

# OREGON **BALLET** THEATRE SCHOOL

## 2022-2023 Annual Session

### September 6, 2022–June 3, 2023

## Student & Parent 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 welcoming environment.

OBT School's philosophy is one of a professionally minded school open to all students. Whether students seek to pursue a career in ballet or have the passion to train, 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.

We look forward to working with you and further developing your love for dance.

Regards,

Peter Franc  
Interim Artistic Director

Katarina Svetlova  
School Director

### **Oregon Ballet Theatre School Staff**

Katarina Svetlova – School Director  
James Holstad – School Administrator  
Sean Surprenant – School Registrar  
Colleen Hanlon – School Production & Events Coordinator  
Ye Li – OBT2 Rehearsal Director

### **Faculty**

Kembe Adam	Josie Moseley
Zachary Carroll	Franco Nieto
LeeWei Chao	Seth Parker
Jill Giedt	Jessica Post
Kassandra Gruener	Cait Powers
Elizabeth Guerin	Alison Roper
David Haas-Oglesbee	Lisa Sundstrom
Elise Legere	Katarina Svetlova
Elizabeth Lewis Burden	Vanessa Thiessen
Ye Li	Robyn Ulibarri
Valerie Limbrunner-Bartlett	Joseph Wyatt
Amelia Logan	OBT & OBT2 Artists and Staff

## **OBT School Contact and Location Information**

720 S Bancroft St.  
Portland, OR 97239  
(503) 227-6890

**School Phone:** (503) 227-6890

**General Email:** [schoolofobt@obt.org](mailto:schoolofobt@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>

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 within one to two business days. When contacting OBT School, please use the phone number listed above.

## **Non-Discrimination Policy**

OBT School does not discriminate on the basis of gender, sexual orientation, religion, race, color, national/ethnic origin, disability, size, socioeconomic background, 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 injury prevention workshops, 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 goal.

## **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 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. 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, videography, and recording of any kind during class is prohibited and mobile phones must be switched off.

Please remember, you are attending a live class.

### **Regular Observation Policy**

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

### **Admission**

#### **Pre-Ballet**

Pre-Ballet students range in ages 3 years through 6 years. Pre-Ballet classes run for 10 to 13 week terms during the Annual Session and meet once a week for a 45-minute period. A placement audition is not required as students are placed based on their age. Please access OBT School's website or call for the enrollment procedure. Age cut-off for 2022-2023 Annual Session is October 1, 2022. Please note that Pre-Ballet students must be able to use the restroom on their own and able to attend a 45 minute class independently of their parent(s) or caregiver(s).

#### **Primary Ballet**

Students age 7 take class in Primary Ballet. This class runs for the 35-week Annual Session and meets once a week for one hour. A placement 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 2022-2023 Annual Session is October 1, 2022.

#### **Levels I through 6 & OBT2**

Prospective students, ages 8 and above, are required to take a placement 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 dependent on available space. Auditions for the Annual Session are held at OBT School in early August. Please see our website for audition information. To schedule a placement class please contact [schoolofobt@obt.org](mailto:schoolofobt@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 or Summer Programs. 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 OBT Apprentice Program is also by audition only. For more information contact [auditions@obt.org](mailto: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 Pre-Ballet and Primary Ballet, students are not placed or advanced based on their age or on their level at a previous ballet school. Students are encouraged to communicate questions or concerns with regard to level progression, technique, injuries, etc. by e-mail to [schoolofobt@obt.org](mailto:schoolofobt@obt.org).

Students placed in Level IX and above are encouraged to take extra 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 enrich their

training and personal

### **Student/Teacher Conferences**

For students in Level 3 and higher, annual student and teacher conferences will be scheduled once per Annual Session during the spring term. These conferences are for students to receive information on their progress and to allow the student to ask questions of their instructor(s). Level 1 and 2 students will participate in group meetings between their teachers and the School Director. 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 prior week 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. Please subscribe to blog updates to be notified when new content is posted.

### **Tuition**

Annual Session tuition is payable in full, in six monthly auto-payments, or three monthly auto-payments for elective classes. To use the auto-payment plan, a credit or debit card must be provided, which will be securely stored in our Mindbody 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 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.

OBT School grants tuition refunds only in the event of a student's prolonged illness or injury which prevents them from fully participating in classes. No tuition refunds will be issued due to early withdrawal. The official date used to determine the refund amount is the onset of illness or injury and will be calculated based on the number of weeks the student cannot participate. All tuition refunds require proper medical documentation, which is to be submitted to the School Administrator in writing from a certified medical doctor within 30 days of the injury or onset of the prolonged illness. OBT shall consider all refund requests in accordance with this policy, though approval of a refund shall be at the discretion of Oregon Ballet Theatre. Refunds may be issued by check or to the card used for purchase within 30 days less a \$45 administrative fee and processing fees incurred if the tuition payment was made by credit card. Registration fees, finance fees, and tuition deposits are non-refundable.

OBT School refunds 100 percent of tuition fees for classes, workshops, masterclasses, and other fee-based instruction, canceled due to low enrollment. In the event of circumstances beyond its

reasonable control, including acts of nature, earthquakes, fires, floods, inclement weather, civil disturbances, epidemics, pandemics, and riots OBT School will do its best, if possible, to offer make up class options in person or virtually. Make up class schedules are at the sole discretion of OBT School and may not accommodate each student's specific scheduling requirements. In the event OBT is not able to offer make up classes, the organization will consider all refund requests, though approval of a refund shall be at the discretion of OBT. Refunds exclude, but do not solely exclude, registration, finance, NSF, audition fees, and first tuition or housing payments within installment payment contracts.

### **Tuition Scholarships**

OBT School makes annual, need-based financial aid available to students placed in Level I 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](http://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.

Families seeking aid for Summer Programs, Junior Intensive, and Summer Intensive only need to submit a Scholarship Interest form if they have already submitted a TADS application for the current Annual Session. 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 asked to volunteer for OBT School and/or OBT programs as requested 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.

The Elena Carter Scholarship and the Franklin Award are Annual Session full-tuition merit scholarships awarded to one student each year. The Elena Carter Memorial 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. The Franklin Scholarship was presented for the first time in 2019 as part of a five-year funding initiative to support and encourage male students.

### **Academic 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 see OBT School's blog and contact the academic school for detailed information.

### **Attendance and Absences**

Exemplary attendance is expected of all students and all absences are monitored. Excessive absences will result in a meeting with the School Director.

Absence notification must be phoned in or e-mailed to OBT School, this applies to in person and

virtual classes. Please call (503) 227-6890 or e-mail [schoolofobt@obt.org](mailto:schoolofobt@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 subject line must include the word Absence and the student's name, and in the body of the message the student's level, date of and reason for 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 excused absences. Please call in or email your request. The request will be communicated to the School Director and an email reply will follow. Examples of excused absences 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.

### **Tardiness**

We expect students to arrive at least 15 minutes before class. Students may be required to sit out of class and take notes if they are significantly late. This decision is usually at the discretion of the teacher. Excessive tardiness will result in a parent conference with the School Director.

### **Injury and 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 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.

Please report an absence if a student has a contagious illness (upper respiratory infection, influenza, conjunctivitis, COVID-19, etc.) or symptoms that include fever, chills, cough, shortness of breath, congestion or runny nose, fatigue, muscle or body aches, nausea, diarrhea, vomiting, sore throat, new loss of taste or smell, pink eye, or rash, 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 dancer 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. 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 I and above:

#### George Balanchine's *The Nutcracker* (December performances)

All students enrolled in Levels 1-5 are encouraged to participate in *George Balanchine's The Nutcracker*. Full rehearsal, production, and performance participation is mandatory for all scholarship recipients. Casting is based on technical skill 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 and Community Engagement work, OBT Company and OBT2 members, 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 and Education and Community Engagement Director. An audition is not required.

#### Annual School Performance (April performances)

Each spring, OBT School students in Level I and higher have the opportunity to participate in the Annual School Performance. 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 OBT School, but respect their dedication to their children's growth as artists. We encourage all OBT School students and families to attend OBT performances, both for inspiration and for the potential to learn from the experience.

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

#### Tickets to Company Productions

Subscriptions: OBT School 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: OBT School families are eligible to purchase Nutcracker 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 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](http://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 OBT School 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 School Performance

For School Performance ticket purchases, tickets will be offered at prevailing price and the 25% OBT School discount will not apply since it is not considered a company production. All single tickets will incur a \$4 per ticket handling fee.

#### Families have two options for purchasing their School Performance tickets

1. If you are a subscriber to the current OBT season, you have the option of purchasing School Performance 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 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 that reason, Annual Session students are highly encouraged to study ballet at OBT School.

Students may take forms of dance other than ballet, including academic school dance programs, yoga, strengthening, and Pilates outside of OBT School as long as there is no interference with their OBT School class schedule.

#### **Summer Intensives**

No audition is required for students planning to attend OBT School’s Summer Programs, Junior



Intensive, or Summer Intensive. Students will be placed in the level for which they are currently enrolled in the Annual Session. OBT School requests students who plan to audition and attend non-OBT School summer programs or intensives to communicate plans to the School Director prior to audition or attendance.

### **Student Helpers**

Students in Level 2 and above may volunteer 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](http://www.schooloforegonballettheatre.blogspot.com)

Once you are comfortable accessing OBT School's blog, please sign up for email updates. 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**

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.

### **Drop-off and Pick-up Pre-Ballet Students**

- **Parking** - Please park along Bancroft or another nearby street, or in permitted spaces across the street.
- **Arrival** - Please plan to arrive 5 to 10 minutes before class, though no earlier than 10 minutes. Due to safety and injury concerns, students arriving 5 minutes or later will be admitted to class only at the discretion of the teacher.
- Due to current health concerns, we ask that all Pre-Ballet parents and guardians accompany and drop their student at the front door.
- **Preparation for Class** - Upon arrival please report to the lobby. Students should arrive already dressed in OBT School dress code, with street clothes on top. Students will prepare for class and leave their belongings in the lobby. 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 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** - Due to current health concerns we ask that parents or guardians do not enter

the building for the duration of the class.

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 when their parent or guardian is present.

### **Drop-off and Pick-up: Primary Ballet**

Primary Ballet students are to be escorted and dropped off at OBT's front door by their parent or guardian. Parents and guardians 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 more than 15 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 public restrooms. 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 and guardians 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 and guardians should drop-off their child at the front door. If there is a traffic line, please stop your car 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, 1X, 2, and 2X 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 or staff person 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 [schoolofobt@obt.org](mailto:schoolofobt@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**

Students are to be picked up no later than 15 minutes after class ends. Parents or guardians who are late will need to park in an appropriate location and wait at the front door. 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.

### **Dress Code**

All OBT School dress code information is available on OBT School's [web site](#) and [blog](#). Adherence to dress code is expected for in person and online classes.

### **Dress Code Details - Students Identifying as Female**

- Ballet pink or skin toned tights and matching canvas ballet slippers.
- Class leotard (see website for level specific color).
- 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.
- Students in Level 3P who are new to pointe should be fitted for two pairs of 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.
- All pointe shoe brands are permitted for use except Gaynor Minden.
- Hair is to be pulled back from the face for all ballet classes. A bun is preferred, 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.
- 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.
- Unnatural hair colors (purple, pink, blue, etc.) are permitted in classes, but are not permitted for performances .
- 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.
- Nails are to be kept short for safety purposes. Only clear or flesh tone fingernail polish is allowed.
- Visible permanent or temporary tattoos are not permitted for performances.

- 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 - Students Identifying as Male

- Black footed tights, white socks and matching white canvas ballet slippers.
- White leotard of any brand or style.
- 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.
- Long hair should be appropriately styled so it is secured off the neck and 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.
- Unnatural hair colors (purple, pink, blue, etc.) are permitted for classes, but not performances.
- 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.
- Visible permanent or temporary tattoos are not permitted for performances.
- 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.
- Dance belt or other belt to match tights.

OBT School equally supports the following dance apparel and footwear stores that carry our dress code items. Discounts may be available to OBT School families upon request.

Dance Togs	The Leotard	Portland Dancewear
3835 SW Hall Boulevard	2432 NE MLK Boulevard	6559 SW Beaverton Hillsdale Hwy.
Beaverton, OR 97005	Portland, OR 97212	Portland, OR 97225
(503) 644-7545	(503) 284-9244	(503) 292-1539
dancetogs.net	theleotard.com	portlanddancewear.com

### Locker Rooms

Locker rooms are provided for students in Levels 3 and above. The locker rooms are not supervised and are to be used for changing only. Students are not to 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.

Students are expected to use a locker. On the first day of class students should report to the School Registrar for locker assignment and to provide their lock combination. 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 the 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 \$50.

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**

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.

### **Hygiene**

As a courtesy to staff, faculty and fellow students, please use deodorant shortly 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 hold unpleasant odor. 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**

Students are prohibited from obtaining ice without permission from an OBT school staff member.

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**

Due to current health concerns, parents and family members are asked not to enter OBT's building. School business should be conducted via email and phone.

### **Electronic Devices**

Electronic devices, including mobile phones, smart phones, tablets, game systems, computers, etc., should be used with the volume off. Inappropriate online content should not be viewed at OBT School. If use of a 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 provides wireless internet access for its registered students. Please see OBT School staff for the current access point and password. Our guest network is not secure, you are 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. We welcome all students regardless of age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, or socioeconomic background.

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.

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.