

OREGON **BALLET** THEATRE **SCHOOL**

2017-18 Annual Session

September 5, 2017–June 9, 2018

Student & Parent Handbook

Oregon Ballet Theatre School – 2017-2018 Annual Session Handbook

Welcome!

Oregon Ballet Theatre School is one of the country's preeminent dance schools and the official school of Oregon Ballet Theatre. We strive to give each student the highest caliber dance education in a supportive, challenging, and nurturing environment.

OBT School's philosophy is one of a professionally minded school, while at the same time our doors are open to all students. Whether students seek to pursue a career in ballet or study out of a love for dance, all students are afforded the same excellence in training. Dedication, confidence, and self-motivation are core traits we seek to instill in all of our students - qualities they will carry forth on whatever path they choose in life.

Our goal is not only to train the next generation of dancers, but also the next generation of dance enthusiasts, administrators, and artists.

Whether you are taking class at our Portland location or West Linn branch location, we look forward to working with you and further developing your love for dance.

Regards,

Kevin Irving
Artistic Director

Anthony Jones
School Director

School of Oregon Ballet Theatre Staff

Anthony Jones – School Director
Lisa Sundstrom – OBT2 Program Director
James Holstad – School Administrator
Rachel Närhi – West Linn Studio Manager
Colleen Hanlon – School Registrar & Children's Coordinator

Faculty

Natasha Bar
Elise Legere
Jessica Post
Olivia Pyne
Alison Roper
Kembe Staley
Lisa Sundstrom
Katarina Svetlova
Robyn Ulibari
OBT Company Artists & Staff

Accompanists

Irina Golberg
Ayako Matsuo
Ray McKean
Katie Pyne
Tiffany Sanford
Western-Li Summerton

OBT School Contact and Location Information

Portland Studio

0720 SW Bancroft St.
Portland, OR 97239
(503) 227-6890

West Linn Studio

19066 Willamette Dr.
West Linn, OR 97068
(503) 210-2365

General Line and Registration Phone: Portland: (503) 227-6890 West Linn: (503) 210-2365

General Email: Portland: schoolofobt@obt.org West Linn: sobtwestlinn@obt.org

The general email address is to be used for: absence reporting, absence requests, late pick-up, changes in pick-up/carpool, and for general information and questions.

OBT School Website:

<http://school.obt.org>

OBT School Blog:

<http://schooloforegonballettheatre.blogspot.com>

OBT School Production Blog:

<http://obtyoungdancer.blogspot.com>

Portland Studio

OBT School hours are Monday through Friday, 12:00 PM to 8:30 PM, and Saturdays, 8:00 AM to 5:00 PM. If you call outside of these hours, please leave a voice message and we will return your call as soon as possible. When contacting OBT School, please use the general phone number listed above for the most direct connection.

West Linn Studio

Please check our website for most up to date office hours. If you call and we are not available, please leave a voice message and we will return your call as soon as possible. When contacting OBT School, please use the general phone number listed above for the most direct connection.

Non-Discrimination Policy

OBT School does not discriminate on the basis of gender, sexual orientation, religion, race, color, national/ethnic origin, or any other local, state, or federal protected class in the administration of its admission criteria, education policies, scholarship programs, or any other school-administered programs or activities. Actions, words, jokes, or comments based on any legally protected status will not be tolerated.

Right to Refuse Service

OBT School reserves the right to deny service or enrollment, and/or revoke previously awarded privileges at the discretion of the School Director.

Health and Safety

OBT School is dedicated to providing a healthy, nurturing, and safe environment for all of our students. From the state-of-the-art sprung floors in our studios to our partnership with March Wellness Center, we are continually working to find ways to support our students' health and well-being. We strongly believe that a healthy student in mind and body makes for a successful student, and we are committed to this ideal.

No Observation Policy

OBT School maintains a No Observation policy throughout its studios. This is done to provide a secure environment for the student's full concentration, and ensures that they gain the most from our classes, without distraction.

Family Observation Periods

Family members are invited into our studios for Family Observation during designated periods throughout the Annual Session. During these periods, each level will be assigned specific days and times for observation. To

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accommodate observation during this period, class schedules and times may change, and some classes may be combined.

Due to space constraints, students are limited to two guests for Family Observation periods. For our Portland location, and due to limited space availability, guests are asked to utilize street parking. We ask that you please arrive on time, as late arrivals may not be admitted into the studio. Photography and videography during class is prohibited and mobile phones must be switched off. Please remember, you are attending a live class.

Admission

Dance Together, Pre-Ballet

Younger students take class in Dance Together, ages 18 months through 2 years, or Pre-Ballet, ages 3 years through 6 years. Dance Together and Pre-Ballet classes run for 10 to 12 week terms during the Annual Session and meet once a week for a 45-minute period. These classes tend to fill quickly on a first-come basis. An audition is not required as students are placed based on their age, but please access OBT School's website or call for the enrollment procedure. Age cut-off for 2017-18 Annual Session is October 14, 2017. Please note that Pre-Ballet students must be potty-trained and able to attend a 45 minute class independently of their parent(s) or caregiver(s).

Children's Beginning Ballet

Students age 7 take class in Children's Beginning Ballet. This class runs for the 35-week Annual Session and meets once a week for a 1-hour period. This class tends to fill quickly and is also filled on a first-come basis. An audition is not required as students are placed based on their age, but please access OBT School's website or call for the enrollment procedure. Age cut-off for 2017-18 Annual Session is October 14, 2017.

Levels 1 through 6, OBT2, and Apprentice Program

Prospective students, ages 8 and above, are required to attend an audition or take a placement class to determine level placement. Placement is based on the student's skill and strength. Levels from other ballet schools are not considered when placement is evaluated. Admission into the program is competitive and is centered on age-appropriate placement and available space. Auditions for the Annual Session are held at OBT and OBT School's West Linn location in early August. Please see our website for audition dates. To schedule a placement class in Portland please contact schoolofobt@obt.org, and in West Linn contact sobtwestlinn@obt.org. OBT School will make its best efforts to accommodate potential enrollees through additional placement classes when possible/necessary. Current students need not audition in order to enroll in the following Annual Session, Summer Camp for Younger Dancers, or Summer Intensive.

Admission into the OBT2 Program is by invitation only for those students who attend OBT School's Summer Intensive for a minimum of four weeks, though the full six-week program is strongly encouraged.

Admission into the Apprentice Program is also by audition only. For more information contact auditions@obt.org.

Placement / Level Advancement

Students progress in their training by developing work ethic, discipline, strength, and technique. Students also progress at their own, individual pace. Most importantly, technique milestones must be reached before progression can occur. Placement and progression to the next level is by the recommendation of OBT School's faculty. With the exception of Dance Together, Pre-Ballet and Children's Beginning Ballet, students are not placed or advanced based on their age or on their level at a previous ballet school. Students are encouraged to schedule appointments with school staff if they have questions or concerns with regard to level progression, technique, injuries, etc.

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Students placed in Level 1B and above may, and are encouraged to, take lower level classes so long as they do not conflict with their regular weekly classes. OBT School's faculty members are happy to assist students with placement that makes sense for their own personal growth.

Student/Teacher Conferences

For students in Level 3 and higher, annual student/teacher conferences will be scheduled once per Annual Session. These conferences are for students to receive information on their progress and to allow the student to ask questions of their instructor(s). Parents with specific questions or concerns regarding their child's progress are asked to contact the School to schedule a meeting with the teacher and/or School Director.

Weekly Schedule

The weekly schedule is posted to OBT School's blog every Friday of the week before, as well as on the bulletin board inside the building. We advise students and their family members to regularly check OBT School's blog and/or bulletin boards for changes that may occur during the week.

Tuition

Tuition, fees, and refund policy can be found on OBT School's website and the blog.

Annual Session tuition is payable either in full or six monthly auto-payments. To use the auto-payment plan, a credit or debit card must be provided, which will be securely stored in the electronic payment system. Each monthly auto-payment is assessed a \$15 finance charge. Please note that auto-payments will be charged any time after midnight on the date due. Please contact the school as soon as possible with any questions or concerns regarding your auto-payment. The auto-payment plan is not available for Dance Together or Pre-Ballet tuition.

If a student is advanced a level after the beginning of the Annual Session, tuition for the student's new level will be calculated based on the date of the advancement and due as determined by OBT School's staff.

By registering for classes at OBT School, the student and/or student's family agrees to pay the entirety of the tuition balance. If a student voluntarily withdraws, or is voluntarily withdrawn, regardless of reason, the balance of their Annual Session tuition is due prior to their last day of class. Tuition balances will not be forgiven, and any unpaid balances will be sent to OBT's Finance department for collection.

Tuition Scholarships

OBT School makes annual, need-based financial aid available to students placed in Children's Beginning Ballet and higher. Families are welcome to apply once per calendar year for Annual Session scholarships, typically in August, by completing the TADS online application and submitting the Scholarship Request form. Further information and instructions are available at school.obt.org and on OBT School's blog. Given the limited amount of aid available, the scholarship application deadline is strict, and once passed, no further scholarship applications can be considered until the next session.

For families seeking aid for our Summer Program for Younger Dancers or Summer Intensive tuition, and if they have already submitted a TADS application for the current Annual Session, they only need to submit the Scholarship Interest form. If the family did not complete a TADS application for the current Annual Session, they will need to complete both the TADS application and the Scholarship Interest form by the due date.

By accepting a scholarship, students and family members agree to act as OBT School ambassadors. Additionally, the student and/or family may be required to volunteer for OBT School and/or OBT programs as directed by OBT School staff. If a student or family member violates OBT School rules or policies, scholarships may be reduced or revoked at OBT School's discretion. If a scholarship is reduced or revoked, the family is responsible for paying the balance of the recalculated tuition.

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Merit scholarships are currently not available, with the exception of the Elena Carter Scholarship, which is a full-tuition merit scholarship awarded to one student each year. The scholarship commemorates the memory of Elena Carter, a former principal dancer with OBT and a focal OBT School faculty member, and is awarded to a student who shows great potential, leadership skills, and exemplary dedication.

PE School Credit

Some local school districts and schools may allow high school students to receive credit for PE, art, or an elective by attending classes at OBT School. This exemption is not automatic and will only be granted as determined by the student's academic school. Please contact the academic school for information.

Attendance / Absences

Exemplary attendance is expected of all students and all absences are monitored. Excessive absences will result in a meeting with the School Director and possible loss and/or reduction of the student's scholarship.

Absence notification must be phoned in or e-mailed to OBT School. For Portland students, please call (503) 227-6890 or e-mail schoolofobt@obt.org. For West Linn students, please call (503) 210-2365 or e-mail sobtwestlinn@obt.org. Please do not send daily absence notifications to the School Director, School Administrator or School Registrar, as these may not be seen in a timely manner. Parents may call OBT School and leave a message on the day of the absence, although email notification is preferred. The email or phone message should include the sender/caller's name, student's name, student's level, date of absence, and the reason for the absence. The absence will be relayed to the School Director and teacher. Students under the age of 18 are required to have a parent or guardian report absences.

Notification of one-week is required for a pre-approved excused absence. For pre-approval, please call in or email your request. The request will be communicated to the School Director and an email reply will follow. Examples of absences requiring pre-approval include medical appointments, auditions, college-related visits/interviews, family vacations, academic school related activities, etc.

If a student is ill or injured, the absence will be excused if notification is received before the beginning of the student's class time. Notification and a progress update is expected daily for a continuing illness or injury. All other same-day absences are considered unexcused.

School staff will contact the student or student's family if the student misses class and the absence is not reported.

All students are expected to attend the entire duration of the Annual Session in which they are enrolled, except for reasons of documented illness, injury, or emergency. Barring documented long-term illness or injury, should a student become absent long-term or depart without notification/authorization before the end of the program, any and all tuition balances will be due immediately. If the student is a scholarship recipient, their family will forfeit the remainder of the scholarship received and owe the balance of the recalculated tuition. No pro-rating or credit toward future classes will be issued.

OBT School does not provide make-up classes for missed classes. Tuition credits and refunds are issued only in the event of long-term illness or injury.

Tardy

We expect students to arrive at least 5 to 10 minutes before class. Students will be required to sit out of class and take notes if they are more than 5 minutes late. Excessive tardiness will result in a parent conference with the School Director.

Injury / Illness

If a student sustains an injury, whether during an OBT School class, OBT/OBT School rehearsal/performance, or outside OBT, it is expected that the student's parents will keep OBT School apprised of the student's

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progress for their own safety and well-being. Students who are unable to fully participate in class due to an injury, whether major, minor, chronic, or acute, must observe daily classes and take notes until recovered.

If a student has a contagious illness (upper respiratory infection, influenza, conjunctivitis, etc.) or symptoms that include fever, nausea, diarrhea, and/or vomiting, please report an absence due to illness. It is required that you keep the student home for 24 hours after the last sign of symptoms to avoid the spread of disease.

Wellness Services and Referrals

OBT is dedicated to the health, welfare, and safety of all its artists and students. We strive to provide an environment that promotes healthy lifestyles and work habits so each person can become the strongest artist possible. We also understand that, from time to time, families may seek resources to help their children achieve those goals. OBT School staff are happy to provide contact information for providers who routinely work closely with those involved in the art of dance.

Oregon Ballet Theatre's Allegro Society is a group of medical providers dedicated to supporting our values and artists. OBT does not provide diagnostic, medical, nutritional, or sports psychology services to its students. Our referral is for informational purposes only and families are responsible for the cost associated with these services.

Performance Opportunities

Stage experience aids students in developing the confidence and presence necessary to perform for an audience. The following performance opportunities are available to students in Level 1 and above:

George Balanchine's The Nutcracker (December performances)

All students enrolled in Level 1 and above are encouraged to participate in *George Balanchine's The Nutcracker*. Full rehearsal, production, and performance participation is mandatory for Level 6 and OBT2 students, as well as all scholarship recipients. Casting is based on technical skill, height, and costume constraints. Auditioning is required and families can check the Children's Coordinator blog at <http://obtyoungdancer.blogspot.com> for additional information.

Student Performance Series

As part of OBT's Education Outreach, OBT Company and OBT2 artists, and occasionally upper level OBT School students, perform age-appropriate programs for community groups and school classes as scheduled. Students are invited at the discretion of the School Director. An audition is not required.

Annual School Performance (April performances)

Each spring, OBT School students in Level 1 and higher have the opportunity to participate in the Annual School Performance, held at the Newmark Theatre. Participation is strongly encouraged for all students and is mandatory for scholarship students.

During the Annual School Performance rehearsal period, January through April, classes may be combined or canceled to accommodate rehearsal. Technique classes will not be canceled, although some may be combined with another level. Being cast in a performance is not guaranteed. The program will consist of works chosen to display and elevate students' technical development and artistry. An audition is not required. Families can check the Children's Coordinator blog at <http://obtyoungdancer.blogspot.com> for additional information.

OBT Company Productions

Depending on OBT's season and production needs, students may be invited by the Artistic Director or School Director to perform in company productions. Auditions may be required.

OBT Family Ticketing and Subscription Benefit Programs

We not only appreciate the commitment families make to SOBT, but respect their dedication to their children's growth as artists. We encourage all SOBT students and families to attend Oregon Ballet Theatre performances, both for inspiration and for the potential to learn from the experience.

Out of respect for your commitment to our organization, OBT makes a special subscription and ticketing offer available only to currently registered families of SOBT.

Tickets to Company Productions

Subscriptions: SOBT families are eligible to purchase up to four (4) season subscriptions at half price in seating area four (4), which is located on the orchestra level of both the Keller and Newmark Theatres. This applies to both the "Company Package" and "Family Package". This reduces your cost to one half the prevailing cost per seat for an entire season of incredible performances. A one-time season handling fee of \$15 will apply per transaction for all subscription purchases.

Single Tickets: SOBT families are eligible to purchase Nutcracker and Alice tickets at 50% off the regular price with a cap of \$400 worth of discounted tickets for each production, and 25% off the rest of the repertory season with a cap of \$200 for discounted tickets. This discount applies once single tickets have gone on sale to the public, which generally occurs at the end of August. Further details can be found on our website at www.obt.org. Subscriptions as noted above can be purchased at any time. A \$4 per ticket handling fee will apply to all single ticket purchases. We understand that ticket exchanges will occur frequently for performances where your child may be performing but casting has not been released yet. Any ticket exchanges made by SOBT families will not incur an exchange fee.

For any questions regarding purchase of subscriptions or tickets, please contact the OBT Box Office at (503) 222-5538.

Tickets to the Annual School Performance

For Annual School Performance (ASP) ticket purchases, the 25% SOBT discount will not apply since it is not considered a company production and all single tickets will incur a \$4 per ticket handling fee.

Families have two options for purchasing their ASP tickets—

1. If you are a subscriber to the current OBT season, you have the option of purchasing ASP tickets at the subscriber rate of \$25 per seat with the added benefit of no extra handling fees. Please see above for subscription discounts.
2. Group rates are offered for the Annual School Performance. The minimum number of tickets needed to receive our group pricing is 6 people. Please inquire at the box office for more information on ticket pricing and handling fees.

Non-OBT School Dance Classes

The School Director works alongside OBT School faculty to provide students with consistency and continuity, in regard to technique and style. For this reason, Annual Session students are required to study ballet exclusively at OBT School. A student found to be studying ballet outside of OBT School will be required to meet with the School Director. Furthermore, a scholarship student found to be studying ballet outside of OBT School will likely have their scholarship revoked. In both cases, the School Director reserves the right to dismiss a student from OBT School without any refund of tuition.

Students who want to take forms of dance other than ballet, including academic school dance programs, must seek approval from the School Director prior to attending or enrolling in these classes or programs. All students are welcome to take classes in yoga, strengthening, and Pilates without permission, as long as there is no interference with their OBT School class schedule.

Adult Program Classes

OBT School students, Level 4 and higher, may take the Adult Drop-in classes at their prevailing rate per class. During the Annual Session, these classes take place in the morning from 9:30 AM to 11 AM, Monday, Wednesday and Friday.

Summer Intensives

For students planning to attend OBT School's Summer Camp for Younger Dancers or Summer Intensive, no audition is required and you will be placed in the level for which they are currently enrolled in the Annual Session. For students who plan to audition and attend non-OBT School summer programs or intensives, OBT School asks you communicate plans to the School Director prior to audition or attendance.

Student Helpers

Students in Level 2 and above may be asked to assist with Pre-Ballet classes. Students receiving scholarship funds will be considered first. If a student would like to be considered to assist with these classes and has not been asked, please notify the School Director, Administrator, or Registrar.

School Communication

In an effort to conserve resources, all information, such as class schedules, schedule changes, important announcements, etc., will be posted directly to OBT School's blog. It is recommended that students and families check the blog routinely for last-minute changes. Important information and announcements made through OBT School's blog postings will also be communicated by email and posted inside the building on the bulletin board.

OBT School Blog Address: www.schooloforegonballettheatre.blogspot.com

Once you are comfortable accessing OBT School's blog, consider signing up for email as a back-up. You can do so at the top of the blog's main page.

Note: Email alerts are only a device to aid in communication. Do not depend on it for timely notice of all postings. Sometimes email alerts are immediate and sometimes delayed by a number of hours. Always check OBT School's blog on a daily basis and use the email alert as a back-up.

Parking

At our Portland location, the parking lot is reserved for OBT and OBT School employees and short term transactions at our front desk. Additional street parking and street car access is available nearby.

At our West Linn location, you are welcome to park in any available spot within the parking lot.

Drop-off and Pick-up Pre-Ballet Students

Portland Studio

- **Parking** - Please park along Bancroft or another nearby street, or in permitted spaces across the street.
- **Arrival** - Please plan to arrive at least 5 minutes before class, though no earlier than 15 minutes. Late arrivals of 5 minutes or longer, regardless of reason, will not be admitted to class. Please consider traffic when scheduling your arrival time.
- We ask that all Pre-Ballet parents accompany their student into the building via the front door.
- **Preparation for Class** - Upon arrival please report to the lobby. Students should arrive already underdressed in OBT School dress code, with street clothes on top. Students will prepare for class and leave their belongings in this room. The OBT School dressing rooms are off-limits to Pre-Ballet students. Please be sure to read all of the Dress Code details, available on OBT School's website and blog.
- Pre-Ballet students will be collected and led by the teacher or student assistant from the lobby to class at the appropriate time. Any late arrivals should report to the School Registrar's desk and an OBT School staff person will escort the student to the correct studio.
- **During Class** - Parents may either wait in the main lobby or leave the building for the duration of the class.

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- **After Class** - At the conclusion of class, the teacher will return students to the main lobby. After preparing to leave, Pre-Ballet students will leave the building via the front door with their parents. Checking out with staff is not necessary.

Drop-off and Pick-up: Children's Beginning Ballet

Children's Beginning Ballet students are to be escorted and dropped off in OBT's lobby by their parent/guardian. Parents are asked to wait outside the building during class. Students will proceed to prepare for class and wait in our lobby under staff supervision. Students are to arrive no earlier than 15 minutes and no later than 5 minutes prior to the beginning of their class. They are to be dressed in OBT School dress code, wearing their street clothes over top, an article of clothing on both top and bottom, with ballet slippers in hand or in their bag. Students should put all of their belongings (street clothes, bag, water bottle, etc.) in one of the cubbies near the main floor restrooms. All valuables should be left with the family member dropping them off. After depositing their belongings in the cubby, students will wait in the lobby where they will be under constant supervision of OBT School staff until their class begins.

Dismissal will be through the front door of the building. Once their class is finished, students are to redress in their street clothes and shoes and proceed to the front door where they will be met by the School Registrar.

We ask that parents wait outside the front door for students to be dismissed by our school staff. Please remember that the OBT parking lot is for employees only.

Drop-off and Pick-up Level 1 – OBT2 Students

Parents should drop-off their student at the front door. If there is a traffic line, please wait until at the front door and then allow the student to exit the vehicle. The student must walk in front of the vehicle to the door, not behind the vehicle. Please use care and drive slowly while in the lot. No driver should ever allow the student to exit the vehicle before arriving at the door and then bypass the traffic line. Please note that drop-off is not monitored. If you are uncomfortable dropping off the student in this manner, you will need to find off-site street parking and accompany your student to the door.

Students in Levels 1 and 2 are not permitted to use the OBT School locker rooms and should come dressed in OBT School dress code underneath their street clothes.

Students, regardless of age or level, must verbally check out with the OBT School Registrar upon departure of the premises. Staff will always make visual contact with the authorized pick-up person.

Unless the student's OBT School registration form indicates they may depart the building unescorted, all students must be met in person or by vehicle by their parent/guardian or authorized driver. For their own safety, unescorted students may not be called across the street, to the public sidewalk, or into the parking lot.

If a student is departing with a friend or being picked up by someone other than the normal parent/guardian or authorized driver, parents must send a dated and signed note with the student or an email with the details. Please keep this in mind as your daily carpool or pick-up plans change. To make a permanent change to a student's permission to leave premises or to the adults authorized to pick them up, please send an email to schoolofbt@obt.org. Students will not be released to another driver, no matter how well known the driver is to OBT School staff, without prior notification. This rule is strictly enforced for safety and liability reasons.

Late Pick-up - Portland

Students are to be picked up no later than 15 minutes after class ends. Parents who are late will need to park in an appropriate location and enter the lobby. After 30 minutes, a \$25.00 late fee may be assessed per 30 minute increment. If you experience a problem and are unable to pick up your student, please call the school at (503) 227-6890. Calling will not waive the late pick-up fee, but does alert staff to the situation. It is strongly recommended that this number be programmed into your mobile phone. The Late Pick-up policy applies to all OBT School classes, OBT/OBT School rehearsals, and performances.

West Linn

- Parking - Please park in any available spot in the surrounding parking lot.
- Arrival - Please plan to arrive at least 5 minutes before class, though no earlier than 15 minutes. Late arrivals of 5 minutes or longer, regardless of reason, may not be admitted to class. Please consider traffic when scheduling your arrival time.
- We ask that all Pre-Ballet parents accompany their student into the building via the front door. Children's Beginning Ballet, Level 1, and Level 2 students may be dropped off in the lobby.
- Preparation for Class - Students should arrive already underdressed in OBT School dress code, with street clothes on top. Students will prepare for class and leave their belongings with their parent or guardian, or in the changing room. Please be sure to read all of the Dress Code details, available on OBT School's website and blog.
- Students will be collected and led by the teacher or student assistant from the lobby to class at the appropriate time. Any late arrivals should report to the reception desk and an OBT School staff person will escort the student to the correct studio.
- During Class - Parents are welcome to wait in the lobby or leave the building for the duration of the class.
- After Class - At the conclusion of class, the teacher will return students to the lobby. After preparing to leave, Pre-Ballet students will leave the building via the front door with their parents. Checking out with staff is not necessary. Children's Beginning Ballet, Level 1, and Level 2 should redress in their street clothes, collect their belongings and must verbally check out with the OBT School staff person before leaving the school. Staff will always make visual contact with the authorized pick-up person.

Late Pick-up – West Linn

Students are to be picked up no later than 15 minutes after class ends. After 30 minutes, a \$25.00 late fee may be assessed per 30 minute increment. If you experience a problem and are unable to pick up your student, please call the school at (503) 210-2365. Calling will not waive the late pick-up fee, but does alert staff to the situation. It is strongly recommended that this number be programmed into your mobile phone. The Late Pick-up policy applies to all OBT School classes, OBT/OBT School rehearsals, and performances.

Dress Code

All OBT School dress code information is available on OBT School's website and blog.

Dress Code Details - Females

- Tights may not be worn over the leotard for ballet classes.
- The condition of tights should be monitored. Proper care is essential to longevity. Tights can easily last over a year. Holes in tights must be sewn or tights will need to be discarded.
- Warm-up shorts, pants, sweaters, shirts, skirts, or legwarmers may never be worn during OBT School class.
- For those new to pointe in Level 3, please be fitted for two pairs of Freed pointe shoes. OBT School faculty will check pointe shoes on the first day of class. Keep your receipt in case pointe shoes are not approved so that they may be exchanged. Do not attach ribbons or elastics, wear, glue, cut, bend or alter your pointe shoes until OBT School faculty checks and approves fit. In Portland, OBT School recommends fittings at Dance Togs, Portland Dancewear, or The Leotard.
- Freed is the official pointe shoe of OBT and OBT School. For students in Levels 3 and 4 it is recommended they wear Studio Freed, while students in Levels 5, 6 and OBT2 wear Freed Classic.
- A bun is required for all ballet classes, though Level 6 and OBT2 students may wear a French twist. Bangs must always be off the face. For those students with very short hair, a soft, fabric headband, matched to hair color, is permissible to hold hair off the face. Hairnets matching the student's hair color are recommended for wrapping the bun to control stray hair. Clips matching hair color may be minimally used to help hold hair. All students should use hairspray to control stray hair. OBT School does not provide extra hairnets, hair and bobby pins, hair elastics, or hair spray.

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- Hair may be worn in a ponytail or braid in designated classes at the discretion of the teacher (i.e., Pilates).
- No decorative bun covers, snoods, ribbons, barrettes, or other hair ornaments are allowed. Level 6 and OBT2 ladies may wear barrettes to hold buns/French twists in place.
- No unnatural hair colors (purple, pink, blue, etc.).
- No jewelry (necklaces, chokers, bracelets, watches, rings) may be worn in class. Braided/string “friendship bracelets” are not allowed. Small stud-type earrings may be worn. Level 6 and OBT2 ladies may wear small drop earrings.
- Only clear or pale pink fingernail polish is allowed.
- No visible permanent or temporary tattoos. Students in Level 5 and below must seek permission from the School Director for any body piercings or permanent tattoos.
- Students are required to have street clothes, top and bottom, over their leotard when entering and exiting the building. Please dress appropriate to the weather and temperature. Ballet shoes may not be worn outside.
- Short, mid-thigh length skirts may be worn at the discretion of the teacher for pointe, variations or repertory classes.

Dress Code Details - Males

- Footed tights and socks must be worn at all times. The condition of tights should be monitored. Proper care is essential to longevity. Tights can easily last over a year. Holes in tights must be sewn or tights will need to be discarded.
- Warm-up shorts, pants, sweaters, shirts, or legwarmers may never be worn during OBT School class.
- For male students with long hair, it should be appropriately styled so it is out of the face and will not be a distraction during class. For hair that is long enough it is recommended it be braided in a simple, single braid. Bangs must always be off the face.
- No unnatural hair colors (purple, pink, blue, etc.).
- No jewelry (necklaces, chokers, bracelets, watches, rings) may be worn in class. Braided/string “friendship bracelets” are not allowed. Small stud-type earrings may be worn.
- No visible permanent or temporary tattoos. Students in Level 5 and below must seek permission from the School Director for any body piercings or permanent tattoos.
- Students are required to have street clothes, top and bottom, over their leotard when entering and exiting the building. Please dress appropriate to the weather and temperature. Ballet shoes may not be worn outside.

OBT School equally supports the following dance apparel and footwear stores that carry our dress code items:

Dance Togs

3835 SW Hall Boulevard
Beaverton, OR 97005
(503) 644-7545
dancetogs.net

The Leotard

2432 NE MLK Boulevard
Portland, OR 97212
(503) 284-9244
theleotard.com

Portland Dancewear

6559 SW Beaverton Hillsdale Hwy.
Portland, OR 97225
(503) 292-1539
portlanddancewear.com

Locker Rooms - Portland

For students in Level 3 and higher, separate locker rooms are provided for male and female students. The locker rooms are not supervised and are to be used for changing only. Students should not gather and socialize in this area. Food consumption in the locker room is strictly prohibited. Inappropriate behavior in the locker room will result in loss of locker room privileges.

Should a student should choose to use a locker, they must report the locker number and their lock combination to the School Registrar. Only combination locks are to be used, and the basic turn-dial Master lock is preferred. Keyed locks and the lock brand WordLock are prohibited. If the combination changes, the student must provide the new combination to OBT School immediately. Should a lock need to be removed by OBT School staff or a locksmith, the student or their family will be responsible for a cutting/removal fee of \$40.

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Food and/or drink may not be stored in lockers overnight. Students storing illegal or controlled substances, tobacco or marijuana products, or weapons in their lockers will be immediately expelled with no refund of tuition. Lockers are intended for storage of street clothes/shoes, jackets, purses, jewelry, wallets, electronics, and phones while the student is in the studio. Dance bags with pointe shoes/pointe supplies may be taken into the studio and stored along the wall; do not store belongings under the center barres. There should never be unattended personal belongings left in the locker room or common areas. Please lock up all items of value (mobile phones, wallets, purses, jewelry, money, etc.), or leave them at home or with a family member. OBT School/OBT does not accept responsibility for damage, loss, or theft of personal belongings. Report any locker damage or loss of personal belongings immediately to OBT School staff.

Locker checkout will occur on the last day of the Annual Session. The interior of each locker must be emptied, and the interior and exterior must be cleaned.

Storage Cubbies - Portland

Storage cubbies are located across from the restrooms. Cubbies may be used to store dance bags and other personal items during classes, however cubbies are open and unsecured. All valuables, wallets, electronics, etc. must be locked in assigned locker, or left at home or with a family member.

Changing Rooms – West Linn

Students in all levels are permitted to use the changing rooms. These rooms are not supervised and are to be used for changing only. Students should not gather and socialize in this area. Food consumption in the changing rooms is strictly prohibited. Inappropriate behavior in the changing room will result in loss of changing room privileges.

There should never be unattended personal belongings left in the changing rooms or common areas. Please leave all items of value (mobile phones, wallets, purses, jewelry, money, etc.), at home or with a family member. OBT School/OBT does not accept responsibility for damage, loss, or theft of personal belongings. Report any loss of personal belongings immediately to OBT School staff.

Hygiene

As a courtesy to staff, faculty and fellow students, please use deodorant immediately before class. Offensive personal hygiene will be confidentially addressed.

Dress code items should be laundered on a regular basis. It is suggested that multiples of each dress code item be purchased so that clean items can be worn to each class.

Ballet shoes can become smelly. Canvas ballet shoes should be machine washed on a cold, delicate cycle with liquid detergent. Allow them to air dry in a warm place. Pointe shoes should be hung to air on a regular basis.

Ice Bin

Only Level 4 students and higher are allowed to obtain ice without permission. All other students are prohibited from obtaining ice without permission. To cut down on waste, please re-use plastic bags when possible. After use, empty the plastic bag and either leave it neatly near the ice machine for recycled use or discard it properly. Used ice bags filled with partially melted ice, left on the floor in the warm-up area or in the studio are hazards.

All injuries occurring on the premises, requiring ice or not, must be reported to OBT School staff immediately.

Restrooms

There is to be no changing in any restroom/restroom stall. It is inconsiderate to those waiting to use the facilities.

Common Areas

These areas are for warm-up, preparing for class, quiet socializing, and cooling down. These are also the only areas where food can be consumed and should be disposed of in nearby receptacles. All noise must be kept to a minimum as a courtesy to other students and OBT/OBT School staff. Students who are repeatedly asked to lower their voices will be asked to separate themselves from the group, and may have their family contacted to address the issue.

OBT Box Office and Lobby

Parents and family members who enter the building to purchase tickets, for school business, volunteering or meeting are asked not to congregate in the Box Office and Lobby area. Given our limited space, we need to remain accessible to visitors and patrons while remaining quiet so the Box Office staff and School Registrar may conduct phone business. If you are attending a Family Observation period you may proceed to the designated studio. Parents and family members are not to pass the School Registrar's desk unless directed to do so by OBT School staff.

Electronic Devices

Electronic devices, including mobile phones, smart phones, tablets, game systems, computers, etc., should be used with the volume off. If the device becomes an issue it will be confiscated by OBT School staff and securely stored until the student leaves for the day. If the device becomes a repetitive issue the student's family will be contacted. OBT does provide wireless internet access for its registered students and families at both the Portland and West Linn studio. Please see OBT School staff for the current access point and password. Our guest network is not secure, so you're responsible for all activity and any sensitive information you send or receive over this network from your personal device.

It is strongly recommended all students have a mobile phone and share this phone number with the school. This number will be used only by staff in emergency situations or in the case of absences. Mobile phones must be turned off or set to silent/vibrate upon entering the building. OBT School staff will turn off phones not set to silent and heard ringing. Please keep phone calls brief and to an absolute necessity.

Students who make frequent and long calls will be asked to refrain from doing so. Use of mobile phones in any of the studios, including texting, is prohibited. Any student caught texting, making a call, or taking photos or video in the studio during class will be reported to the School Director. Out of respect to faculty, staff and fellow classmates, always ask permission before taking photos or video. Students found taking photos or video without permission will be subject to disciplinary action by the School Director.

Student Conduct

Students must show consistent effort and progress, and behave in a disciplined, responsible, and respectful manner to fellow students, teachers, staff, and company dancers. Any violation of the Student Conduct policy, on or off-site, by the student or the parent/guardian, will result in a meeting with the School Director, and may result in the loss of scholarship and/or suspension or expulsion from OBT School.

Mutual Respect & Zero Tolerance Policy

OBT School is committed to providing a safe and supportive environment where all students are valued and respected. To this end, all students are to interact with each other in a respectful manner.

OBT School is a safe and welcoming environment.

OBT School will not tolerate, nor support in any way, acts of bullying behavior.

OBT School staff will communicate with students to educate them about mutual respect, bullying behavior, and its prevention.

Students are asked to immediately report instances of bullying or aggressive behavior to a teacher, the School Director, School Administrator, or School Registrar. Any student seen or proven to be in violation of the above will be dismissed immediately from the school without any reimbursement of tuition.

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Any of the following actions or behavior will not be tolerated and may be the basis for immediate dismissal from the school without tuition refund.

- Tobacco or marijuana use of any kind on or near the premises.
- Consumption or possession of alcoholic beverages, drugs or any other illegal substances.
- Physical, sexual or emotional abuse, threats, intimidation, commission of any violent act, and/or other conduct which threatens or endangers the health, safety, or emotional well-being of another.
- Harassment of another person, whether physical, sexual, verbal, written, or via Internet.
- Possession, use and/or display of weapons or harmful materials.
- Theft of any kind.

**Oregon Ballet Theatre School
2017-2018 Annual Session Handbook Signature Page**

I, _____, and
(Name of Student)

I, _____,
(Name of Parent/Guardian)

have read the 2017-2018 Annual Session Student and Parent Handbook in its entirety and have discussed the contents prior to the start of the program. We have had the opportunity to ask questions of the school and hereby agree to abide by all policies, regulations, and protocols stated herein.

(Student Signature Required Level 1 through OBT2)

Date (MM/DD/YYYY)

(Parent/Guardian Signature Required if Student is 17 Years or Younger)

Date (MM/DD/YYYY)

Please return this page signed and dated to Oregon Ballet Theatre School prior to the beginning of the program, either by mail, fax, or e-mail.