



Student Handbook

Ballet Pensacola  
Pensacola Cultural Center  
Office Hours: M-F, 1:00pm-6:00pm or by appointment  
400 S. Jefferson St. • Pensacola, FL 32502  
850-432-9546  
[www.balletpensacola.com](http://www.balletpensacola.com)

Welcome to Ballet Pensacola!

Ballet Pensacola is committed to excellence in dance education. The dance training students experience at Ballet Pensacola offers so much more than just the benefits of a demanding physical activity. Not only do students learn the technical aspects of a fine art form, but they also develop self-confidence, self-motivation and self-assessment skills that will serve them well in all aspects of life.

Dance training is a methodical, graded process that demands a high level of commitment to reach maximum potential. It requires a self-discipline rarely matched by other endeavors. Students become active partners in their progress and develop a respect for the art of dance.

This handbook is designed to help answer questions regarding policies of Ballet Pensacola. Students and parents should review this handbook thoroughly. Any questions may be directed to the staff of Ballet Pensacola. The policies, rules and regulations set forth in this handbook will be strictly enforced.

Have a great year!



## Office Hours

Ballet Pensacola's office is located on the 3<sup>rd</sup> floor of the Pensacola Cultural Center. During the Academy Season (Aug. 13-May 8), Ballet Pensacola's office hours are M-F, 1:00pm-6:00pm or by appointment. Summer hours will be different than season hours. Summer hours will be announced at the end of the season.

## Communication

Healthy and constructive communication is necessary for the advancement and progress of students. We recommend that parents become involved in their child's dance education.

Disciplinary actions are time consuming and detract from the progress of all students. Parents will be contacted regarding any disciplinary action involving their child. It is requested that parents assist Ballet Pensacola in resolving matters of discipline with students.

An evaluation will be given to each student at the end of the school year. This evaluation will contain class placement information for the next year.

Ballet Pensacola maintains an open-door policy of communication with students and families. At any time, students or parents may call to make an appointment to speak with faculty and/or staff. Arrangements for a meeting will be made promptly to address any questions or concerns. Please do not try to "just catch the instructor" between classes, as there are other classes waiting. Every effort should be made to resolve any issue with the instructor before contacting the Artistic Director.

## Rules and Regulations

- Students must attend all classes for which they are registered. If an absence is unavoidable or the student is tardy to class, please call or email the Ballet Pensacola office as soon as possible. Progress in class depends upon regular and consistent participation. Excessive absence will slow the student's progress, hinder advancement and could prevent the student from participating in performances.
- Students should arrive on time for class. This means dressed and ready to begin class at the scheduled time. If students arrive late, they must await an acknowledgement from the instructor that they may join class. Students arriving late may be asked to observe class and not participate. This is left to the instructor's discretion.
- Students are expected to be attentive, quiet and courteous while at Ballet Pensacola. Unacceptable behavior will result in dismissal from class and can lead to suspension or expulsion from Ballet Pensacola. Students must present their best behavior at all times at Ballet Pensacola. Students are expected to thank the instructor at the completion of each class.
- Ballet Pensacola reserves the right to suspend or expel any student whose conduct or attendance is unsatisfactory.
- Students must not leave class without permission.
- Students are not allowed to utilize any Ballet Pensacola equipment without permission.
- Students should not bring valuables to the studio. Ballet Pensacola is not responsible for any items that are lost or stolen.
- Students must seek permission to use Ballet Pensacola telephones.
- Only students are allowed in the studio during class time. Parents and the general public may enter during observation week or at the expressed invitation of the instructor.
- All Ballet Pensacola areas are smoke free.
- Please respect the business that must be conducted at Ballet Pensacola. Refrain from loud and boisterous behavior while at Ballet Pensacola. Parents are expected to maintain control of other children while at Ballet Pensacola.

- Urgent messages may be left with the Ballet Pensacola office. The message will be given directly to the student at the first opportune moment.
- Students should remain in the Cultural Center when awaiting a ride. Ballet Pensacola is not responsible for students when not on the 3<sup>rd</sup> floor of the Cultural Center. This includes during arrival and departure. Parents are asked to establish a policy with children regarding pick-up and drop-off and leaving the 3<sup>rd</sup> floor. Ballet shoes should not be worn outside.
- Please keep walkways and doors clear for traffic in the building. Students must not bring belongings into the studios. Students may store their belongings at the east end of the hallway past Studio Four.

## Registration and Payment

Registration is for the entire year, August through May. Class sizes are limited. New classes may be added for overflow registration or a "wait-list" started. Students are encouraged to register early. All registration is accepted on a first-come, first-served, space-available policy. Class placement is not reserved until the registration fee has been paid. Classes not meeting minimum enrollment may be rescheduled or cancelled. Students registered for rescheduled or cancelled classes will be notified.

Annual tuition is divided into 10 equal monthly payments. Monthly tuition payments are due on the first of the month. Accounts with payments received after the 10<sup>th</sup> of each month will be assessed a \$20 late fee for that month. Late fees will be strictly enforced. Students with delinquent accounts may not be allowed to participate in class. Returned checks will be assessed a \$20 fee. Annual tuition paid in full at the start of the season will receive a 5% discount. Please call the Ballet Pensacola Office with any special arrangements or questions regarding tuition payments.

Tuition may be paid by check, credit card (VISA, MasterCard or Discover). Ballet Pensacola has an automatic charge plan for those who wish to automatically pay by credit card on the first of each month. Please call the Ballet Pensacola office at 850.462.9546, if you are interested in the automatic charge option.

The registration fee is non-refundable. Tuition (once paid) is non-refundable. Please inform the Ballet Pensacola Office of student withdrawals. Once withdrawn, students will be removed from the role and no further payments will be necessary. Students may re-enter Ballet Pensacola, but will require a new registration fee.

## Promotion Policy

It is the policy of Ballet Pensacola that students are promoted only when they have demonstrated a mastery of the material in their current level. Students are not promoted automatically after one year in any particular level, regardless of age. It is not uncommon for students to spend more than one year in a level. Students are placed in levels that are appropriate to their current proficiency. Age is only considered for placement of very young dancers in beginning levels.

## Dress Code

Students who do not comply with the following dress code may be asked to leave class.

The Ballet Pensacola dress code for ladies is as follows:

- Creative Dance: Black Leotard, Pale Pink Footed Tights, Pink Ballet Shoes (full sole). Hair should be pulled neatly back off the face in a pony-tail or bun. No jewelry is permitted.
- Pre-Ballet: Solid Black Leotard, Pale Pink Footed Tights, Pink Ballet Shoes. Hair should be pulled neatly back off the face in a bun. No jewelry is permitted.

- Tap/Jazz Children's Division: Solid Black Leotard, Pale Pink Footed Tights, Pink Ballet Shoes, Mary Jane Tap Shoes. Hair should be pulled neatly back off the face in a bun. No jewelry is permitted.
- Ballet Training Division: Solid Black Leotard, Pale Pink Footed Tights, Pink Ballet Shoes, Pink Pointe Shoes. Hair should be pulled neatly back off the face in a bun. No jewelry is permitted. No warm-up clothing is to be worn at any time in class. Skirts may be worn for pointe class.
- Contemporary Training Division: Solid Black Leotard, Solid Black Tights or Black Yoga Pants, Pink Ballet Shoes
- Jazz Training Division: Solid Black Leotard, Solid Black Tights or Black Yoga Pants, Black Jazz Shoes
- Tap Community Division: Leotard, Tights, Lace-Up Leather Tap Shoes
- Broadway Dance Machine: Close-Fitting T-Shirt or Leotard, Tights or Full-Length Jazz Pants, Ballet Shoes or Jazz Shoes

The Ballet Pensacola dress code for gentlemen is as follows:

- Creative Dance: Black Gym Shorts, White T-shirt, Black or White Ballet Shoes
- Pre-Ballet: Black Gym Shorts, White T-shirt, Black or White Ballet Shoes
- Tap/Jazz Children's Division: Black Gym Shorts, White T-shirt, Black or White Ballet Shoes, Oxford Tap Shoes
- Ballet and Contemporary Training Division: Black Tights or Black Shorts, Dance Belt, White T-shirt, Black or White Ballet Shoes
- Jazz Training Division: Black Tights or Black Shorts, Dance Belt, White T-shirt, Black or White Ballet Shoes, Lace-Up Black Jazz Shoes
- Intermediate Ballet Community Division: Black Gym Shorts, White T-shirt, Black or White Ballet Shoes
- Tap Community Division: Black Gym Shorts, White T-shirt, Lace-Up Leather Tap Shoes
- Broadway Dance Machine: Close-Fitting T-Shirt or Leotard, Tights or Full-Length Jazz Pants, Ballet Shoes or Jazz Shoes

## Dressing Areas

There are no dedicated dressing areas at Ballet Pensacola. It is recommended that students arrive dressed (dance clothes under street clothes) for classes. Students may use the 3<sup>rd</sup> floor restrooms as dressing areas, however, please keep in mind that space in the restrooms is very limited and must be available for use by all in the building. Please do not linger in the restrooms. Above all, please keep the restrooms clean.

## Lost and Found

Ballet Pensacola is not responsible for lost or stolen items. Lost items may be claimed in the Ballet Pensacola Office. Items will be kept for approximately one month, after which they will be discarded. It is recommended that students mark their dancewear items so that they may be easily identified.

## Performance Opportunities

### The Nutcracker

Fully registered students, age 7 and older, are selected from an audition to appear in Ballet Pensacola's annual production of The Nutcracker. Selected students must commit to the entire schedule of rehearsals and performances. A production fee is required if selected. Age 6 students in the Children's Division may also be selected to participate as "Angels" in The Nutcracker.

### Ballet Pensacola

Company members, selected in an audition, appear in a number of performances and presentations each year, which in the past have included *The Nutcracker*, the Fall Performance, the Winter Performance, the Spring Performance and other promotional activities. These students may perform with Ballet Pensacola's professional dancers.

### Youth Ensemble

Fully registered students in Tech 5 and above may audition for the Youth Ensemble. Under the direction of Ballet Mistress Christine Duhon, the Youth Ensemble has the opportunity to perform in Company productions as well as its own performances. The Youth Ensemble provides an excellent opportunity for Company-bound dancers to develop their technique and stagecraft prior to encountering the rigors of full Company responsibilities.

### Student Showcase

Fully registered students in the Children's Division and selected Community and Training Division classes are eligible to appear in the Student Showcase to demonstrate their progress to parents and friends. A production fee is required to participate.

## Scholarships and Financial Assistance

Ballet Pensacola is proud to offer scholarships and financial assistance to students to both recognize talent and to create access to dance training for those students who might not otherwise be financially able to participate.

Ballet Pensacola offers financial assistance to students through the Dance Chance Program. The Dance Chance Program was created to offer access to dance training to students who demonstrate financial need as well as merit assistance through their individual efforts in dance training. Students apply to Ballet Pensacola for financial assistance and are awarded assistance based on merit as well as financial need. Student's financial needs are assessed through enrollment in the state school lunch program. Merit is assessed by the artistic staff. Assessed in total, the merit and financial need evaluations are combined and determine the student's overall assistance. Assistance can range from partial to full tuition assistance. Dance Chance assistance is for one year. Students must apply each year.

Scholarship and Dance Chance students are expected to present themselves in exemplary fashion. Unacceptable behavior or poor attendance will result in the immediate revocation of the scholarship or financial assistance.

### Bulletin Boards

Ballet Pensacola posts important information on the bulletin boards located around the main entrance to the studios. Please refer to these as the information changes frequently.

### Volunteers

Ballet Pensacola has need of volunteers throughout the year. Volunteer assistance helps Ballet Pensacola bring opportunities to our students that may not otherwise be possible. If you have particular skills or time, however brief, that you would like to volunteer, please call the Ballet Pensacola Office.

### Contact Information Changes

Please contact the Ballet Pensacola Office with any changes in student information.

## Weather

In the event of inclement weather that may cause class cancellations, Ballet Pensacola follows the Escambia County School District. Cancellations will be announced on [balletpensacola.org](http://balletpensacola.org) and social media channels.

## Safety

The following precautions are recommended for general safety:

- Students should remain in the building while waiting to be picked up.
- Students who drive should not walk to their car alone.
- Report any suspicious persons or incidents to the School Office or Security Guard.
- Note the location of all exits and fire extinguishers in case of emergency.

## Anti -Bullying Policy

Ballet Pensacola considers bullying as unwanted, aggressive behavior among people that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both people who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

**An Imbalance of Power:** People who bully use their power—such as physical strength, access to embarrassing information, age or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

**Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

### Stand up to Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

People who are being cyberbullied are often bullied in person as well. Additionally, people who are cyberbullied have a harder time getting away from the behavior. Cyberbullying can happen 24 hours a day, 7 days a week, and reach a person even when he or she is alone. It can happen any time of the day or night. Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source. Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

Ballet Pensacola has a zero tolerance for bullying. Any student who feels they or another may be the victim of bullying should report the incident(s) immediately to their teacher, confidentially, after class. The teacher will then fill out an incident report and the Administrative Staff will begin an investigation. Should a student or parent of a student be found to be engaging in bullying behavior, Ballet Pensacola may take action up to and including expulsion from the performing company and/or academy.