



Student Handbook

Ballet Pensacola

Pensacola Cultural Center

Office Hours: M-F, 12:00p-5:00p or by appointment

400 S. Jefferson St. • Pensacola, FL 32502

850-432-9546

www.balletpensacola.org

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 3rd floor of the Pensacola Cultural Center. During the Academy Season (Aug. 15-May 20), Ballet Pensacola's office hours are M-F, 12:00-5:00p or by appointment. Summer hours will be different than season hours. Summer hours are announced at the end of each 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. Parents/students/families should first seek individual instructors with any questions, issues, or concerns. In the event that the issue, concern, or question cannot be addressed, then parents/families should reach out to schedule an appointment with the Academy 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 inform 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. It is encouraged for students to arrive 10-15 minutes before their exact class/rehearsal 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 and present their best behavior at all times. Students who are a disruption in classes may be asked to sit or leave 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 3rd 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 3rd floor.
- Ballet shoes should not be worn outside. Students should also be clothed in more than just their “ballet attire” when entering and exiting the building.
- Students in the Pre-Primary Division must be accompanied to and from class with adult supervision. Pre-Primary Division students are not allowed to be dropped off at the front of the building.
- 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.
- Students must be in regular clothes entering and exiting the building.

Ballet Pensacola Disciplinary Actions/Policy

“Strike One”

Students who are a disruption to classes may be asked to sit, or even leave class. If a student is asked to sit, or causes a major class disruption 3 times, then the instructor will reach out to parents/families and let them know.

“Strike Two”

If the issue persists, instructors are asked to reach out to the Academy Director. The Academy Director will then speak to parents about moving forward and student behavior. The Academy Director, instructor, and/or staff will then monitor student behavior and communicate with parents/families.

“Strike Three”

In the event that any type of issue persists to the point where the instructor, Academy Director, and/or staff feel that a student is not upholding the expectations of a Ballet Pensacola student and families have been notified; the student is then subject to suspension or expulsion from the Ballet Pensacola Academy.

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 or the first Monday of the month. Accounts with payments not received after 10 days 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. Please call the Ballet Pensacola Office with any special arrangements or questions regarding tuition payments.

Tuition may be paid by check or 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 if you are interested in the automatic charge option.

The \$35 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.

Pre-Primary Division Dress Code

Ballet

Girls: Black leotard, pink tights, pink full sole ballet shoes.

Boys: White t-shirt, black pants or tights, black full sole ballet shoes.

Training Division Dress Code

Ballet

**All students in The Training Division are required to come to classes with hair in a neat bun that pulls hair completely off the face and will stay through the duration of class **

Girls: Black leotard, pink tights, pink ballet shoes. (Full or split sole)

Boys: White t-shirt, black pants or tights, black ballet shoes. (Full or split sole)

Modern: (Boys and Girls)

Black leotard or shirt, black tights or jazz pant, NO ballet shoes. (Bare feet or socks)

Tap: (Boys and Girls)

Tap shoes, any legging, non-baggy t-shirt or top.

Jazz: (Boys and Girls)

Jazz shoes, black tights or legging, black leotard or non-baggy t shirt.

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 3rd 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

Ballet Pensacola Student Company

Fully registered students in Level 3 and above may audition for the Ballet Pensacola Student Company. Students accepted will be placed in one of three levels- Junior, Senior, or Trainee. Each level of the Student Company is given varying opportunities to perform in performances and outreach events throughout the Ballet Pensacola professional season and work with Ballet Pensacola Artistic Director. All Student Company opportunities, rehearsals, and productions are in addition to regular training division schedules and are specifically designed to give younger performers the opportunity to take on larger roles and more major responsibilities. For more information and audition dates please speak to the Academy Director.

The Nutcracker

All fully registered students ages 6 and above may audition for Ballet Pensacola's annual production of *The Nutcracker*. An \$80 production fee is charged to all students appearing in the performance.

Ballet Pensacola's Spring Production

All fully registered students ages 6 and above may audition for Ballet Pensacola's spring production. A \$55 production fee is charged to all students appearing in the performance.

Student Showcase

All Creative Dance, Pre-Primary, Primary, and Level 1 and 2 Ballet Pensacola students are eligible to perform in the end of the year Student Showcase. This showcase is an opportunity for students to demonstrate all they have learned throughout the year on the big stage!

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. 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. Dance Chance scholarships cover 50% percent of all tuition, and summer programs for one year. This does not include additional fees such as production fees, sponsorship, or student company fees. Students must apply each year.

Ballet Pensacola additionally awards one Merit Scholarship per year. This scholarship is for one student in Levels 5 or 6 that demonstrates outstanding attendance, dedication, leadership, skill,

etiquette, and attitude towards others. This award covers 100% tuition and summer programs for one year. This does not include student company sponsorships, or company fees.

Merit 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 a 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 through social media channels and via email.

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 Academy Office 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.