



*Project
Ballet*

2021-2022
Training Program
Student Handbook

This handbook is intended for Training Program students and their parents.
Information in this handbook is situational and is subject to the interpretation of the administration.

Project Ballet is a non-profit educational organization dedicated to providing superior ballet training for our region's youth.
Project Ballet does not discriminate on the basis of race, color, gender, religion, sexual orientation, nationality or ethnic origin.

TABLE OF CONTENTS

Page 3	Faculty & Staff
Page 4	Portrait of a Project Ballet Student
Page 5	Tentative 2021-2022 Calendar
Page 6	Communication
Pages 7-8	Enrollment and Payment
Page 9	Arriving, Dismissing and Cancellations
Page 10	Attendance Policies
Page 11	Feedback
Page 12	Student Perks
Pages 13-14	Facility Policies
Pages 15-16	Dress Code and Uniform
Page 17	Performance Policies
Page 18	Behavior Expectations
Page 19	Consequences
Page 20	“How to use the Project Ballet Web Calendar”

PROJECT BALLET LEADERSHIP

Mrs. Beth McLeish
Founder and Artistic Director
mcleish@projectballet.org

Mrs. Jennifer Frank
Academic Director
frank@projectballet.org

Miss Hilary Schoedel
Manager of Operations and Finance
manager@projectballet.org

Miss Lauren Dini
Wellness Coordinator
wellness@projectballet.org

Mrs. Laura Francis
Outreach Coordinator
outreach@projectballet.org

Mr. John Fischer
Production and Facilities Manager
production@projectballet.org

BALLET FACULTY

Miss Lauren Dini
Mrs. Laura Francis
Miss Alaina Ganser
Miss Olivia Kruse
Mrs. Amanda LaSalle
Mrs. Beth McLeish
Miss Hannah Moore

ACADEMIC FACULTY

Mrs. Erica Dice
Mrs. Susan Fischer
Mrs. Jennifer Frank
Mrs. Elizabeth Smith-Meyer

SUPPORT STAFF

Mr. John Fischer
Mrs. Robin Myers
Miss Hilary Schoedel

A Portrait of a Project Ballet Student

As a student grows, develops, and matures through their training at Project Ballet, the following characteristics should start to appear. These behaviors become expected and are considered the standard of conduct for students in Levels 4, Level 5, Advanced and the Academic Conservatory.

As a student member of the Project Ballet community, I will...

Be Enthusiastic.

The enthusiastic student puts their heart in their work and is not embarrassed to let it show.

Be Disciplined.

The disciplined student makes choices that fuel their own performance, as well as the performance of the group.

Be Accountable.

The accountable student is dependable and does not make excuses.

Be Motivated.

The motivated student understands that the execution of small details and routine tasks can be the difference between success and failure.

Be Teachable.

The teachable student listens, learns and is constantly attempting to improve.

Be Courageous.

The courageous student admits mistakes, and perseveres through challenging situations.

Be Strong.

The strong student will not allow conditions or situations to define their mindset or reactions.

Be Selfless.

The selfless student understands that nothing compares to being a part of something bigger than yourself.

****TENTATIVE** FIRST SEMESTER CALENDAR 2021**

August 30 - September 4, 2021	Kick-Off Week (orientations, conferences, optional classes, PBPA Mixer)
September 7, 2021	First day of Training Program classes.
September 8-11, 2021	Nutcracker auditions for lead roles - Level 4+ ONLY.
October 29-30, 2021	Fall Break. No ballet classes, no rehearsals.
November 24-28, 2021	Project Ballet Closed. Thanksgiving Break. No ballet classes or rehearsals.
December 2-5, 2021	Nutcracker rehearsals and performances at the Embassy Theatre. No ballet classes.
December 6, 2021	Project Ballet Closed. Nutcracker Break. No ballet classes or rehearsals.
December 16, 2021	Last day of First Semester for Training Program classes.
December 17, 2021	First day of Winter Break.

****TENTATIVE** SECOND SEMESTER CALENDAR 2022**

January 3, 2022	Training Program classes resume for the Second Semester.
January 28-29, 2022	Student Choreography Showcase. No ballet classes.
February 12, 2022	Father Daughter Dance.
March 11-12, 2022	Variations Showcase. No ballet classes.
April 1 - April 10, 2022	Project Ballet Closed. Spring Break. No ballet classes or rehearsals..
April 15-17, 2022	Easter Break. No academic classes, no ballet classes, no rehearsals.
May 12, 2022	Last day of Second Semester for Training Program..
May 13-17, 2022	Spring Concert and Graduation.

COMMUNICATION

COMMUNICATION FROM PROJECT BALLET

Project Ballet uses a variety of communication tools to keep families up-to-date with pertinent school information.

- Email is Project Ballet's primary form of communication. Please keep your email addresses updated at the front desk to receive the latest news, updates and reminders from Project Ballet. If you are not receiving regular correspondence from our administration via email, there is likely an error with your email address on file, or you need to check your junk mail box. Often adding our administration's email addresses to your address book can solve the problem of our emails being flagged as spam. Parents and students with hotmail email addresses need to stop by the front desk for a special instruction sheet. Hotmail blocks and deletes emails from our projectballet.org extension.
- Our web calendar (www.huntcal.com/cal/view/NAYB/NAYB) is used to relay the weekly class and rehearsal schedule to our faculty and students. You are responsible for knowing your schedule. The web calendar is updated on Sunday evening and should be checked each week to determine your schedule for the upcoming week. See page 20 for web calendar instructions.
- We utilize a text message alert system during emergency situations such as inclement weather. Training Program families should opt into the system by texting @eh9d9k to 81010.
- Our website (www.projectballet.org) is a valuable tool for reviewing important information such as class schedules, dress code, performance dates, and purchasing performance tickets. The Project Ballet absentee link and apparel website can also be reached via the homepage of our website.
- Our social media accounts on Facebook (www.facebook.com/projectballetFW) and Instagram (www.instagram.com/project.ballet) are the best way to stay current with exciting news and behind-the-scenes footage of our classes and performances. We will also post weather-related closings to our social media accounts.

CONTACTING PROJECT BALLET

General questions and communication should be directed to the front desk receptionist, in person, or by phone at 260-471-7848. Specific questions or concerns about your child's progress, schedule, tuition, etc. should be directed to the administration via email:

Mrs. Beth McLeish
Founder and Artistic Director
mcleish@projectballet.org

Miss Hilary Schoedel
Manager of Operations and Finance
manager@projectballet.org

Mrs. Jennifer Frank
Academic Director
frank@projectballet.org

Miss Lauren Dini
Wellness Coordinator
wellness@projectballet.org

Miss Laura Schlatter
Outreach Coordinator
outreach@projectballet.org

Miss Robin Myers
Front Desk
myers@projectballet.org

All Project Ballet faculty are readily available to address any questions or concerns that you may have regarding your child. In order to allow proper time to address inquiries, please place a request at the front desk, in person, or by phone (260-471-7848) asking for the appropriate faculty member to contact you. Often our faculty have little or no time buffer between classes to address concerns, but your request will be fulfilled as soon as possible.

VISITORS

For the safety of our students, parents and other visitors are not permitted beyond the lobby of the building. Parents who need to proceed beyond the lobby, for any reason, must obtain permission from the front desk.

RESOLVING GRIEVANCES

Should you have a serious concern regarding your child's experience at Project Ballet, please immediately contact a member of the administrative team to file a complaint. (See contact information above.) Complaints must take place no more than fifteen (15) business days after the incident. After the complaint is filed, a conference will be scheduled in a timely manner with the Project Ballet administration, as well as the personnel most directly involved with the incident. Please note that for the safety of the child, your child may be temporarily suspended from all classes, rehearsals, activities and events until the conference has been held and the matter has been resolved. If the complaint is specifically regarding the administrative head of the organization, and the concern is not resolved through the process described above, you will be given the option to follow-up with the Board of Directors to file a formal grievance. This act should take place no more than five (5) business days after the first attempt at reconciliation.

ENROLLMENT AND PAYMENT

ELIGIBILITY FOR ENROLLMENT

The Training Program is for ages 6 and up. Admission into the Training Program generally begins with promotion from our Children's Division classes. Transfer students ages 6 and under are automatically placed by age in our Children's Division. Transfer students ages 7 and up, with previous ballet training, should request a placement class to determine proper level placement. Please note that due to the accelerated training methods at Project Ballet, often transfer students are placed in a lower level than they may anticipate.

ELIGIBILITY FOR PRIVATE BALLET LESSONS

Project Ballet does not consider private lessons to be a necessary part of a normal ballet training regimen. However, from time-to-time private lessons can be an effective way to troubleshoot problem areas, to catch up a student from prolonged absence, or to work around an exceptional scheduling conflict. Since private lessons are offered on a faculty member's personal time, we allow each teacher to set their own guidelines and preferences for taking on private lessons.

ONLINE ENROLLMENT PROCESS

Enrollment is completed online. Enrollment is always dependent on space availability in each level. Once a level is full, a wait list will be utilized. Enrollment links for the Training Program level are private and will be provided via email after the placement class process is complete.

2021-2022 Training Program Tuition and Fees						
<i>Late fees will be added after applicable deadlines.</i>	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	ADVANCED
Early Bird Enrollment Fee	\$30	\$30	\$40	\$50	\$50	\$60
Payment Plan Fee (payable to FACTS)	\$45	\$45	\$45	\$45	\$45	\$45
Nutcracker Participation Fee (performance requirements vary by level)	\$125	\$125	\$125	\$125	\$125	
Spring Concert Fee (performance requirements vary by level)	\$125	\$125	\$125	\$125	\$125	
Variations Showcase Fee (performance requirements vary by level)				\$225	\$225	
All inclusive tuition						\$5,328
Annual Tuition - 1 class per week	\$412					
Annual Tuition - 2 classes per week	\$759	\$885				
Annual Tuition - 3 classes per week		\$1,292	\$1,420			
Annual Tuition - 4 classes per week			\$1,763	\$2,798		
Annual Tuition - 5 classes per week				\$3,444	\$3,444	
Annual Tuition - 6 classes per week					\$4,089	
Stretch Class - annual tuition, per class	\$245	\$245	\$245	\$245	\$245	
Contemporary - annual tuition, per class	\$245	\$245	\$260	\$260	\$260	
Beginning Pointe Class - by invitation only			\$260			

ONLINE PAYMENT

Our Training Program utilizes two different online payment systems. Typically single transactions such as private lessons, summer intensives, enrollment fees, performance fees, etc. are processed through a payment system called CourseStorm, while reoccurring annual tuition payments are financed through a system called FACTS Tuition Management.

CREDIT CARD CONVENIENCE FEE

Payments made at the front desk are subject to a 5% credit card convenience fee. To avoid this fee, please pay via cash or check.

WITHDRAWING

There are no refunds or transfers available for enrollment fees, performance fees, summer intensive tuition, or private lessons. There are only very limited refunds available for Training Program annual tuition. Students may withdraw without financial penalty through Monday, September 20, 2021. After that date, no refunds or credits will be granted and families will be required to complete any and all payment plans, regardless of the reason for withdrawal (including dismissal, illness, injury, or relocation).

TUITION IN THE CASE OF REMOTE LEARNING

If the government issues a stay-at-home order, or other regulation, that would force Project Ballet to shut down for a period of time, Project Ballet will continue to hold all ballet classes and rehearsals remotely via Zoom. Whenever possible, the remote learning schedule will mirror the in-person schedule. Since instruction will continue uninterrupted, families will be responsible for continuing to pay their tuition and will not be eligible for a discount or refund.

STUDENT TAB

Students may charge snacks, water bottles, plastic utensils, printing and other nominal expenses to their student account. Parents may also choose to put money on their student's tab in advance, to be used at their child's convenience. It is the responsibility of the parent to communicate to their child whether or not they are permitted to tab and whether or not they are allowed to use account credits for such nominal expenses.

TUITION ASSISTANCE

Annual tuition assistance scholarships are available beginning in Level 2. Tuition assistance is based solely on financial need. Dancers who receive a tuition assistance scholarship must sign a behavioral expectation contract. Tuition assistance applications for the following school year must be completed online (via FACTS) by May 8, 2021. There is a third party fee when applying for tuition assistance and application does not guarantee the receipt of an award.

WORK STUDY SCHOLARSHIPS

Students who have applied for tuition assistance are also eligible to be considered for work study scholarships. Work study scholarships involve the completion of a monthly, weekly or daily chore to help keep our facility clean and well maintained. Work study scholarships can be completed either by parents, or the student themselves, depending on the age of the student.

MALE DANCER SCHOLARSHIPS

Beginning in Level 2, male dancers are eligible for a full ballet tuition scholarship. In order to qualify for the full ballet tuition scholarship, the dancer must commit to all performances available to their level, and must display outstanding effort, attitude and attendance. Enrollment fees and academic tuition are not covered by our Male Dancer Scholarships. Currently Project Ballet is only offering Male Dancer scholarships to dancers who fulfill the following three requirements: 1. Identify as male, 2. Have the male gender listed on their birth certificate and/or State Issued ID, and 3. Agree to perform male roles in our productions, follow the male dress code, and attend Men's classes.

DELINQUENT ACCOUNTS

Ballet students with delinquent accounts will be prohibited from participating in performances (even if a performance fee has been paid) and will be prohibited from enrolling in future classes until their account is up-to-date. Excessively delinquent accounts will be turned over to our attorney to begin legal collection. In most cases, previous outstanding balances may be applied to your FACTS payment plan.

CHARITABLE GIFTS

Charitable gifts from Project Ballet parents, both past and present, are vital to our operations. We rely on the support of our donors to help bridge the gap between tuition revenue and the actual cost of operating our organization. There is no correlation between parents' charitable gifts to the organization (and/or personal gifts to the staff) and a child's progress in Project Ballet classes or casting in Project Ballet productions.

FUNDRAISING

Project Ballet hosts a variety of optional student fundraising opportunities throughout the school year. All Training Program students are required to participate in one mandatory fundraiser each September, kicking-off at the Orientation meeting in August. This mandatory Season Sponsorship fundraiser requires each family to solicit one business to place an ad in our season program. Families may choose to opt-out of this requirement by paying a \$75 fundraiser opt-out fee to the front desk by October 1, 2021.

SUMMER INTENSIVE ENROLLMENT REQUIREMENT

Training Program students are expected to continue their training in the summer. Students who fail to meet the minimum summer enrollment will be required to complete an equivalent course of private lessons, or risk dismissal.

Level 1 & 2	Minimum of one session of summer intensive at PB
Level 3	Minimum of two sessions of summer intensive at PB
Levels 4 & 5	Minimum of three weeks of summer intensive at PB or pre-approved equivalent
Advanced	Minimum of four weeks of summer intensive at PB or pre-approved equivalent

ARRIVING, DISMISSING AND CANCELLATIONS

DROP-OFF AND PICK-UP AT THE FRONT DOOR

Project Ballet has a secure front door that requires everyone to buzz the office for entry. It is the responsibility of the parent to make sure their child gets to-and-from our front door safely. Training Program parents will indicate their drop-off and pick-up preferences as part of the online enrollment process. It is the parents responsibility to communicate their preferences to their child.

UNACCOMPANIED CHILDREN AND CHILD CARE FEE

Project Ballet closes 10 minutes after the final class of the day has concluded. Students who have not been picked-up by closing time will be invoiced a \$1/minute child care fee, according to the Project Ballet clock. To protect student safety, staff members will not allow students to wait outside after scheduled closing time. Likewise, we cannot be responsible for students who are dropped off early, before the building has officially opened for business.

STUDENT BREAKS

Students are welcome to stay at Project Ballet during scheduled breaks between their classes and rehearsals. However, Project Ballet staff does not actively supervise children during student break time. Parents who do not feel that their child is responsible enough to self-supervise, or to seek help from staff if needed, should not leave their child at Project Ballet during scheduled breaks. Any student who remains at Project Ballet during a break must bring a quiet activity to occupy themselves, such as a book or homework. The staff reserves the right to prohibit students from staying at Project Ballet on their breaks if the student has previously demonstrated behavior that indicates they are not yet mature enough to manage their break time effectively. Students in Levels 1-3 must remain in the building on their break unless leaving with a parent or other parent-designated adult. Students in Level 4+ may only leave the building if their parents have granted specific permission on their enrollment form. The Faculty and Staff reserves the right to revoke the privilege of leaving on a break if the student abuses the privilege or there is concern for student safety. Students who are leaving the building on their break(s) must seek approval, fill-out a departure form at the front desk, and check back in at the front desk upon their return. Project Ballet is not responsible for students once they have exited the Project Ballet facility.

WEATHER RELATED CANCELLATIONS

Please check your email or watch our social media pages for information regarding weather-related cancellations or early dismissal. Typically ballet classes and rehearsals remain in session unless a travel restriction has been placed on Allen County. Whenever possible, remote learning, via Zoom, will be used in such cases of severe inclement weather. If roads in your area are too dangerous to bring your child to class, but Project Ballet is still in session, we will permit your child to join their rehearsals via Zoom. In-person classes will not be broadcast over Zoom.

GOVERNMENT SHUT DOWN

If the government issues a stay-at-home order, or other regulation, that would force Project Ballet to shut down for a period of time, Project Ballet will continue to hold all ballet classes and rehearsals remotely via Zoom. Whenever possible, the remote learning schedule will mirror the in-person schedule.

ATTENDANCE POLICIES

ATTENDANCE EXPECTATION

Excellent attendance is expected at all levels. Courses are intense and timely. When a student misses a class, he or she misses an experience that cannot be recreated or adequately replicated. Attendance is critical to student progress and make-up lessons are not available. Students who are habitually absent will not only fall behind, but they risk level demotion, probation, or dismissal. This is particularly true for performance rehearsals, when even a single absence can result in a child being dismissed from the cast.

TARDY POLICY

Students should arrive at least 5 minutes before their class is scheduled to begin to ensure they have their shoes on and are ready to begin class promptly at the scheduled start time. If a student is more than 10 minutes late to class or rehearsal, they will generally not be admitted because the warm-up portion of the class has concluded and it is no longer physically safe for the child to join. Please note that being tardy to rehearsal can result in the child being dismissed from the cast.

REPORTING AN ABSENCE

If a student is to be absent, or goes home sick, an absentee report must be submitted via the ABSENTEE FORM on www.projectballet.org. If we do not receive an Absentee Form our front desk staff will call home to confirm the child's whereabouts and safety.

ATTENDING REHEARSALS REMOTELY DUE TO STUDENT ILLNESS/QUARANTINE

For the 2021-2022 Project Ballet is only planning to use remote learning for performance rehearsals. Regular in-person classes will not be broadcast over Zoom. If a student is under Covid-19 quarantine or is ill, they may join their rehearsal remotely, participating or observing as their health allows. So long as the absent/quarantined student is present via Zoom, they will not be considered absent and will be fulfilling their rehearsal attendance requirement. Obviously, in situations of serious illness where the student is too ill to observe their rehearsal via Zoom, they will be excused from the rehearsal obligation.

ATTENDING CLASSES AND REHEARSALS REMOTELY DUE TO SHUT DOWN

If the government issues a stay-at-home order, or other regulation, that would force Project Ballet to shut down for a period of time, Project Ballet will continue to hold all ballet classes and rehearsals remotely via Zoom. Whenever possible, the remote learning schedule will mirror the in-person schedule.

ATTENDING A PARTIAL DAY

Students must seek permission of the Artistic Director and/or Wellness Coordinator if they intend to miss a partial day of class or rehearsal. Generally, students who are unwell and unable to attend class will not be permitted to come in for rehearsal. Exceptions may be granted for especially important rehearsals such as dress rehearsals or rehearsals with resident guest choreographers.

INJURY

Students who believe they are injured should seek out the Wellness Coordinator, who will formulate a personalized injury recovery plan and timeline. This plan will include seeking out the help of an appropriate professional medical provider. It may also include having the student take class with a lower level and/or reduced performance casting, in order to avoid overly taxing the body. Students who require extended time-off due to injury or illness will be required to produce a doctor's note clearing them for return to activity before they will be permitted to return to classes or rehearsals.

OBSERVING REHEARSAL

Project Ballet expects that dancers will be present, in-person, for all rehearsals. Injured students must attend and observe all of their rehearsals. When in-person attendance is not physically possible due to situations of illness or quarantine, students should join remotely via Zoom. (See "Attending Remotely" above.) Typically, observation is reserved exclusively for rehearsal situations and is not permitted for class.

FEEDBACK

LEVEL PLACEMENT

Level placement is based entirely on demonstrated ability, rather than age or experience. Level placement is primarily determined by the Artistic Director, with input from the Faculty as appropriate. Level placement is on-going and constantly re-evaluated. Students are often promoted throughout the year, not just during the re-enrollment period. Level promotion will require a pro-rated tuition adjustment. Likewise, students risk level demotion if their ability, commitment, attendance, attitude or other reason (including illness or injury) prevents them from adequately meeting the standards of their assigned level. If a student is demoted, there will be no adjustment or refund of tuition.

PARENT OBSERVATION

Opportunities will be provided each semester for parents to observe their child in ballet class. These opportunities may be virtual or in-person. Specific policies and procedures regarding observation will be sent out via email in advance.

CONFERENCES

Formal parent/student/teacher conferences are held mid-year. Conferences are optional, but strongly encouraged, to ensure that there is a shared understanding of the student's progress. Students and parents may request additional, informal, conferences any time that a need arises. Please contact the Project Ballet administration to schedule.

ACADEMIC CREDIT FOR BALLET TRAINING

Students who are dual-enrolled in the Academic Conservatory and our ballet training programs will automatically receive a grade for their ballet courses on their report card. This grade satisfies the credit requirements for both Physical Education and Fine Arts. Students who are not enrolled in our Academic Conservatory, but who seek a report card and/or transcript for their ballet studies, will need to contact the Academic Director before the school year starts to make arrangements to receive a grade. An annual \$50 grade processing and reporting fee will be invoiced to your family account if you need a grade for your ballet studies but are not a member of our Academic Conservatory.

STUDENT PERKS

BUDDY PROGRAM

Dancers in our Training Program are assigned a big (or little) buddy. These assignments encourage camaraderie and provide mentoring to our younger students. Typically buddies will leave notes and small gifts for each other throughout the school year, particularly around holidays. Please make sure to drop off all exchanges at the front desk for delivery by the staff. Please label all exchanges clearly with your buddy's first and last name.

EXTRACURRICULARS, SPECIAL EVENTS, FIELD TRIPS AND OFF CAMPUS ACTIVITIES

During extracurriculars, special events, field trips or off campus activities, students are expected to follow all of Project Ballet's policies and to respect the authority of staff members and chaperones. Student financial accounts must be in good standing in order to participate in special events, field trips and off campus activities.

WELLNESS INITIATIVES

Students in Levels 4 and up have access to a variety of Wellness Initiatives. Wellness Initiatives include weekly individual wellness check-ins and periodic Mental Health/Wellness workshops. Project Ballet also employs a Wellness Coordinator who supports students (and parents) through mental or physical health challenges. The Wellness Coordinator holds regular office hours and is always available via email. Project Ballet also works closely with a number of professional providers, including Physical Therapists, Orthopedists, Chiropractors, Massage Therapists, Nutrition Consultants, Personal Trainers and Licensed Counselors. The PB Wellness Coordinator will help to connect PB students and parents with the appropriate providers.

CLUBS

Project Ballet offers a variety of clubs each year. Typically membership is open to dancers in Ballet 4 and up. Some clubs also welcome younger levels and/or parents. Clubs include 4H Club, Student Council, Culture Club, Chess Club, the Project Ballet Parent Association, and more. Students and parents may suggest or start additional clubs, at the discretion of the administration, who reserve the right to disband/remove clubs that violate any of our Handbook policies or expectations.

FACILITY POLICIES

TECHNOLOGY

Students may not use personal cell phones, electronic devices or technology (including fit-bits or apple watches) anywhere inside the Project Ballet facility. If a personal laptop or tablet is needed to complete school work, the student must seek and obtain a technology pass from the front desk.

RESTROOMS

We have five restrooms designated for student use. All restrooms are unisex, single user, restrooms. Parents should encourage their child to use the restroom before class. Leaving class to use the restroom is disruptive to the class and to your child's progress.

USE OF FRONT DESK PHONE

Students may ask to use the phone at the front desk if they need to make a phone call. If the front desk staff feels that a student is abusing this privilege and unnecessarily tying up the phone line, and/or if the timing of the phone call is during a high traffic time, the staff reserves the right to take a message from the student and place the phone call on their behalf.

LOST AND FOUND

Items left unattended will be placed in the lost and found. There are lost and found baskets in each studio as well as in the common areas of the building. The lost and found is emptied at the end of each month and unclaimed items are donated to charity.

LOCKERS AND CUBBIES

Training Program students are assigned a locker or cubby for personal use. Students may not tamper with their locker or cubby in any way and may only use non-permanent affixations or decorations on the inside. Damage will be billed to the student's account. Students should not, for any reason, access a cubby or locker that has not been assigned to them. If dropping off items for another student, please leave the item at the front desk, rather than putting the item directly in another student's cubby or locker.

BELONGINGS

All student belongings should be clearly labeled with the student's last name or initials. Students should take care to keep their belongings tidy and organized. Only coats and clothing may be hung on wall hooks - heavy bags should be placed on the floor in an out-of-the way place where they will not be underfoot. Shoes should be placed on the floor, against the wall and out of walkways.

MEDICATION

Please plan to administer prescription and over-the-counter medication at home. If there is no way to avoid dispensing medication while the student is at Project Ballet, the medication must be kept at the front desk, in its original container, accompanied by a signed note from the parent indicating instructions for properly dispensing the medication. Parents of students who need acute medication (such as inhalers or EpiPen) must communicate the situation directly with our Operations Manager (manager@projectballet.org) in advance of the school year. She will work with you to determine the best place to keep the medication, and will also work with you to train our staff, if needed.

FOOD AND DRINK

Food and drink (with the exception of water) must be kept and consumed in the lunchroom area. Please bring food and drink in a personal lunch bag that can be placed in the refrigerator. Please use sealed bags or containers and label all lunchboxes, water bottles and other items with your name. Food and drink may not be stored overnight in the refrigerators. Open food may not ever be stored in the refrigerators or in the lunchroom and will be thrown away. Open drinks, including cups with a plastic lid and straw, may never be kept in the refrigerator. Healthy snacks, plastic utensils and bottled water are available for purchase at the front desk.

WATER BOTTLES

Students should bring a water bottle to class that can fully close and does not have an open straw. During ballet classes and rehearsals, water bottles must be kept on the side of the room out of the way. Water breaks will be given in classes and rehearsals lasting 45 minutes or longer. Please label all water bottles, including disposable water bottles, with your name. There is a water bottle refill station in the front lobby, and disposable water bottles are available for purchase at the front desk.

BALLET STUDIOS

The ballet studios are for ballet classes and rehearsals only. Typically students in Levels 4 and up will be permitted to enter the studios 15 minutes before their class or rehearsal begins, and younger students in Levels 3 and below will be permitted to enter the studios 5 minutes before their class begins. Voices should not go above a whisper when waiting for classes to start, or on breaks between classes. The practice studio is reserved only for those students in Ballet 4 and above.

COMMON AREAS

Our students have access to multiple common areas, which are currently outfitted with individual socially distant tables. Students may use these tables to take a break and eat their lunch/snacks. Students may socialize with their friends in the common areas, so long as their voices do not disturb nearby classes or disrupt the learning environment.

RESTRICTED AREAS

Students may not enter Academic Conservatory classrooms without permission of staff. If given permission, students may not touch teacher desks, or use classroom materials or whiteboards. Likewise, any doors labeled "Authorized Personnel Only" indicate areas restricted from student (or parent) use. Students or parents who enter authorized-personnel only areas risk probation or permanent dismissal from Project Ballet.

STUDENT COMPUTERS

Student desktop computers are provided in the Quiet Study Area. Computers are to be used exclusively for academic purposes. Personal use of Project Ballet computers is prohibited. Students may not change the settings on Project Ballet computers.

STUDENT VEHICLES

Students are permitted to drive themselves and others to ballet or school within the limitations of the law. Upon arrival, students must stay within the Project Ballet facility at all times, and may not loiter in the parking lot or their vehicle. Students who drive themselves may come-and-go during their breaks, if their parent has indicated permission on the student enrollment form and a break form is filled out at the front desk. Our staff reserves the right to revoke this privilege if it is abused. Students are generally not permitted to drive to or from field trips.

DRESS CODE AND UNIFORM

EXPECATIONS

All students, of all ages and levels, are expected to maintain a neat appearance and to abide by the specified dress code for their level. As students progress through the levels, the dress code becomes more specific and strict. Dress code items are available at Standing Ovation Performance Apparel in Fort Wayne, or from online retailers. Students are encouraged to arrive dressed in their ballet clothes, but may use the restrooms to change clothes if needed. However, we request that students use the mirrors provided in the locker common areas to do their hair, in order to keep the restrooms free.

GENERAL GUIDELINES

Shoes, leotards, tights, and other items should be marked with the student's name and must be kept properly mended and in good repair. Dance wear, similar to swim wear, should be worn without underwear. Drawstrings of ballet shoes and pointe shoes should be tied in a knot with the excess cut off or tucked in. Only small earrings are permitted and no other jewelry or piercings may be worn. Students may not wear tattoos, stickers, stamps, or similar, on their skin.

HYGENIE REQUIREMENTS

Students are expected to shower daily and wash their dance wear after each use. Ballet is a rigorous athletic activity and dancers may need to begin using deodorant at a younger age than most children. We suggest dancers in Level 3 and up keep deodorant in their bag, cubby or locker. A long day of rehearsals may call for an additional application of deodorant. Fingernails and toenails should be kept short and must be trimmed at home. Cutting of fingernails or toenails inside the Project Ballet facility is prohibited.

MASK REQUIREMENTS

As of August 1, 2021 Project Ballet is planning to continue to allow masks to be an optional, personal choice for each family. However, if a government mandate is issued, Project Ballet will adjust to fully cooperate with the requirements of the mandate.

DRESS CODE VIOLATIONS

Students who forget their uniform, or fail to meet the dress code requirements, will be given a warning. Habitual offenders may be restricted from participating in class or rehearsal and risk disciplinary action. It is strongly recommended that dancers keep spare dress code items in their dance bag, locker or cubby for emergencies.

DRESS CODE EXCEPTIONS

Students who may require a dress code exception (due to religious, medical or personal circumstances) must seek permission from the Artistic Director. Please note that the dress code is critical to the learning environment at Project Ballet and we regret that not all requests for exception can be accommodated.

SPECIFIC DRESS CODE FOR EACH LEVEL

Training Program Dress Code - Female

- Hair must be worn in a traditional classical ballet bun, or similar style compatible with the length and texture of the student's hair. Bangs must be pulled back off the face, and hair must be secured completely off the face and neck. Students should be able to move their head freely and quickly, without interference from their hair. If dyed, hair must be dyed a color that looks natural. (No pink hair, no blue hair, etc.)
- [Pink Block ProElastic S0621L](#) or [Synchrony S0625L](#) Ballet Slippers. Alternatively, skin tone canvas ballet slippers may be substituted for the uniform ballet slipper only if worn with matching skin tone tights.
- [Classical Pink Capezio 9C](#) or [Ballet Pink Bodywrappers A45](#) seamed tights. Tights must be worn under the leotard and over the foot and must be replaced once their color has faded. Alternatively skin tone seamed tights may be substituted for the uniform tights, only if worn with matching skin tone canvas ballet slippers.
- [Black Motionwear Raglan High Back Cap Sleeve 42149](#) Leotard. Note: We are in the process of switching to a new Training Program uniform leotard. We will announce the new leotard just as soon as it has been decided. The current Motionwear leotard will meet the dress code requirements through August 2023. The new leotard will not be require until January 2024.
- If needed, a black or nude bra may be worn under the leotard for support, but it may not show. Older dancers who have gone through puberty may also prefer to wear nude or black underwear under their leotard for modesty during their menstrual cycle. This is permissible, and encouraged, so long as the selected style does not show and is discreet.

Dress Code Special Privileges - Female

- [Beginning in Ballet 3](#), students may be invited to start pointe work. Pointe shoes must be pink or skin tone with matching ribbons and elastics. Tights, shoes, ribbons and elastics must all match. Note: We do not allow Ballet 3 dancers to wear the brand Russian Pointe, and we do not allow Ballet 3, 4 or 5 dancers to wear the brand Gaynor Minden.

- Beginning in Ballet 4, students may wear black warm-ups such as shorts, t-shirts, sweatpants, garbage bag shorts, socks, etc. over their ballet uniform for contemporary and stretch classes. All items must be solid black, and must be worn over the ballet uniform.
- Beginning in Ballet 5, students may wear pale pink or skin tone leg warmers (to match tights) for barre work. Leg warmers may not be worn for center or rehearsals unless given permission by the Wellness Coordinator or Artistic Director.
- Beginning in Ballet 5, students must have a Black Natalie 4-Layer Ballet Tutu, which will be required for certain rehearsals.
- Advanced students may wear any style black leotard with no color accents, but must be prepared to wear the Training Program uniform leotard for performances, guest teachers and events.
- Advanced students may wear a Black Ballet Pointe Short Pull-On Ballet Skirt, Black Mariia "Polina" Pull-On Skirt, Black Yumiko Isabelle Short Pull-On Skater Skirt or Black Suffolk High Low Skirt or Slink Skirt for rehearsals and pointe classes. Advanced students may also wear these skirts for ballet technique classes during the student's menstrual cycle.

Training Program Dress Code - Male

- Hair should be kept tidy and presentable. Longer hair must be secured out of the eyes and off the face with a sweatband, bandana, or in a ponytail or bun. If dyed, hair must be dyed a color that looks natural. (No pink hair, no blue hair, etc.)
- Facial hair is not permitted.
- Male Dancers must wear a dance belt or similar supportive garment under their tights for modesty and support.
- Black canvas or leather ballet slippers - no satin slippers please!
- Black footed ballet tights worn with either suspenders or a belt to keep the tights up properly. Tights must be worn over the foot and inside the shoe. No panty hose or female tights! Male ballet tights have a thick fabrication that is similar to leggings.
- White Bodywrappers Snug Fit Pullover B400 or M400 T-Shirt.

Special Dress Code Privileges - Male

- Beginning in Ballet 4, students may wear black warm-ups such as shorts, sweatpants, sweatshirts, socks, etc. over their ballet uniform for contemporary and stretch classes. All items must be solid black, and must be worn over the ballet uniform.
- Beginning in Ballet 5, students may wear Black leg warmers (to match tights) may be worn for barre work. However, leg warmers may be worn for center and rehearsals ONLY if injured. Leg warmers are optional and not required.
- Advanced students may wear any style black or white close fitting crew neck or v-neck t-shirt, but must be prepared to wear the uniform shirt for performances, guest teachers and events.

Students who do not necessarily identify within the gendered dress code may seek special accommodation. See "Dress Code Exceptions" on page 15.

PERFORMANCE POLICIES

PERFORMANCE ENROLLMENT

As each performance season approaches, there will be online enrollment links emailed home. Generally, Nutcracker enrollment will be in early September, Student Choreography enrollment in November, Variations Showcase enrollment in January and Spring Concert enrollment in February. Each enrollment link will include specific policies, dates, guidelines, expectations and fees associated with that performance. You can then use that information to determine whether or not you would like your child to participate. Note that dancers in Ballet 3 and up have to meet specific minimum performance requirements as a part of their training. Parents should keep those requirements in mind when registering their child for performances.

Level 1 & 2	No minimum performance requirement.
Level 3	Must participate in a minimum of one performance per school year.
Level 4	Must participate in a minimum of two performances per school year.
Level 5	Must participate in a minimum of three performances per school year.
Advanced	All performances are mandatory.

CASTING

Performance roles are assigned based on many factors including ability, previous experience, level and age. Height and clothing size are also factors for certain roles, due to costuming restrictions. Casting is determined by the Artistic Director or choreographer, with significant input from the faculty. It is expected that students will accept their assigned role(s) with grace. All roles, no matter how small, are critical to the production as a whole. Poor attitude or complaining about casting will impact future roles.

REHEARSAL SCHEDULE REQUESTS

Students are expected to be present for all rehearsals, unless they are too ill to participate. However, in some circumstances, the rehearsal schedule can be adjusted to allow for special requests. Rehearsal schedule requests must be submitted with your child's online performance enrollment. If we cannot honor your request, you will be given the option to withdraw from the performance without financial penalty. We regret that requests cannot be honored after the commitment has been made. No refund will be given if a scheduling conflict results in your child being dismissed or withdrawn from the production.

PERFORMANCE TICKETS

Parents and other guests must purchase tickets to attend performances. Ticket prices typically range from \$10 to \$50 each, depending on the show, venue and the particular seats selected. Ticket sales are linked through the Project Ballet website.

SUPPLIES AND COSTUMES

Dancers must provide their own tights, shoes, leotards, earrings and undergarments for all performances. These items will likely be different from what your child wears for their ballet class. A costume supply list will be provided in advance of the dress rehearsal. There is a \$25 penalty fee per occurrence if a dancer does not have their correct supplies for the dress rehearsals and performances. Project Ballet owns and provides costumes or costume pieces to all cast members. Cast members must show respect and care for their assigned costumes and may never eat or drink in costume (with the exception of water). Students are responsible for their costume while they are wearing them, and are expected to return them neatly to the hanger or storage place after each rehearsal or performance. Negligence or disrespect that results in damage to the costume will result in a fine equal to the cost of repair or replacement.

PERFORMANCE CONSIDERATIONS

Parents and audience members are not permitted backstage during rehearsals or performances. Project Ballet staff will supervise the cast members at all times. Parents are also not permitted to watch rehearsals or dress rehearsals. Photography and video recording are not permitted during Project Ballet performances. There will be opportunities to purchase professional videos and photos of your child in costume and on stage from our third party vendors. Information on photo and video opportunities will be emailed home to cast member families prior to each show. Please note that most of our performance opportunities involve multiple show times. Most dancers will NOT perform in all shows. Exact performance show times will depend on casting. We regret that we typically cannot accept requests for particular performance assignments.

ATTENDING REHEARSALS REMOTELY DUE TO STUDENT ILLNESS/QUARANTINE

If a student is under Covid-19 quarantine or is ill, they may join their rehearsal remotely, participating or observing as their health allows. So long as the absent/quarantined student is present via Zoom, they will not be considered absent and will be fulfilling their rehearsal attendance requirement. Obviously, in situations of serious illness where the student is too ill to observe their rehearsal via Zoom, they will be excused from the rehearsal obligation.

BEHAVIOR EXPECTATIONS

RESPECT

Staff, students and parents are expected to show respect for all members of the Project Ballet community. This respect is expected both inside and outside the Project Ballet building. A portrait of expected behavior is detailed on page 4 of this handbook. This portrait is not all inclusive, but combined with the specific policies outlined in this handbook, presents a fairly detailed picture of what respect means at Project Ballet.

BULLYING

Project Ballet does not tolerate bullying. Perpetrators will be subject to serious disciplinary action. While Project Ballet does not intend to police personal websites, blogs, text/instant messages or social media, we reserve the right to address any behavior that is not in line with Project Ballet policies, whether that behavior has occurred inside our facility, off-site, or online.

DUAL ENROLLMENT EXPECTATIONS

Students who are dual enrolled in both the Academic Conservatory and our ballet programs will be expected to demonstrate respect, proper behavior and excellent attendance in both departments. A student's Record of Disciplinary Action within one department will have a direct impact on the student's success in both departments. Students who are placed on probation will be considered on probation in both departments, and likewise for expulsion or dismissal proceedings.

BEHAVIOR OF PARENTS

While consequences are not specifically outlined for parents who conduct themselves inappropriately, Project Ballet reserves the right to place a student on probation, to suspend a student, or to dismiss a student from the organization as a direct result of their parent's inappropriate behavior.

DISPLAYS OF AFFECTION

Students are not to engage in displays of affection in the building or during off campus activities. This includes, but is not limited to: holding hands, hugging, kissing, sitting in laps, or other similar affectionate behavior.

PREGNANCY

If a student becomes pregnant they will be dismissed from the Training Program, but they will be supported and encouraged to continue their academic studies (if also a member of our Academic Conservatory).

TOBACCO, DRUG AND ALCOHOL POLICY

No student is permitted to use or possess tobacco, drugs or alcohol at any time, on or off Project Ballet property. The use, or suspected use, of any of these substances will be grounds for probation or permanent dismissal from Project Ballet.

EATING DISORDERS

If the faculty suspects a student is suffering from an eating disorder, that student will be referred to the appropriate professional provider and will be given extra support from our Wellness Coordinator.

DANGEROUS ITEMS

Dangerous items such as lighters, matches, firearms, knives, or other weapons of any kind, are strictly forbidden. The front desk has a lighter, to be used by staff members, to help students burn the edges of pointe shoe ribbons to prevent fraying.

SURVEILLANCE AND SECURITY

Project Ballet maintains a robust surveillance and security system for the safety of our students and staff. Any attempt to block, tamper or otherwise manipulate or damage the integrity of our systems will be grounds for probation or permanent dismissal.

CONSEQUENCES

CONSEQUENCES

Rule and policy violations, disrespect, dishonesty, poor attendance, frequent tardies, and failure to meet expectations will result in consequences. When necessary, the administration will decide upon a consequence that considers both the degree of culpability and the well-being of the Project Ballet community. Although consistency is desirable, it will not always be the principle governing matter of discipline. If the Project Ballet administration requests a disciplinary conference with parents, the student may be temporarily suspended from all classes, rehearsals, activities and events until the conference has been held and disciplinary action has been taken.

Record of Disciplinary Action

- A student Record of Disciplinary Action is a system of monitoring and recording any behavioral concerns pertaining to the student. On the first infraction, the student is notified and a Record of Disciplinary Action is placed in the student's disciplinary file. On the second infraction, the parent must sign the Record of Disciplinary Action paperwork before it is placed in the student's file. On the third infraction, a conference will be called with the student, parent(s) and appropriate teacher(s) and/or administration. On the fourth infraction, a follow-up conference will be called and the student will be placed on probation and a course of action will be developed to help the student better thrive in our community environment. Records of Disciplinary Action are cumulative for the entire school year.
- Some examples of behavior which would result in a Record of Disciplinary Action: Using a cell phone in the building, dress code violations, using a school computer for non-school related activities, being in an unapproved area without permission, leaving a mess in a common area or lunchroom, excessive noise disruption, displaying disrespectful behavior, habitually breaking the dress codes, persistent tardies, etc.
- In addition, Level 4, Level 5, Advanced and Conservatory students can and will receive Records of Disciplinary Action if they fail to meet the character expectations listed on Page 4.
- A Record of Disciplinary Action will be issued on the third tardy, and on each subsequent tardy.

Probation

- Probation is considered a time of trial during which a student must demonstrate, through appropriate behavior and attitude, a desire to remain a member of Project Ballet. The administration will set specific parameters and individual terms of the probationary period.
- A student will be automatically placed on probation after their fourth Record of Disciplinary Action.
- A student will be automatically placed on probation if they have exceeded the allowable absences threshold.
- A student can be placed directly on probation, without first having three Records of Disciplinary Action, if their behavior is considered severe. For example: bullying, theft or vandalism.
- A violation of the terms of probation will result in suspension.

Suspension

- Suspension is considered a result of a failed probationary period. If a student has failed to meet the terms of probation, they will be suspended for a period of time deemed appropriate by the administration.
- Suspension length can range from a period of days, to the entire remainder of the school year. Length of suspension is at the discretion of the administration.
- Suspension can be from all Project Ballet activities, or from a particular segment of activities (such as from performances and special events, but not classes). Terms of suspension is at the discretion of the administration.
- A student can be directly suspended, without having been on probation, if their behavior is considered a threat to the safety of themselves or others. For example: violating the medication policy or violating the tobacco, drug or alcohol policy.
- After returning from suspension, the student will enter a final period of probation, during which time a decision will be made by the administration regarding whether or not the student can remain a member of Project Ballet.

Dismissal or Expulsion

- A student can be dismissed or expelled at the conclusion of the final probationary period, after a term of suspension.
- A student can be directly dismissed or expelled, without having first been on probation or having been suspended, if their behavior has made it impossible for Project Ballet to accept legal responsibility for the student, such as if a student brings a weapon onto Project Ballet property or commits a criminal offense.

How to use the Project Ballet Web Calendar:

www.huntcal.com/cal/view/NAYB/NAYB



You can change the view to show only a week, or day to minimize the amount of scrolling needed.

Viewing Options

- Month View
- Week View
- Day View
- Search/Advanced View
- Grid View
- Printer-friendly View

DO NOT CLICK ON SPECIFIC DAYS.
Clicking here opens up the calendar editor and will prompt you to enter a user name and password. Instead, you need to SCROLL DOWN the page.

Date	Time	Teacher
11 Fri	11:45AM - 12:30PM	(P) Private Lesson - Marzee L.
	11:45AM - 12:30PM	(C) Private Lesson - Alliyva H.
	12:00PM - 12:45PM	(B) Private Lesson - Jasmine L.
	12:45PM - 1:45PM	(A) Advanced Technique en Pointe
	12:45PM - 3:00PM	(C) Warm-up class and rehearsal for Snow Queen, Snow King, Clara, Nutcracker Prince
	1:00PM - 3:00PM	(B) Level 4 & Level 5 Technique with Pointe
	3:15PM - 3:45PM	(B) Rehearsal: Flower Demis and Flower Corps
	3:15PM - 4:00PM	(C) Rehearsal: Arabian Soloist
	3:15PM - 3:45PM	(A) Rehearsal: Dew Drop

This means that this particular day has not been updated yet, so please check back on Sunday evening.

****TODAY'S SCHEDULE IS NOT YET FINISHED. PLEASE CHECK BACK****

Time	Class
12:00PM - 12:45PM	(A) Private Lesson - Grace S.
12:45PM - 2:45PM	(B) Advanced Technique
1:00PM - 3:00PM	(A) Level 4 Technique with Pointe
1:00PM - 3:00PM	(C) Level 5 Technique with Pointe
3:45PM - 4:45PM	(B) Open Class (COMPLIMENTARY drop-in technique class available to Project Ballet members)
4:30PM - 5:00PM	(P) Private Lesson - Alexa C. & Julia C.
5:00PM - 6:00PM	(B) Level 3 Technique
5:00PM - 6:00PM	(C) Level 2

QUESTIONS?

If you have any questions please send us an email, or call the front desk

260-471-7848

We are happy to help clear up any confusion you may still have!!

- ◆ You should check the web calendar every Sunday evening for the coming week. Rehearsals will often be at a different time each week so it is **VERY IMPORTANT to check the web calendar EVERY WEEK.**
- ◆ If you have an Apple iPhone you can save this page as an app. If you have an Android you can save this page as a favorite—**BUT PLEASE MAKE SURE YOU REFRESH THE PAGE DAILY.** Otherwise the previous day may still be showing.
- ◆ Read through the rehearsal schedule very carefully! Your child may have more than one rehearsal on Saturday, especially if they have been cast in different roles.
- ◆ **Be sure to arrive to your classes and rehearsals early. We have a strict tardy policy, and if you are five or more minutes late to a REHEARSAL you are considered absent and may be removed from the production.**
- ◆ The classes listed on Saturday are for those students who signed up for the Saturday Technique Class. If you do not normally have class on Saturday then you should NOT report to that class, only your rehearsal.