, when Balanchine came to the United States he brought with him a burning desire to develop ballet and assure its continued vibrancy through teaching. One of his protégées, Barbara Weisberger, founded Pennsylvania Ballet in 1963. She shared Balanchine's devotion to teaching, and dreamed of the day when the professional company and the school of aspiring dancers would work together. Today The School carries on the traditions that have their roots stretching from St. Petersburg and which are flowering in a beautiful new home, the Louise Reed Center for Dance.

Artistic Director, Angel Corella believes in providing students with the highest quality dance education for today's world. Strong technique, artistry and versatility are all key to reaching the student's goals and allowing doors to open into careers as professionals in ballet companies both nationally and internationally.

With teachers drawn from Pennsylvania Ballet and elsewhere, SPB believes in the empowering forces of energy and compassion. The School, and all its teachers, strive to create a nurturing environment that fosters a positive learning experience. Through a carefully graded curriculum, we accommodate a natural progression of skill development from the earliest levels of training to the elite performer. Our students receive intensive instruction in each of the classical disciplines: classical ballet technique, pointe work, men's classes, character, variations, and partnering when applicable. To further assist in their studies, students are provided additional classes in contemporary, stretch and strength, and Pilates.

The goal of the teachers at The School of Pennsylvania Ballet is to enable every student to achieve his or her goals as a dancer. We know that our students have a genuine passion for this art form, and we treasure the dedication that they bring to the studio every day. We also believe that the passion, commitment, and joy of dance, will spill over into all aspects of our students' lives. Dancers are good people, who have infectious enthusiasm coupled with rock-hard discipline. They are gifted, engaged individuals who understand the value of work and patience.

The School of Pennsylvania Ballet has the unparalleled advantage of a close affiliation with the world-renowned Pennsylvania Ballet. There is an ineffable feeling of promise and excitement in taking classes from both former and current members of The Pennsylvania Ballet as well as other companies. In addition, students at SPB have opportunities to perform in professional productions with The Company. Each year an average of 100 students are selected exclusively from The School to appear with The Pennsylvania Ballet in its annual holiday production of George Balanchine's *The Nutcracker*®. From time to time, other productions (such as *Cinderella*) draw on students from The School.

Attracting students from around the United States and the world, The School of Pennsylvania Ballet also holds an annual five-week summer course and workshop weeks which include *Company Experience*, *Young Dancers Workshop*, and *Coaching with the Principals*. Students are admitted through auditions which are scheduled in cities around the United States in January and February of each year. Video auditions are also accepted.

SCHOOL PROGRAMS

A full school year runs for 35 weeks, starting in September and ending in June. There are five levels of training in the Children's Program, seven levels of training in the Pre-Professional Program, two levels in the Trainee Program, and an Adult Program. There is no audition requirement for the Children's Program (ages 2-7) or Adult Program (ages 15+). All new students (ages 7-19) must audition to be accepted into the Pre-Professional Program. Open auditions take place periodically throughout the year. If you are unable to attend one of the auditions scheduled, we are happy to organize an individual one.

Children's Program*	Pre-Professional Program		Trainee Program	Adult Program
No Audition Required	Audition Required		Audition Required	No Audition Required
Dance with Me Creative Movement Pre-Ballet Primary Ballet Foundation	Level 1 Level 2 Level 3 Level 4	Level 5 Level 6 Level 7	Pre-Trainee Trainee	Beginner Ballet Intermediate Ballet

*Note that there is a separate handbook for the Children's Program

CHILDREN'S PROGRAM LEVELS

Dance with Me (2-3 years old)

An interactive movement class celebrating the bond between child and caregiver. Together we will move through space, explore our bodies, and practice coordination while gaining strength. In Dance with Me we utilize our ever-expanding imagination to evoke our movement. We use our imaginations to tell stories and express them with our bodies as we dance our way through parks and beaches, magical forests, and castles. We learn about different levels in space, musicality, and diverse movement qualities. At SPB, we aim to enhance the self-esteem and joy of the child. In the Dance with Me classes, the dancers find a little more support with the help of their caregiver.

Creative Movement (3-4 years old)

Creative Movement is a dance class that invites the young child to explore their curiosities and joy of movement. In class, we give space for the child to stretch their voice and embrace creativity. Ballet basics, classroom structure, coordination, spatial awareness, and team work are all introduced through class work and specially designed movement games. We at SPB understand that this can often be a child's first experience of time without their primary caregiver. Our amazing faculty and staff work very hard to ensure that this transition is the best and most successful experience for everyone.

Pre-Ballet (4-5 years old)

Pre-Ballet classes focus on the introduction of basic ballet terminology and execution of steps. Classes are taught by experienced classically trained faculty who are extremely passionate about fostering the young dancer's individuality and sense of self. In addition to learning the classical ballet basics, the Pre-Ballet class will be guided through creative movement exercises used to explore the many ways in which dance can expand one's expression of life. We touch on spatial and body awareness, the dancer's connection to feelings and translation into movement, story-telling, team work, and discipline.

Primary Ballet (5-6 years old)

Primary class will focus on gaining muscular strength and conditioning to support the young dancer's proper alignment. We will continue to develop our understanding of the beginning principles of classical positions and steps; both at the barre and in center. Proper classroom etiquette is emphasized and classical ballet vocabulary is being built. At SPB, we seek to not only teach an outstanding level of classical ballet technique, but to emphasize the importance of the love and joy of dance. We want to inspire our dancers at a young age to be curious and to always be hungry to learn more. Dancers are sure to leave class inspired by their own amazing accomplishments.

Foundation (6-7 years old)

Foundation is the final year to get ready to enter The School of Pennsylvania Ballet's Pre-Professional Program. Class continues to focus on the muscular strength, stability and flexibility that is needed in order to prepare the dancer for the more challenging steps ahead. In addition to strength building, we are now adding more steps into our vocabulary and linking multiple movements together. Combining the use of head, arms, and legs, forming more complex and lengthy exercises. In Foundation we condition and mold the dancers body into the correct classical positions and lines. Classroom etiquette, along with understanding of basic ballet terminology and precise execution of beginning classical technique is mastered this year.

PRE-PROFESSIONAL PROGRAM LEVELS

Level 1

In Level 1 students will fully understand and incorporate proper placement of the body, legs, arms, and head. This will help perfect exercises done during barre, center, and jumps. Students will master basic skills of coordination, musicality, expressiveness of port de bras (carriage of the arms), and other movements. In this level they will begin working on half-turns and turns on two feet.

Level 2

In Level 2 students will become stronger, developing endurance through repetition of movement and moving at a faster pace. This level will continue studying half-turns as well as turns on one foot. The initial study of pirouettes will begin at the barre and continue in the center. Students will learn new positions and poses as well as more complex combinations and movements necessary for further developing their coordination. Expressiveness of their work and musical performance are also strong focuses in this level.

Level 3

Students entering this level will continue building their knowledge of new steps and terminology. Exercises that were done only at the barre will now be done on demi-pointe, as well as in the center. Teachers will accelerate the pace of movements and begin developing movements en tournant (performing the step while turning). Students will continue to work on pirouettes (turns), and beats in petit allegro (small, quick jumps). They will continue developing the coordination of movements in all sections of the class, as well as work on expressiveness and musicality. During this level girls will begin pointe work.

Level 4

In level 4 students work on stability while on demi-pointe, as well as pointe work for the girls. Physical activity will be increased to further develop leg strength, muscle stamina, and endurance. They will work on extending their technique of pirouettes in different positions, and continue working on steps en tournant (turning) in the center. Students will begin the study of beats ending on one foot.

Level 5

As students enter Level 5, they will be introduced to more complex forms of adagio including differences in the combination and complexity of the upper body. They will continue to work on pirouettes in different positions, as well as study turns moving on the diagonal. In the allegro (jumping) section of class,

attention will be given to elevation in large jumps. Students will continue working on their musicality and artistry.

Level 6

Students in Level 6 will work on completing up to two turns (or tours on one leg) using a variety of preparations. They will work on the multiple rotations on demi-pointe and pointe, in place and with movement (with the inclusion of 2 tours in the big positions). They will increase their knowledge with more forms of adagio, by using the expanded port de bra, grand fouetté en tournant, and various types of rotation. Students will continue to study more complicated beats, as well as large jumps with different forms of preparation. Teachers will identify the individual abilities of students, while helping them develop their musicality and expressiveness in performance.

Level 7

As students reach Level 7, they will increase their knowledge of more complex shapes of adagio, with the inclusion of big jumps. They will also improve upon the technique of turning. In grand allegro (large jumps) they will learn more complicated steps, including sissonne with beats and sissonne en tournant. Students will continue to study more vast combinations of grand allegro, and work on elevation while jumping. Girls will study the technique of jumping on pointe while advancing in a straight line, diagonal, and en tournant. Teachers will continue to develop each student's artistic personality.

Boys' and Men's Classes

At The School of Pennsylvania Ballet we understand that ballet is in competition with football, basketball, hockey, baseball, and other sports for the best male athletes. Accordingly, we assure the boys starting with us that they will be challenged athletically and enriched artistically. During the 35-week school year the students receive intensive instruction in classical ballet technique with their assigned level as well as a separate men's class. Males also receive stretch and strength class and partnering when applicable.

TRAINEE PROGRAM LEVELS

Pre-Trainee Program

Students chosen for the Pre-Trainee program have shown exceptional potential, and discipline. This program has been designed as a full day program to allow students to have more extensive and exclusive training throughout the day. Students will train 4.5 hours every week day as well as 4 hours on Saturday. Training will include ballet, pointe, variations, stretch and strength, repertoire and contemporary. Students entering into this level are selected by the Artistic Director. Participation as a Pre-Trainee is not a requirement to be considered for the trainee program.

Trainee Program

Students enter into the Trainee Program when they have reached their highest potential, and have completed the technique required to endure the day-to-day life of a professional dancer. In this level students will work on furthering their knowledge of classical and contemporary repertoire, and learn how to connect their technical expertise with their artistry. Students in this level will be given more opportunities to perform. This will occasionally include performances with the Company as well as PBII. More performance experience allows them to fully understand what is required of them in the professional world.

ADULT PROGRAM

Beginner Ballet

Our Beginner Ballet is for any adult who wants to take ballet. Whether you have never taken a dance class in your life or have had prior experience and wish to renew your passion, you will feel well taken care of and comfortable. Beginner Ballet goes through the entire classical ballet class structure starting with a warm up on the floor, progressing to the barre, stretching, then to the center; where we always finish with jumps and leaps across the floor. The intention of the class is to keep the pace moving so each dancer feels they have achieved a great workout, learned some basic ballet terminology and had a chance to express them artistically. The Adult Program at SPB sets out to create a space in which everyone has the opportunity to feel good about them by encouraging dancers to do what they can and feel comfortable with.

Intermediate Ballet

Intermediate Ballet is a fun and invigorating ballet class. During intermediate ballet, we begin to move more quickly and combine multiple steps into 'combinations' together within a single exercise. Barre work can move quite swiftly and focuses on strengthening the dancer's muscles while building stamina with repetition. Center work expands the movement vocabulary even further and pushes the dancer's artistry. Intermediate ballet is a full body workout that is designed to challenge the dancer. As always, everyone is welcome and self-care along with modifications are celebrated and encouraged.

STUDENT EVALUATION AND LEVEL PLACEMENT

Each student's development, work habits, and progress through the curriculum will be evaluated each year to assure appropriate level placement for the subsequent year of study. It is important to note that advancement is a unique process for each individual. Above all, students will be placed in a level that will allow for challenging study without putting at risk the physical health and emotional well-being of the child. Student progress is also evaluated on an ongoing basis and level adjustments will be made throughout the year when warranted. Unlike academic studies where a student progresses a grade level each year, in dance training it is quite normal to spend several years in one level in order to properly assimilate all the necessary material. It is not unusual for a student to repeat a level of ballet training and to stay one or more years in the same level. Students wishing to take on additional hours of study in lower level classes may do so, space permitting, and with approval of the Interim Principal, for an additional fee.

Students in levels 5 and up will be given a mid-year written evaluation. At the end of the year each student will be evaluated by Pennsylvania Ballet's Artistic Director, the Interim Principal, and the faculty. Students that miss the year-end evaluation will be charged a fee of \$150 to schedule a private evaluation with SPB staff.

PARENT OBSERVATION

Parents/guardians are invited to observe class on designated observation days. This is a unique opportunity to view our students in their learning environment. Leaving during class is a distraction for the students. We encourage attendance at Parent Observation and know this is a special and unique educational opportunity. Please follow the etiquette guidelines below.

- Plan to stay for the entire class period. Leaving class is a distraction. If you do need to leave the studio during a class, please wait for an appropriate break before leaving and re-entering.
- Please do not bring children under the age of 4.
- Siblings may not be left in the lobby or hallway unattended.
- No food or drink in the studios. Water is allowed.
- Please, no talking during class.

- Please turn cell phones off.

PERFORMANCE OPPORTUNITIES

SCHOOL PERFORMANCE

As performance is an important aspect of the training of a professional dancer, all students of SPB are required to participate in an end-of-year performance. Additional rehearsals will be required leading up to the performance beginning in February. A master schedule will be distributed in the Spring. Please note the performance date on The School calendar and hold the week leading up to the productions for rehearsals (Tech Week). Attendance in the studios and in the theater during Tech Week is mandatory. Students who miss any rehearsals during Tech Week risk being dismissed from the performance. If a student misses a dress rehearsal (which is their final rehearsal on stage during Tech Week) they will be immediately removed from the production, with no exceptions. Additional information will be distributed in February.

THE NUTCRACKER

Pennsylvania Ballet presents George Balanchine's The Nutcracker® each season. The Nutcracker has many children's roles, which will be filled by some students in The School of Pennsylvania Ballet. All students Level 1 and higher are eligible to audition. Please note that not all students will be cast and participation is voluntary. Students must be 7 years of age or older on the first day of rehearsals in order to participate.

A master schedule of rehearsals will be placed on The School Call Board before the auditions. We encourage you to consider the full commitment before attending the audition. Casting decisions are made by Pennsylvania Ballet's Artistic Director on the basis of height, musicality, presence, behavior, work ethic, and technique. Casting decisions are final and non-negotiable. If student families foresee any conflicts, they must let The Company and The School know as soon as possible, so that appropriate changes can be made. Furthermore, being cast in George Balanchine's The Nutcracker® is no indication of professional potential nor is it a guarantee of advancement in The School.

Unexcused absences will not be permitted. In an event that your child cannot attend rehearsal, an email must be sent to Eddy at etovar@paballet.org. There is a limited amount of rehearsal time and the Artistic Team reserves the right to remove a student at any time if they are not attending rehearsals.

Costume Fittings are mandatory and all students must attend their designated fitting. Fittings will be posted on the School Website. More information about fittings will be forthcoming.

Students cannot miss any tech or rehearsals during production weeks or they risk being dismissed from the performance. If a student misses a dress rehearsal (which is their final rehearsal on stage during production week) they will be immediately removed from the production. Participants are advised to check that their academic school winter calendar will not conflict with Nutcracker tech weeks. If your child's academic school requests proof, SPB administrative staff will provide a note to your school's Principal requesting your child to be excused in order to attend rehearsals.

Important: The state of Pennsylvania requires working papers for children between the ages of 7-17. Working papers must be submitted on the day of the audition. Presenting working papers is not a guarantee of being cast in a role.

ADDITIONAL OPPORTUNITIES

Higher level students may have the opportunity to dance in some of the Company's repertoire in roles consistent with their level of training and development. Pennsylvania Ballet's Artistic Director and Ballet Masters cast

students from The School for Company ballets. Casting decisions are made with considerable thought and care, but are not an indication of professional potential. Ballet classes that are missed due to rehearsals cannot be made up. All information regarding rehearsals and performances will be posted on The School Call Board. Participation is voluntary and not compensated unless otherwise noted.

FINANCIAL INFORMATION

REGISTRATION

All students participating in The School of Pennsylvania Ballet must be registered to attend class. To enroll, students must complete their registration online with a non-refundable/non-transferrable registration fee of \$40.00. Students will be billed for a 25% tuition payment and a \$50.00 performance fee following their registration. The remaining tuition balance will be invoiced quarterly.

TUITION POLICY

- Tuition is non-refundable/non-transferable. Students who do not participate in class or withdraw before the end of the quarter/school year are obligated for the full quarter's tuition for their last quarter of study.
- There are no tuition refunds for school withdrawal or missed classes.
- Parents will receive an email reminder when quarterly tuition is due.
- Individual payment plans can be arranged to accommodate individual circumstances through The School office.
- Payment can be made either by check or credit card. Credit cards are not accepted over the phone.
- Students must be current with tuition payments to be eligible to take classes.
- Students registered for the Children's Program, Pre-Professional Program, Trainee Program, and General Program enroll for the school year. Adults have the option of purchasing a single class or a 5 class card as well.
- No refunds are given for classes missed because of illness, injury, vacation, or weather.
- A \$25 fee will be charged for all checks returned to our office.
- Late payments will be charged a \$50 late fee. Payments that fall up to 10 days behind for each account may result in your child being temporarily withdrawn from The School of Pennsylvania Ballet and may jeopardize future enrolment.

SCHOLARSHIPS

A limited number of scholarships are available at this time. Merit-based scholarships are based on ability, dedication, and, work ethic. All scholarships are awarded on a year-by-year basis. Recipients are required to sign a scholarship contract. Scholarship students are expected to have excellent attendance and to exhibit maximum effort in all areas of their training. Failure to meet either of the above expectations may result in scholarship withdrawal.

TRANSPORTATION AND PARKING

DROPPING OFF STUDENTS BEFORE CLASS

Parents may not drop off students ages 12 or younger more than 15 minutes before their class time. A fee of \$20.00 will be charged if a child is in the building without his or her parents 15 minutes before their class.

PICKING UP STUDENTS AFTER CLASS

Parents are expected to pick up students promptly after classes. Please contact The School if you are delayed or anticipate a delay. A fee of \$20.00 would be charged if your child is not picked up 15 minutes after their class has ended.

Students under the age of 13 are not permitted to leave the building without being accompanied by an adult. Students between the ages of 13-18 who wish to leave the building on their own MUST have their parent or guardian complete a Student Release Form. The Student Release Form is completed electronically at the time of registration. Forms are also available in The School office.

PARKING

On street parking is metered and only accepts quarters. Note that The School office is not able to provide change. There are also several parking lots within close proximity to The School. Visit the Callboard for discounts.

GENERAL SAFETY

We recommend the following precautions for general safety:

- Students must remain inside the building while waiting to be picked up.
- Students should not wear dance attire outside the building without covering up.
- Students who drive should not walk to their cars alone.
- Report all suspicious persons to the receptionist, instructor, or The School office.
- Note the location of all exits and fire extinguishers in case of emergency.
- Emergency evacuation procedures are posted at all locations.

DRESS CODE

All leotards are ordered through the school office at the time of registration. The School will select the assigned color for your level and purchase the uniform which contains the SPB logo on the hip. Previously purchased leotards in the correct level color may still be worn. Parents will receive an email designating dates and times for uniform pickup at which time payment is due. It is mandatory that the students wear the assigned leotard for their class. Any student not in their proper leotard will be asked to watch the class and take notes.

Pre-Professional & Trainee Program Girls:

- No shirts, pants, legwarmers, etc., may be worn.
- Ballet shoes must have an elastic strap sewn across the top of each foot. Please do not pin or tie the elastic straps, as this is not secure and can hurt your child's foot.
- The elastic laces on ballet shoes should be tied, trimmed, and tucked in the top of the shoe. This prevents the laces from becoming untied during class.
- Hair must be worn in a bun.
- Jewelry is not permitted with the exception of small earrings.
- Please mark clothing, shoes, and dance bags with the student's name and class level.
- Levels 2, 3, & 4 must also have character shoes.

Pre-Professional & Trainee Program Boys:

- Short-sleeved white leotard; t-shirts are not permissible
- Grey tights (Sample color: <https://boysdancetoo.com/collections/boys-dance-tights/products/microfiber-footed-tight-boys>)

- Thin white socks and white ballet shoes
- Waist belt
- Dance belts are required for Level I and above. Hair should be combed and fastened away from face if long.

RECOMMENDED DANCE SUPPLY STORES

SWAN DANCEWEAR
 484.278.4338
 234 Haverford Ave., Narberth PA
<http://www.swandancewear.com>

Store Hours:
Monday – Thursday: 11am - 7pm
Friday: 11am – 5pm
Saturday: 10am – 5pm
Sunday: Closed

BAUMS DANCEWEAR
 215.923.2244
 1805 E. Passyunk Ave., Philadelphia, PA
<http://www.baumsdancewear.com>

Store Hours:
Monday, Tuesday, Thursday, Friday: 10am – 5:30pm
Wednesday: 10am – 6:30pm
Saturday: 10am – 5pm
Sunday: Closed

NOTE: No one is to arrive or leave the school wearing dance attire. This policy reflects the professional atmosphere of SPB and our concern for the safety of our students. Street clothes should be worn over leotards.

CODES OF CONDUCT

STUDENT CODE OF CONDUCT

Students enrolled at SPB must conduct themselves in a manner that is respectful to the school, the staff, and their peers. Conduct must be courteous and professional at all times. Students should refrain from loud talking and boisterous behavior within The School so as not to disturb classes, rehearsals, and office staff around you. SPB reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory. Please respect the expertise and decisions of the school faculty and staff.

The following are absolutely forbidden at The School of Pennsylvania Ballet:

- Physical intimidation, violent or threatening behavior including but not limited to bullying, harassing conduct, hazing and fighting. Behavior, either verbal or physical, which disregards or demeans the self-esteem of others, is unacceptable and will be grounds for dismissal.
- Possession, consumption, or distribution of illegal drugs or alcoholic beverages. Any student found using drugs, or consuming or under the influence of alcohol (including providing drugs or alcohol to another student) will face expulsion.

- Smoking: SPB is a non-smoking facility. Smoking is prohibited for all students on the grounds of the Louise Reed Center for Dance.
- Self-destructive behavior.
- Willful destruction or misuse of The School of Pennsylvania Ballet or another person's property.

SPB reserves the right to suspend or dismiss students for violations including but not limited to the above. In the event a student is dismissed, tuition is not refundable or transferable.

PARENT CODE OF CONDUCT

Parents are asked to respectfully adhere to the conduct listed for students above. Additionally, please note the following guidelines set forth by The School of Pennsylvania Ballet Artistic and Administrative staff:

- Program level placement and casting are at the discretion of the Interim Principal and Faculty and will not be discussed.
- Please direct questions or concerns to The School office who will connect you with the appropriate Head Teacher or Administrator if necessary.
- Derogatory comments about another SPB student or their family will not be tolerated and is grounds for dismissal from the program.
- When staying in the lobby of The School for the duration of a lesson be mindful of the signage which designates areas that are for dancers or staff only.
- Parents may not leave siblings of students in the building unattended at any time. The School and Pennsylvania Ballet staff are not responsible for supervising children that are left alone without a parent or guardian.

BUILDING RULES

- Food, drinks (except water), and gum are not allowed in the studio or locker room at any time.
- Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture, and equipment with respect.
- Recording classes using cameras, cell phones, or video recorders is strictly prohibited. Cellphones should be put away prior to class to allow for adequate time to prepare and focus.
- Locker rooms are for changing purposes only.
- Note that The School of Pennsylvania Ballet is not responsible for lost or stolen items. Do not bring valuables into the building.

LOCKERS

Lockers are assigned by The School office and will be distributed to the Trainee level first. Any remaining lockers will be assigned descending down through the levels as availability allows. Students who wish to use a lock must first give the combination to The School office. Food cannot be stored in lockers overnight. SPB reserves the right to inspect lockers at any time.

POLICIES & PROCEDURES

ATTENDANCE

We cannot emphasize enough the importance of regular attendance and the commitment of the student to improve and polish his or her skills and talents. Progress in class depends upon regular and consistent

participation. Students are expected to attend all classes unless formally excused due to illness or other extenuating circumstances.

Students are encouraged to make up any excused absences, which include those missed due to illness. Students can make up to two classes per semester in a lower level class. The make-up date and time must be designated on an absence request form submitted to and approved by The School office.

It is essential that students come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries, and disrupts class concentration. Students more than 15 minutes late to any class will be asked to sit and observe.

INJURIES

All student injuries and accidents in and out of ballet class must be reported promptly to The School office. School staff will document the student's condition and any medical guidelines for activity. If an injury occurs (either in or outside of class), please do the following:

- Notify appropriate faculty and The School office immediately so that proper documentation can be made.
- Have your doctor fax a report on your injury to The School office.
- We 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 The School of Pennsylvania Ballet must meet with The School office to set up a recovery plan before returning to classes.
- Please note that tuition will not be adjusted for those weeks missed.
- Students who are injured are expected to observe class and take notes.

HEALTHY WEIGHT MANAGEMENT POLICY

SPB is committed to supporting the health and well-being of its students. The School staff will not discuss a weight concern with a student who is under the age of 18 unless at least one parent is present, in person, or via telephone. The School faculty may recommend that the student and parent seek a recommendation from a health professional. A student approached with an underweight concern may return to classes only with a physician's written approval.

SNOW CLOSURES

The School of Pennsylvania Ballet will be closed for snow or other weather/disaster conditions in Philadelphia when Philadelphia Public Schools are closed. If you are uncertain regarding closure, please check the Call Board at www.paballet.org/school_callboard. School closings will be announced on Fox29 and KYW, CBS, CW, and SPB's Facebook page as well as emailed. Join the SPB text alert system by texting @9a97g4 to the number 81010.

FIRE SAFETY DRILLS

Note the location of all exits and fire extinguishers in case of emergency. Emergency evacuation procedures are posted at all locations. Please become familiar with this information. Instructors will conduct fire drills throughout the year. In the event of a fire at The Louise Reed Center for Dance, faculty and staff will escort students out of and away from the building and remain with them.

SOCIAL MEDIA

Students and parents are encouraged to submit photographs for possible use on The School of Pennsylvania Ballet's social media pages. Photos should be sent to Joanne Smith at jsmith@paballet.org. Please indicate the name of the dancer pictured and the name of the person who took the photograph for our records. Please note that we cannot guarantee that all submitted photos will be used for a variety of reasons.

Students are encouraged to tag The School of Pennsylvania Ballet in their Instagram photographs. Please be mindful that all tagged photos are appropriate. Photography is not permitted within the dressing room or restroom areas. Inappropriate photos or unrelated content will be promptly removed.

Parents are encouraged to follow The School of Pennsylvania Ballet on Twitter for announcements and updates. All social media URLs can be found on the Contact page of this handbook.

SUMMER INTENSIVE

The School of Pennsylvania Ballet holds its annual five-week Summer Intensive for students at all levels, from 7 to 21 years of age. Students are drawn from all over the United States and around the world, and are admitted through auditions which are held in a variety of cities in January and February. The Summer Intensive offers serious ballet students a high level of instruction that includes classical ballet technique, pointe work, partnering, men's classes, variations, as well as complementary classes in modern dance, character, Pilates, and peak performance training.

For advanced students and young professionals ages 16 and above, the Summer Intensive is followed by the *Company Experience* which consists of a full week of professional ballet training. Classes will be taught by Artistic Director, Angel Corella, and artistic staff of Pennsylvania Ballet and will include daily workshops to learn pieces from The Company's repertoire. During the same week as the *Company Experience* dancers ages 11-15 can partake in the *Young Dancer Workshop* a full week of intensive training, focusing on improving their technical skills and their artistic development while exploring choreography from classical repertoire. Dancers in Levels 5 and up can also participate in a week of *Coaching with the Principals*. This week offers a full day of classes, featuring a half-hour of private coaching each day on a variation from one of our Principal Dancers. On the last day we will hold an in-studio showing where students will perform the variation they were coached on during the week.

A National Audition Tour for students will be conducted from January through March. Acceptance to the Summer Intensive is competitive, and only the most proficient students are invited. Housing is available for students ages 12 and above. There are a limited number of merit scholarships available which are awarded by the Artistic Director and artistic staff.

2018-2019 CALENDAR

September 7, 2018 at 6:00 P.M	Mandatory Parent Meeting and Nutcracker Meeting
September 10, 2018	Start of Classes
September 15, 2018	Nutcracker Auditions
October 8 to October 14, 2018	Bring a Friend to Class (<i>Children's & Adult Programs</i>)
October 22 to October 28, 2018	Parent Observation Days
October 31, 2018	Halloween, No Classes
November 5, 2018	2nd Quarter Tuition Due
November 22 to November 25, 2018	Thanksgiving Break, No Classes
November 26, 2018	Classes Resume
December 3 to December 9, 2018	Nutcracker Tech Week, No Classes
December 10, 2018	Classes Resume
December 17, 2018 to January 6, 2019	Winter Break, No Classes
January 7, 2019	Classes Resume
January 21, 2019	Martin Luther King Jr. Day, No Classes
February 4, 2019	3rd Quarter Tuition Due
February 4 to February 10, 2019	Bring a Friend to Class (<i>Children's & Adult Programs</i>)
February 18, 2019	Presidents' Day, No Classes
March 18 to March 24, 2019	Parent Observation Days
April 15, 2019	4th Quarter Tuition Due
April 15 to April 21, 2019	Spring Break, No Classes
April 22, 2019	Classes Resume
May 12 to May 19, 2019	School Performance Tech Week (<i>Subject to Change</i>)
May 25 to May 27, 2019	Memorial Day Weekend, No Classes
May 28, 2019	Classes Resume
May 31 to June 5, 2019	Pre-Professional Student Evaluations (<i>Subject to Change</i>)
June 10 to June 15, 2019	Student/Parent Conferences (<i>Pre-Professional Levels Only</i>)
June 16, 2019	Last Day of Classes