



*Project
Ballet*

2021-2022
Academic Conservatory
Student Handbook

This handbook is intended for students and parents of the Academic Conservatory at Project Ballet.
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 Tuition |
| Page 9 | Arriving, Dismissing and Cancellations |
| Page 10 | Attendance Policies |
| Page 11 | Feedback |
| Page 12 | Student Perks |
| Pages 13-14 | Facility Policies |
| Pages 15 | Dress Code and Uniform |
| Page 16-18 | Academic Policies |
| Page 19 | Behavior Expectations |
| Page 20 | Consequences |

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 (virtual orientation, locker drop-off, PBPA Mixer) |
| September 7, 2021 | First day of school.. |
| October 28, 2021 | Parent/Teacher conferences. No academic school. |
| November 24-28, 2021 | Thanksgiving Break. Project Ballet Closed. No academic school. |
| December 2, 2021 | Nutcracker dress rehearsal at the Embassy Theatre. Project Ballet closed. No academic school. |
| December 6, 2021 | Monday after Nutcracker. Project Ballet Closed. No academic school. |
| December 16, 2021 | Last day of First Semester. |
| December 17, 2021 | First day of Winter Break. |

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

| | |
|--------------------------|---|
| January 3, 2022 | School resumes. |
| February 12, 2022 | Father Daughter Dance. |
| April 1 - April 10, 2022 | Spring Break. Project Ballet Closed. No academic school.. |
| April 15-17, 2022 | Easter Break. Project Ballet Close. No academic school. |
| May 5, 2022 | Last day of Second Semester. |
| May 18, 2022 | Graduation. |

**NOTE: ACADEMIC SCHOOL MEETS MONDAY-THURSDAY.
IT DOES NOT MEET ON FRIDAYS.**

COMMUNICATION

COMMUNICATION FROM PROJECT BALLETT

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.
- Google Classroom is used to relay daily assignments, grades and to serve as a communication platform between students and teachers. Students will be assigned a Project Ballet email address that they will use to access their Google Classroom account. Google Classroom will also be used in situations where remote learning is necessary, such as inclement weather or quarantine.
- We utilize a text message alert system during emergency situations such as inclement weather. Academic Conservatory families should opt into the system by texting @gg9398 to 81010.
- Our website (www.projectballet.org) is a valuable tool for reviewing important information. The attendance 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 BALLETT

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 TUITION

ELIGIBILITY FOR ENROLLMENT

The Academic Conservatory at Project Ballet admits students in grades 6-12. Admission is individually determined based on academic proficiency and demonstration of a strong desire to be a member of our Academic community. Priority admission is given to those students who are dual-enrolled in both our Training Program and Academic Conservatory. Any remaining spots will be made available to non-dancers. Admission is selective and conservative, and is determined exclusively by our Academic Director, with input from the Academic Faculty. (Please note that very limited accommodations are available for students with learning differences. Suitability of the individual for success in our academic environment will be very carefully evaluated by the Academic team. Further, please note that the Academic Conservatory will not admit students who are enrolled in pre-professional ballet training programs that directly compete with Project Ballet. The purpose of our program is to support and educate Project Ballet dancers, specifically.

ONLINE ENROLLMENT PROCESS

Enrollment is completed online. Enrollment is always dependent on space availability. Once all open spots are filled, a wait list will be utilized. Enrollment links for the Conservatory are private and will be provided via email by the Academic Director.

2021-2022 TUITION AND FEES

| | |
|---|-------------------------|
| Enrollment Fee | \$100 annually |
| Payment Plan Fee (optional, payable to FACTS) | \$45 annually |
| Full-Time Tuition, non-dancers | \$6,500 annually |
| Full-Time Tuition, dual enrolled in PB Training Program | \$6,000 annually* |
| Per Credit Hour, A La Carte Tuition | \$1,050 per credit hour |
| Off-Site Senior Fee | \$350 annually |

**Note that Full-Time Academic Conservatory tuition does NOT include ballet training. This tuition is for academic schooling only. Ballet training requires a separate enrollment, with separate tuition. The ballet tuition rate depends on the student's level and schedule. Please inquire regarding our ballet training, if applicable.*

TUITION PAYMENT

Tuition may be paid in full by August 13th or parents may enroll in a payment plan. Reoccurring monthly tuition payments are financed through a third party system called FACTS Tuition Management. There is a \$45 annual fee for financing your payments through FACTS.

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, payment plan fees and off-site senior fees. There are only very limited refunds available for Academic Conservatory 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 academic school remotely via Google Classroom, following the remote learning bell 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 to students who are dual-enrolled in both the Academic Conservatory and the Project Ballet Training Program. Tuition assistance is based solely on financial need. Students who receive a tuition assistance scholarship must sign a behavioral expectation contract and are restricted to training only at Project Ballet. 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.

Page 7 of 20

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.

DELINQUENT ACCOUNTS

Report cards and transcripts will be held if a student's account is delinquent. 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, success and grades.

FUNDRAISING

Project Ballet hosts a variety of optional student fundraising opportunities throughout the school year. All Academic Conservatory 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.

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. Academic Conservatory students must sign-in and sign-out at the front desk upon arriving and leaving, including if they leave for a period of time mid-day. Academic Conservatory 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 STUDENTS 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. However, Project Ballet staff does not actively supervise children during student break time. Any student who remains at Project Ballet during a break must bring a quiet activity to occupy themselves, such as a book or homework. Students may only leave the building on their break 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

We utilize email and text message to inform parents of weather-related announcements related to the Academic Conservatory. The Academic Conservatory will utilize remote learning via Google Classroom rather than delaying or canceling school. Note that there is an alternate bell schedule for remote learning days. If inclement weather persists for more than two consecutive days, the third day will be a "snow day" and there will not be remote learning. If roads in your area are too dangerous to bring your child to class, but the Academic Conservatory is still in session, please submit an ABSENTEE FORM to let the office know that your child will not make it to class.

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 academic classes remotely via Google Classroom, following the remote learning bell schedule.

ATTENDANCE POLICIES

ATTENDANCE EXPECTATION

Excellent attendance is expected. 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 fall behind and will often have poor grades.

TARDY POLICY

Students should arrive at least 5 minutes before their class is scheduled to begin to ensure they are seated and ready to begin class promptly at the scheduled start time. Being tardy to a class period on a day when there is a major exam or final project due may negatively impact the student grade. Further, students who neglect to sign-in at the front desk will be counted tardy that day.

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 REMOTELY

Regular in-person classes can be broadcast over Google Classroom if a student is under Covid-19 quarantine or is ill. Additionally, 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 academic classes remotely via Google Classroom, following the remote learning bell schedule.

ATTENDING A PARTIAL DAY

Students who are dual enrolled in the Academic Conservatory and the Training Program must seek permission of the Artistic Director and/or Wellness Coordinator if they intend to miss academic school but come in mid-day to join their ballet classes. Generally, students who are unable to attend their academic classes will not be permitted to come in for rehearsal. Exceptions may be granted for especially important rehearsals such as dress rehearsals.

FEEDBACK

GOOGLE CLASSROOM

Parents and students should regularly check google classroom for an up-to-date list of their assignments and grades.

REPORT CARDS

Report cards are issued at the end of each semester to students enrolled in the Academic Conservatory at Project Ballet. Report cards will include letter grades for all academic subjects, as well as ballet training (if applicable). Report cards are typically mailed home 3 weeks after the conclusion of the semester. Student accounts must be up to date before grades will be released.

CONFERENCES

Formal parent/student/teacher conferences are held in October. 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

EXTRACURRICULARS, SPECIAL EVENTS, FIELD TRIPS AND OFF CAMPUS ACTIVITIES

Students are typically invited to 2-3 special events, field trips or off campus activities each year. 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.

CLUBS

Project Ballet offers a variety of clubs each year. Clubs include 4H Club, Student Council, Running Club, 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.

WELLNESS INITIATIVES

Students 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. The PB Wellness Coordinator can also help to connect PB students and parents with the appropriate professional providers, as needed.

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

Academic students are assigned a locker. 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 may bring a water bottle to school that can fully close and does not have an open straw. 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.

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 to use a classroom during non-academic hours, 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

DRESS CODE GUIDELINES

Academic uniform apparel must be worn during academic hours. Uniform apparel is available through our uniform provider, Vision Special Tees:

- All upper body clothing including shirts, jackets, hoodies, etc. must be official uniform apparel pieces.
- Students may wear any suitable pants, shorts, or skirts, as long as the pieces are appropriate in length and style for school.
- Shorts and skirts should rest at mid-thigh or below.
- Leggings are permitted, however pajama pants, as well as clothing with holes, rips or stains due to disrepair are not permitted.
- Jeans or shorts with modest rips or holes, appropriate for a professional academic learning environment, may be worn at the discretion of the Academic faculty.
- Students may not show bare midriffs, cleavage, or wear super-short shorts.
- Students may wear socks and shoes of their choosing, however no bedroom slippers, or ballet warm-up booties are permitted.
- Absolutely no hats, sunglasses, or disruptive accessories or jewelry are permitted.
- Fashion scarves are permitted, as long as they do not cover the head and are not disruptive.
- Hair may be worn in any non-disruptive style. If dyed, hair must be dyed a color that looks natural.
- No tattoos including fake tattoos and henna tattoos. No facial piercings.
- Faculty and staff will use their discretion in determining if a piece of clothing, accessory or hair style is inappropriate for the learning environment.

MASK REQUIREMENTS

As of August 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 risk disciplinary action.

DRESS CODE EXCEPTIONS

Students who may require a dress code exception (due to religious, medical or personal circumstances) must seek permission from the Academic 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.

ACADEMIC POLICIES

GRADING SCALE

Letter grades are issued according to the below percentile scale. It is up to the individual teacher whether or not they will choose to round up decimal points. Grade point scores range from 0.0-4.0 and are used on Upper School transcripts to determine your GPA. An F will be assigned to any grade lower than 65%, and no course credit will be given for any grade below a C-.

| | | | | | | | | | | | |
|----|--------|-----|----|-------|-----|----|-------|-----|----|-------|-----|
| A+ | 98-100 | 4.0 | B+ | 89-91 | 3.0 | C+ | 80-82 | 2.0 | D+ | 71-73 | 1.0 |
| A | 95-97 | 4.0 | B | 86-88 | 3.0 | C | 77-79 | 2.0 | D | 68-70 | 1.0 |
| A- | 92-94 | 4.0 | B- | 83-85 | 3.0 | C- | 74-76 | 2.0 | D- | 65-67 | 1.0 |

REGULAR BELL SCHEDULE

When school is in session, the bell schedule will accommodate eight academic periods, as follows. School meets Monday-Thursday, there is no school on Fridays.

| | |
|------------|-----------------|
| 1st Period | 7:50-8:25am |
| 2nd Period | 8:28-9:02am |
| 3rd Period | 9:05-9:40am |
| 4th Period | 9:43-10:17am |
| 5th Period | 10:20-10:54am |
| 6th Period | 10:57-11:31am |
| 7th Period | 11:34am-12:08pm |
| 8th Period | 12:11-12:45pm |

REMOTE LEARNING/INCLEMENT WEATHER SCHEDULE

When school is remote due to inclement weather or other extraordinary circumstance, the bell schedule will be condensed, as follows. School meets Monday-Thursday, there is no school on Fridays and therefore we will not employ remote learning on Fridays.

| | |
|------------|---------------|
| 1st Period | 8:30-8:50am |
| 2nd Period | 8:55-9:15am |
| 3rd Period | 9:20-9:40am |
| 4th Period | 9:45-10:05am |
| 5th Period | 10:10-10:30am |
| 6th Period | 10:35-10:55am |
| 7th Period | 11:00-11:20am |
| 8th Period | 11:25-11:45am |

COMMUNITY MEETING

A few times per semester, the Academic Conservatory hosts a mandatory all-school meeting during 8th period, at 12:11 pm. The Academic Director will announce the meeting in advance so students can plan ahead to be present. During the all-school meeting the Academic Faculty will relay important information, news and reminders, review school policies, discuss upcoming events, and facilitate community building activities. All students, with the exception of off-site seniors, are required to be present for all community meetings.

HOMEWORK

Students should expect to have homework in all courses at all grade levels. It is expected that Upper School students will have approximately 2-4 hours of homework per night, and Lower School students will have approximately 1-2 hours of homework per night.

ASSIGNMENT BOOK

Students are expected to maintain an assignment book to record their homework and exam dates. Parents should encourage their child to use their assignment book and check it regularly. The faculty will not supervise the use of assignment books, and expects all students, with the cooperation of their parents, to be responsible for managing homework assignments.

TEXTBOOKS

Students are responsible for returning the textbook they were assigned in the same condition that it was received. Lost or damaged items will be replaced at the expense of the student.

MAKE-UP WORK

If an absence is unplanned, the student must turn in their work within the amount of time they were absent. For example, if a student is absent for two days, they will have two days to turn in their missed assignments or make-up any missed exams once they return to school. If an absence is planned, the student must arrange make-up work and exams in advance. Individual instructors will use their own discretion pertaining to long-term projects.

ACADEMIC DISHONESTY AND PLAGIARISM

All work submitted by students must be independent and original, with appropriate and consistent citation where applicable. Instances of academic dishonesty will result in a Record of Disciplinary Action. Severe situations of academic dishonesty will result in Probation and/or Suspension.

STUDENT PRINTING

Students may email the front desk receptionist (myers@projectballet.org) to print assignments on the school printer. Printing is \$0.10 per side for black & white or \$0.15 per side for color printing. Printing will be double sided to conserve paper, unless otherwise requested. Students should plan ahead to avoid having to print immediately prior to a specific class deadline.

ACADEMIC SCHEDULING

Placement in academic courses is based on grade level, achievement, and sequential course order. Most courses are multi-age and are offered on a rotating 2 or 3 year cycle. There is some flexibility with course selection, but due to the small size of our school, most courses are only offered during certain years. Scheduling is primarily dictated by course availability. Please see the Academic Conservatory Curriculum Guide for specific course descriptions, pre-requisites and course cycles.

ACADEMIC ACCOMMODATIONS

Occasionally, students or their teachers identify special needs or learning disabilities that may require special strategies or academic accommodations in order for the student to successfully complete graduation requirements. Before allowing academic accommodations, we may require that educational testing be conducted by a professional psychologist or physician trained in this area. Students with documented learning needs (IEP or ISP) must share that information with the Academic Director prior to enrolling. Students who were issued an IEP or ISP in elementary or middle school will be required to undergo a medical re-evaluation before entering high school. Grading policies and expectations for completion of work will not be affected by academic accommodations. Students requiring accommodation for testing must have their exams proctored by a designated school representative. An hourly fee of \$10 per hour will be assessed for any testing accommodation that must be completed outside of regular school hours. Further, all medical evaluations, academic evaluations, and related or resulting expenses are considered the financial responsibility of the parent.

CHANGES TO COURSE SCHEDULE / DROP & ADD

After the semester begins, any changes to your course schedule must be approved by the Academic Director. Students may add a course only during the first week of each semester. Students may drop a course without penalty only during the first three weeks of the semester. Courses dropped between the fourth and eighth week of the semester will appear on a transcript with the notation "W" (withdraw). Courses dropped after the eighth week will appear on the transcript with the notation "WF" (withdraw fail).

RETAKING COURSES

Courses may be retaken at the Conservatory if it works in the student's schedule. If not, the student must seek outside coursework at their own expense. When a course is retaken, both the original and new course grades will show up on the transcript. Only the new course grade will be included in the student's overall GPA. Tuition will be charged for any courses that are re-taken at Project Ballet.

TUTORING

From time-to-time students may require tutoring to supplement their academic coursework. Tutoring may be arranged with a private tutoring service, or tutoring may be arranged with one of our academic faculty. Tutoring fees vary from teacher-to-teacher and fees must be paid directly to the teacher as an independent arrangement.

IOWA TESTING

All students in grades 6-11 are administered the *IOWA Test of Basic Skills*© during even numbered years. The IOWA Test is very similar to the ISTEP, but rather than scoring students against the state of Indiana, it scores them against national averages.

SAT AND ACT TESTING

All students are required to take either the SAT or ACT and submit their exam scores to the Academic Director before graduating. Each student is responsible for scheduling their own SAT or ACT and for all testing fees.

PSAT TESTING

Sophomores and juniors are required to take the PSAT exam. The Academic Director will schedule and arrange the PSAT testing in cooperation with another local school, usually Bishop Dwenger High School. The cost of the PSAT exam is the responsibility of each individual family. Typically the cost of the test is around \$20 per student.

GED TESTING

While our diploma is recognized and accepted at most colleges and universities, some institutions may require our students to also submit proof of GED. Should a college or university demand a GED score, students should be prepared to schedule, pay and sit for the exam.

TRANSFER STUDENT

Transfer students must consult with the Academic Director to develop a path to graduation. Due to the rotation of course cycles, transfer students are not guaranteed on-time graduation and may need to seek outside coursework at their own expense.

ONLINE CLASSES OR COLLEGE CLASSES

From time-to-time students, especially transfer students, may need to complete online courses, summer courses or college courses in order to fulfill all academic requirements in time for graduation. Any courses completed online, or through another high school or university, are the full financial responsibility of the student's parent.

SENIOR YEAR COMPLETED OFF-SITE

From time-to-time a senior may need to complete their senior year off-site through an online academic program. This will be permitted as long as the student is in good standing with Project Ballet at the conclusion of their junior year and as long as this decision has been made in agreement with the Academic Director. Off-site seniors must have all online courses approved by the Academic Director, must maintain regular contact with the Academic Director, and must complete all courses in plenty of time to have their final transcript and grades submitted in advance of graduation. Off-site seniors will still need to enroll at the Conservatory and pay the non-refundable enrollment fee. Tuition for off-site seniors is \$350. This tuition retains their "active student" status, and covers any and all administrative work required on the student's behalf.

EXTRAORDINARY PAPERWORK REQUESTS

Students seeking NCAA accreditation, or similar special circumstance, should notify and work with the Academic Director as far in advance as possible to assure adequate time to pursue the necessary paperwork and channels. An hourly fee of \$10 per hour will be assessed for all special paperwork requests beyond the typical transcript/letter of recommendation requests.

DIPLOMA REQUIREMENTS

Students must earn a minimum of 40 credits in order to receive an Academic Conservatory at Project Ballet Diploma, which is the equivalent of the State of Indiana's *Core 40 Diploma*. The Academic Director will advise students on the specific courses required in each subject area in order to successfully earn 40 credits. No course credit will be given for any grade below a C-.

HONORS DIPLOMA REQUIREMENTS

Students have the option of earning an Honors Diploma if they have accumulated at least 50 credits and maintained a cumulative GPA of 3.5 or above.

GRADUATION PROCEDURES

Each senior class will work together to decide whether to wear black or white cap and gowns. Project Ballet will place an order for the cap and gowns in the spring, with expenses billed to the senior class. Further, final transcripts and diplomas will not be released until the student's account balance is paid in full. Families choosing a twelve month tuition payment plan need to keep in mind that this means their transcripts and diploma will not be released until after their last tuition payment is received.

VALEDICTORIAN ELIGIBILITY

A valedictorian will be named when the graduating class is made up of three or more students. The valedictorian will be the student with the highest GPA among those students receiving the Academic Honors diploma. In the event that two or more students hold the same GPA, the valedictorian will be selected based on additional merits decided by the academic faculty such as academic course load, citizenship, and participation in school events and extracurricular activities. The valedictorian will be invited to give a short speech during the graduation ceremony.

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.