



DURHAM SCHOOL FOR BALLET
&
THE PERFORMING ARTS

DSBPA

Student Handbook

MESSAGE FROM THE DIRECTOR

Welcome to Durham School for Ballet & the Performing Arts! I founded our school in 2005 (originally Legacy Studios) to bring outstanding classical ballet training to Durham.

We have now grown and expanded into dance techniques that were not even available in 2005 such as aerial silks and aerial lyra. I believe that education and opportunities to improve never stop, so keep an eye on us as we expand our horizons in our community!

I hope that you find the Parent/Student Manual as helpful as I am attempting to make it. Inside these pages you will find DSBPA expectations and policies that why we are the best training program in Durham.

You can expect to find our same, stellar staff as we continue to utilize American Ballet Theatre's National Training Curriculum for all our ballet levels with instructors that are certified in ballet pedagogy. In addition, our aerial instructors continue to work towards teaching certification through the New England Conservatory of Circus Arts training program among others.

During my early training I had the opportunity to work with outstanding instructors and leaders in the field of dance, both locally and internationally. I have not forgotten any of those individuals nor the lessons (both dance and personally) they provided. Those experiences constantly remind me what kind of impact dance training has on the whole person, and I call upon the best of those experiences as I hand down tradition here at DSBPA.

It is of the utmost importance to me that dance is available to ALL people. We keep an open door for all everyone that seeks joy in the movement of their bodies. While we cannot be all things to all people, I exist to share my love of this field with all those that wish it.

I am truly grateful to you and your family for joining our Durham School for Ballet & the Performing Arts family!

Sincerely

Boleyn H. Willis-Zeger
Owner/Director

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OUR PURPOSE & STATEMENT OF INCLUSIVENESS

MISSION STATEMENT

Durham School of Ballet and the Performing Arts, LLC (DSBPA) offers classes for students age two through adult who enjoy dancing, as well as for those who wish to pursue a professional career. We are proud that all the members of our faculty either currently hold or are actively studying for teaching certifications in their field of expertise. Our instructors are currently certified by ABT National Training Curriculum, Escola Nacional de Ballet de Cuba, Imperial School of Dancing, and New England Conservatory of Circus Arts. We encourage and support our staff in pursuing continuing education opportunities for the benefit of our students' training.

Our location in Durham's Warehouse District features three, beautiful, state-of-the-art studios, sprung floors, regulation-height barres, two spacious lobbies, 3 restroom/changing rooms and kitchen facilities. We also have ample parking for our customers in our well-lit parking lot.

DSBPA reserves the right to update, without notice, any statement in this handbook concerning, but not limited to, rules, policies, tuition, admission, evaluations and curricula.

STATEMENT OF INCLUSIVENESS & NONDISCRIMINATORY POLICY

DSBPA welcomes students of any ethnicity, skin-tone, body shape or size, sexual orientation, gender identity or expression, national origin or race to all the rights, privileges, programs and activities, generally accorded or made available to all students at the School. Our administration of education policies, admissions policies, scholarship programs or any other School administered programs are applied to all students equally.

DSBPA constantly looks for opportunities to train students from communities traditionally underrepresented in classical ballet and aerial via national partnerships such as Project Plié (see page 10) and are seeking local partnerships underrepresented groups.

PHILOSOPHY OF TRAINING

We do not consider each class at the School to be a separate entity -- rather each class is part of a larger training program. Students that are interested in enrolling in Durham School for Ballet & the Performing Arts, should be aware that they are enrolling in a program of study and will be asked to meet certain training requirements in order to be promoted. We are training elite athletes who must also be artists. In order to be physically and mentally prepared for the skills required in each discipline, students will have to cross-train in disciplines other than their primary focus, and will have co-requisites in order to fill out their training.

The following 5 training tenets we at DSBPA believe to be critical to high-level training.

DSB believes that everyone has a dance inside them.

DSB believes that dance should be enjoyable.

DSB believes that respect is vital in every area of life.

DSB believes that creating dance is as important as learning proper technique.

DSB believes that our littlest dancers need the best we have to offer!

CLASSICAL BALLET

In our graded-level ABT National Training Curriculum, students typically begin by studying classical ballet one time per week. As students' progress, they will increase the number of hours/days of study required to further their technique. They will also be required to take Modern, Conditioning, Jazz, Pointe, Variations, Partnering, Contemporary and Theatre or Voice class as well as an Aerial class at some point over the course of their study.

AERIAL

Like ballet, our aerial curriculum is a graded-level program. As students' progress in level, strength and skill they are required to complete co-requisites in order for further promotion. Co-requisites include ballet, modern, and jazz as well as conditioning and deep stretch and strengthen classes. Our faculty will make class recommendations based on observed areas of weakness in their students.

THEATRE

All theatre students are expected to take at least one or two years of dance in addition to their theatre classes. Recommended dance forms include: ballet, modern and jazz.



OUR PROGRAMS

Durham School for Ballet & the Performing Arts, LLC is comprised of three divisions: Children's Division, Student Division and Adult Division. All are designed to challenge the physical and technical abilities of each student. We offer many dance and theatre disciplines under each of those divisions.

The School utilizes the American Ballet Theatre National Training Curriculum for all of our ballet students and our faculty and administration has developed an aerial curriculum for our aerial students. This ensures both classroom curriculum and assures consistency within the School. Both the Aerial and Ballet programs are kept up-to-date with best practices in the field, by continued research, training and review by our faculty.

Some of our classes have open and rolling enrollment year-round; others, due to age recommendations and/or prerequisites, require assessment (new students) or evaluation (returning students) and have a limited period of time during which students may register. Please read on to find out more (some classes may not be offered every year).

CHILDREN'S DIVISION (AGES 3-7)

Children's Division classes, which include Pre-Primary through Primary Level 3 (ages 3-7), and Aerial Exploration (ages 5 - 7) have an Open Enrollment policy. Advancement from Primary Level 3 to Student Division Ballet Level 1 or Aerial Exploration to Aerial Level 1 is not automatic and depends on the student completing all the requirements set for that level including but not limited to, mastery of technique, conduct, receptivity to new concepts and musicality.

Children's Division classes introduce children to music and movement through a progression that stresses creativity and group interaction. They also serve to introduce young children to the fundamentals of classical ballet and aerial, focusing on proper body alignment, basic ballet technique and terminology, and musicality. A class uniform is required for all Children's Division classes except for Aerial Exploration.

Enrolment in the Children's Division is offered by trimester (3 twelve-week sessions) and are payable by trimester

CHILDREN'S DIVISION CLASSES

Pre-Primary: Ages 3-5 offered by trimester (3 twelve-week sessions)

This class encourages children to explore the movement of their bodies in space. The class will help children develop rhythm and coordination accompanied by selected music.

Primary Levels 1-3: These are preparatory classes with a focus on both fun and developing the movement skills and alignment necessary for progression in ballet technique. Although children benefit from the repetition of starting at Primary 1 and advancing to each level, students should enroll with their age group in the Primary levels.

Primary 1: Ages 5 +

Primary 2: Ages 6+

Primary 3: Ages 7+

Aerial Exploration: Ages 5-7 years offered by trimester (3 twelve-week sessions). This class Creative Movement-based with the addition of low-hanging, knotted aerial silks.

Caregiver and Me: Ages 2-5 offered by trimester (3 twelve-week sessions) This class allows a caregiver and their child to interact with aerial silks while moving creatively.

STUDENT DIVISION (AGES 8-16)

Enrollment in Student Division classes (Ballet Levels 1-8 and Aerial Levels 1-6, and all Theatre and Voice classes) is by assessment by DSBPA faculty either during a class (for current student). For students new to DSBPA wishing to enroll after the beginning of the academic year a private class assessment may need to be scheduled. The cost and date for this assessment will be determined by the instructor assessing the student.

All Student Division classes are taught with methods designed to prepare our students for success in the performing arts. We do have many students who desire careers in other areas. We believe that whatever field of endeavor students seek that the preparedness, self-respect, respect for others, focus, open-mindedness, perseverance and sense of humor, which are all part of dance training, are the keystones of all successful careers.

Enrolment in any Student Division class is for the academic year of 36 weeks

STUDENT DIVISION CLASSES:

Ballet Levels 1-5:

Classes include exercises at the barre and center while building muscular strength, posture, coordination and musicality. Each level provides the technical building blocks for the following level. DSBPA utilizes American Ballet Theatre National Training Curriculum. This is a breakthrough 8 level program that combines high quality artistic training with the basics of dancer health and child development. The ABT NTC consists of a comprehensive set of age-appropriate, outcome-based guidelines to provide the highest quality ballet training to dance students of all ages and skill levels. Dancers must demonstrate mastery in one level before moving to the next.

Pointe 1-2:

Pointe work begins with ballet students who have been in Ballet 3 for at least one year and are attending three or more ballet technique classes per week. Dancers extend their technique to develop balance and strength for dancing en pointe. After completing Pointe 2, students are expected to take some of their weekly technique classes in their pointe shoes.

Variations:

Pointe students learn choreographic excerpts from classical ballets.

Pas de Deux:

This class is required for Ballet Levels 4 and 5. Students learn how to dance with a partner performing lifts and assisted turns. Strong pointe technique is required for this class.

Contemporary Ballet

This class brings a fresh and open approach to the study of traditional ballet vocabulary. The class fuses the different elements of ballet, from placement and alignment to technical execution, coordination, musicality and phrasing. Students will advance technically while

learning to move more freely and with more grace and confidence. We will place emphasis on the full expression of the torso through weighted limbs, propulsion and the ability to create impulse with varied tempos and rhythms. We will study the works of contemporary choreographers such as William Forsythe and George Balanchine.

Boys Ballet

Boys-only class that focuses on ballet technique to improve endurance, muscular strength and coordination. This class provides excellent cross-training for any sports activity.

Modern Levels 1-3

Our modern classes are places for critical thinking, moving and crafting. The class begins slowly with practices that activate a sense of availability in the body and that allow the discovery of ways to let go of tension while expanding movement potential. Phrase work allows us to research musical accuracy, detail, line, counterpoint and a fluid relationship between the legs and arms. Each exercise is designed to develop both technical execution and artistry through the use of continual motion, sequential articulation and momentum while encouraging effortless epaulement. Throughout class, students are encouraged to embrace and expand their physical range as empowered, confident movers through a myriad of neoclassical styles.

Aerial Silks Levels 1 - 6

The course begins using a supportive sling, and students also learn how to climb, lock onto the fabrics, and perform basic movements on the fabrics and aerial safety. Students then extend their working repertoire of aerial movements, their core strength, their stamina, and their body control. As students' progress they will learn new climbs and locks, as well as, additional movements including inversion all based on having a fundamental control in silks. Students will explore staying in the air and combining several movements in order to build a base for future performances.

Vocal Technique (Ages 12 and older)

This class will introduce students to singing for musical theatre. Starting with learning vocal warm-up techniques students will progress to learning vocal selections for their range and then learning how to move while singing.

Theatre 101

This class is for any student ready to express his or her creativity in a fun and exciting way. Each week students will use theater games and concepts to build scenes. Concepts such as character, setting and scene building will be explored as well as theatre history.

Scene Work for Theatre:

In this class students will memorize both monologues and scenes from various plays while learning to apply stagecraft in their presentation.

STUDENT DIVISION EVALUATIONS

Once per year DSBPA faculty will provide a written evaluation for each student in the Student Division. The evaluations will provide feedback on students' progress and will be issued at the end of the academic year. They will address effort, attendance, technical development, strengths, weaknesses, conduct and will include suggestions for improvement. It is important that parents/caregivers review these evaluations with the students to ensure that there is a shared understanding of the student's progress. Advancement from one class level to the next is not automatic; it is not uncommon for students to spend two to three years in a level.

Faculty and administrative staff are available by appointment to discuss questions that arise from evaluations and placement decisions.

CLASS JOURNAL FOR STUDENT DIVISION

All students in Student Division are required to keep a class journal of all lectures, corrections and assignments. Students must bring this notebook with them to every class and record any corrections given to the student or the class, or new movement or vocabulary learned that day. The journal should be reviewed regularly to reinforce the learning that goes on in the classroom. Students should record all questions they may have about corrections or new vocabulary given, so that they can be clear when asking their instructor for clarification. Journals are used as a tool for student progress and understanding.

RECREATIONAL DIVISION (updated July 2018)

Recreational Division classes are open to any student who enjoys dance and wishes to begin or continue their training in any of our disciplines. Our Recreational classes are offered in 6-week or 12-week blocks. All classes (except Adult Aerial Silks Continuing Beginning - Advanced) are open enrollment on a first-come basis. "Drop-ins" are not allowed in aerial classes for safety reasons. There is no required uniform for Adult Division classes BUT there are dress code requirements.

RECREATIONAL CLASSES

- Adult Ballet Basics
- Open Ballet
- Adult Aerial Silks Beginning -Advanced
- Mixed Level Lyra
- Deep Stretch and Strengthen
- Open Aerial Conditioning and Flexibility

WORKSHOPS & MASTER CLASSES:

DSBPA offers workshops year-round in aerial silks, aerial lyra, ballet contemporary, jazz and theatre when an opportunity arises. We reach out to students and their parents via email and Facebook when there is a potential workshop. Fees and length of workshop vary and are not refundable unless the planned workshop is cancelled. These classes are open to anyone in the dance and theatre community.

PROJECT PLIÉ

In September 2013, American Ballet Theatre announced the formation of Project Plié, a comprehensive initiative to increase racial and ethnic representation in ballet and diversify America's ballet companies. Project Plié seeks to combine training and support of ballet students from communities previously underrepresented in American ballet companies with the creation of a nationwide network of partner professional ballet companies who are committed to diversity. In addition, Project Plié will include a new partnership with Boys & Girls Clubs of America to introduce participants to ballet and identify children for future training. (from ABT.org website)

DSBPA is a proud partner with Durham's Salvation Army Boys and Girls Club and have taught several master classes both at the SA and at the School.



ADMISSION & ENROLLMENT

Durham School for Ballet & the Performing Arts, LLC celebrates open admission to all students who wish to further (or begin) their training with certified instructors. There is no audition needed to begin training at the School but new students must take a placement class to determine correct level.

REGISTRATION & TUITION

To register in person you will need to submit a completed registration form with the non-refundable registration fee to the School office. We also accept online registrations via a secure online portal. This link can be found on our website.

TUITION PAYMENT INFORMATION (updated July 2018)

Monthly Tuition is available for students enrolling in 36-weeks of training and is prorated for the year figuring in holidays and breaks divided into nine (9) equal payments. Some months will have more classes than others, but it will average out over the course of the year. Tuition is due before the 1st day of the month.

Tuition will be processed by the automatic billing of your credit or bank card that is on securely on file in our management system. Only the secure system in JackRabbit has card and bank information. Our office cannot access the details of your secure information

If you must pay by check or cash we must still have a valid card on file.

If you must pay by check or cash your payment must be received at the studio office BEFORE the tuition due date. If payment has not been received by the due date your payment will be processed using the information on file.

Each family is responsible for maintaining updated information via the online parent portal; this includes entering a debit or credit card number or banking information for the purpose of making secure tuition payments for automatic processing.

Students admitted after the school year/quarter has begun will pay a pro-rated amount for the remaining classes in that month/quarter. Once classes have begun tuition is not refundable.

TUITION RATES

Current Tuition Rates can be found on our website

REGISTRATION FEES

Registration Fees per family (two or more students) or per individual will be assessed. Fees are due at the time of enrollment for the academic year.

MEDICAL LEAVE OR WITHDRAW

Students accounts will be put on hold with no fees assessed if they must withdraw from classes due to prolonged illness or severe injury (verified by physician's written orders) **and** upon approval of the student's instructor and Office Manager. If a financial need arises please speak with the office manager.

If student chooses to withdraw from classes there will be a charge assessed per class as a withdraw fee. Written notification must be received and confirmed by DSBPA Office Manager at least 30 days prior to withdrawal date. If student chooses to withdraw from classes there will be a charge of \$75 per class assessed as a withdrawal fee. The drop fee is due at the same time written notification of class(es) being dropped is received. Classes being dropped require 30 days written notice

If monthly tuition not been received by the 4th day of the month a late payment will be accessed. If my account becomes 30 days past due the student(s) will not be allowed to participate in class(es). If a financial need has arises please contact the office manager to discuss options. Once accounts become 60 days delinquent it will be sent to the attorney representing DSBPA for collections.

Students with previous outstanding accounts will not be registered for upcoming classes.

DROP-INS

The School allows students to “drop-in” for classes which are labeled Open and for most beginning level classes. Drop-ins are not allowed for aerial silks, aerial lyra or upper level classes unless permission is given by the instructor.

Students dropping-in must have a current registration on file and have paid the annual registration fee. There is a fee for drop-in classes unless being used as a make-up for a missed class.

SCHOLARSHIPS

A limited number of work-study opportunities are available on a year-to-year basis for the Academic year. The amount of assistance offered is commensurate with the number of hours worked for the School. All applications for Work-study must be received by the School office by July 15th of each year. Applications for Summer Program work-study are due by April 30 of each year and are considered separately.

SUMMER PROGRAM

DSBPA offers a variety of Summer Intensives, Summer Camps and Classes in order for dancers to maintain their strength and flexibility throughout the summer. More information can be located on our website.

Intensives

Our Full day intensives are designed for motivated students who wish to maintain and expand their training repertoire. They also serve as an excellent preparation for advanced students who plan to attend summer long ballet intensives.

Camps

Our half day and full day camps are designed for exploration and learning over the summer month.

Classes

Classes for students of all ages who wish to maintain their training throughout the summer break.

SCHOOL POLICIES & PROCEDURES

CODE OF CONDUCT

It is the policy of Durham School for Ballet and the performing Arts to maintain a positive, healthy and productive learning and working environment for all students, staff and dancers. DSBPA students are supported by a dedicated faculty, administration and consulting staff. DSBPA takes pride in offering students exceptional faculty, master classes and workshops and an outstanding facility.

As part of their training, DSBPA students are expected to behave in a responsible and disciplined manner and to adhere to the School's rules and regulations, both inside the DSBPA facility and outside in the greater community as representatives of DSBPA. Students are expected to treat DSBPA staff with respect and maintain a positive attitude. DSBPA strives to ensure that all rules are clear and reasonable, and students are expected to observe the established Code of Conduct. DSBPA reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory. Please respect the expertise and decisions of the DSBPA faculty and staff.

CLASS ETIQUETTE

- Students must arrive on time for class, dressed and ready with hair pulled securely away from the face.
- If a student arrives late, they must wait at the classroom door for acknowledgement of the instructor before being allowed to enter. Late arriving students may have to observe and take notes.
- Students are expected to be attentive and courteous in class.
- Students are not allowed to leave class without the instructor's permission.
- Students are not allowed to hang on the barres in the studios.
- Students must keep their hands off of the mirrors.
- Students are expected to be respectful, supportive and encouraging to one another and the instructor.
- Entitled behavior and bullying are not tolerated at the School.
- Students may not bring electronics into class.

THE FOLLOWING ARE ABSOLUTELY FORBIDDEN AT DSBPA:

- Physical intimidation or injury, verbal harassment
- Theft, destruction of School property or property of others
- Verbal abuse; lewd, vulgar conduct
- Sexual harassment or coercion

- Possession of drugs and/or alcohol: Any student found using drugs, or consuming or under the influence of alcohol(including providing drugs or alcohol to another student) will face expulsion
- Smoking is not allowed on School premises and all students are expected to obey relevant state laws regarding tobacco use
- Firearms or weapons of any kind
- Self-destructive behavior
- Willful destruction or misuse of DSBPA or another person's property
- To film or photograph in the studios, lobbies or changing/restrooms
- Inappropriate use of the internet
- Improper use of cell phones
- Photography in the studios of fellow students or faculty is prohibited unless requested by faculty
- Any of the above actions will be reported immediately to the Studio Manager and Director, who will decide the appropriate disciplinary action. Penalties may include (but are not limited to):
 - Dismissal from the School
 - Suspension for classes
 - Referral to counseling
 - Fines
 - Probation



USE OF SOCIAL MEDIA

- No sharing of personal information that compromises or is confidential for the School, our faculty & other staff, or other students and their families is permitted.
- Proprietary and confidential information may not be shared on any social media site.
- Never post anything that could compromise the self-esteem of students that attend DSBPA.
- Students and parents may not claim or imply that they are speaking on behalf of DSBPA.
- Posting videos of class or rehearsals may only be done with the permission of the instructor/choreographer AND the School administrator.
- No choreography may be posted in its entirety. DSBPA owns the copyright to all choreography taught at the School.
- Respect all laws governing defamation, discrimination, harassment, copyright and fair use.
- Do not post negative comments about other schools, studios or instructors.

ATTENDANCE

Students are expected to attend all scheduled classes. Students or their families must report all absences to the School prior to class time in order to be excused. Students who are injured are expected to observe classes and take notes. Attendance is critical to consistent progress and advancement in the School. Poor attendance (for any reason) may jeopardize a student's placement, opportunities to perform, promotion or scholarship assistance. Classes are NOT transferable and make-up classes will be scheduled by the School for classes missed due to inclement weather.

Regular, consistent attendance to classes is the keystone to progress. It is essential that students attend all their scheduled classes and come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries and disrupts class concentration. Students that are more than 15 minutes late to any class will be asked to sit, observe and take notes.

Students who have missed more than 50% of their classes in one month may be required to drop to a lower level class in order to ensure safety and comprehension.

WAIVERS FOR AERIALISTS

In addition to the basic liability waiver on the School registration form, all students wishing to engage in aerial training must sign an aerial specific waiver form.

PROMOTION

DSBPA students are only promoted when they have demonstrated a mastery of the material in their current level. Students are not promoted automatically after one year, regardless of age. It is not uncommon for students to spend more than one year in a particular level. Age is only considered for placement of Children's Division students in the Primary levels. Students that have missed too many classes (50% or more) over the course of the Academic Year are not eligible for promotion.

MAKE UP CLASSES

We encourage students to make up missed lessons so that they will not get behind. Makeup classes can be scheduled via online portal or directly with the office. No credit is given for missed classes and should be made up within 30 days of missed lesson.

WITHDRAWING FROM OR ADDING CLASSES

If a student wishes to withdraw from an on-going class, the School must be notified in writing at least 30 days prior to dropping the class. A withdrawal fee of \$75 per class will be charged and is payable within 20 days.

Those students wishing to add a class must contact the School office and a revised schedule will be emailed with updated tuition amount.

BUILDING RULES

- Be respectful of the administrative staff and other classes, by keeping noise to a minimum in the lobbies.
- No food or drink is allowed in the studio rooms.
- Adequate supervision must be provided for siblings.
- Children are not permitted in studios when they are not attending a class.

Students, parents and observers are required to clean up after themselves and their children before leaving the School. Bins are available for both trash and recycling. All patrons are responsible for the appropriate disposal of their garbage and are expected to treat the facilities, furniture and equipment with respect. Please check that you have all of your belongings before you leave. Clothes left for more than a few weeks will be taken to a donation center. Soiled diapers must be taken outside to the dumpster in the parking lot.

CLASS OBSERVATION

DSBPA has installed observation windows in each studio so that parents/caregivers may observe their student during class times. If students appear to be distracted by onlookers during a particular class, the curtains will be drawn and classroom doors will be closed to ensure an uninterrupted environment for optimal learning. Knocking on windows, waving to get a student's attention will not be permitted, nor is photography allowed during class time.

Parents and caregivers are not allowed in the classroom for the duration of the lesson, unless invited by the instructor.

CAMERAS & PHOTOGRAPHY

No photography or videotaping is allowed unless requested by the instructor leading that class or workshop. Choreography and other class material may be shared only by (or with the permission of) the choreographer or instructor. Parents wishing to take pictures of their student may only do so outside of class time and may not include any other students or faculty in the image.

Registration forms for all DSPPA programs include an agreement, which gives DSBPA permission to take photos of students in classes to use for purposes of promoting Durham School for Ballet and the Performing Arts, LLC.

CELL PHONES

Students are not allowed to bring cell phones into class with them. All cell phones must be turned to silent and put away. DSBPA is not responsible for lost or missing items.

LOCKERS & VALUABLES

Students' belongings must be put into a locker or cubby once they have dressed for their classes. The School is NOT responsible for your lost or stolen property. If you must bring valued items with you to the School, you are responsible for putting them in a locker with a lock that you provide.

LOST & FOUND

All items except water bottles, electronic devices and jewelry will be placed in the Lost and Found trunk in the restroom hallway. Electronic devices and jewelry will be in the School office and water bottles will be disposed of.

FACILITIES

Students and parents are asked to remain in the lobbies until an instructor has entered the classroom, at which point students may enter the room. Parents are asked to please keep lobbies and hallways clear to facilitate passage for students, instructors and administrative staff throughout the studio. Parents of students are also asked to tidy up after your family before leaving the School.

PARENT TEACHER COMMUNICATION

Teachers are happy to speak with you but cannot do so between classes. Conferences may be scheduled by calling or emailing the office and requesting a conference. Email reminders will be sent as needed to notify you of upcoming events and deadlines.

NOTICES TO PARENTS AND STUDENTS

The School will communicate to parents and students via email (in most cases) or on the School Calendar. The School Calendar is posted on our website <http://durhamschoolforballet.com/calendar.htm> and both students and parents are responsible for checking the calendar regularly to check for any changes to the schedule. This is particularly important during inclement weather when school-wide emails may not be possible.

INJURIES

All student injuries and accidents in and out of classes must be reported promptly to the School office. School staff will document the student's condition and any medical guidelines for activity.

If an injury occurs (either in or outside of class), please do the following:

- Notify appropriate faculty and front office immediately so that immediate action can be taken
- Have your doctor email a report on your injury to the School office in order to help us facilitate your recovery

We must receive written permission from your doctor allowing you to resume classes. Any student with an injury requiring limited participation in class or a significant leave of absence from classes must meet with the School Manager or School Director to set up a recovery plan before returning to classes.

PERSONAL HYGIENE

For both class and personal comfort, all students must utilize good personal hygiene. This includes regularly using deodorant or antiperspirant and keeping an extra in student's dance bag or locker. No heavy perfumes or fragrances are allowed. All dancewear should be laundered frequently. Body hair that is visible under tights or leotards must be shaved or covered by clothing. Students who sweat copiously must bring backup dancewear (this is especially important for any partnering work).

WEIGHT LOSS

If any member of DSBPA faculty or staff observes the appearance of rapid weight loss at any time during the school year, or it if appears that a student is below a healthy weight, the parents/caregivers will be notified and a conference scheduled between parent/caregiver and the School Director.

MEDICAL LEAVE AND DOCTOR'S NOTES

Attendance in all classes is mandatory. However, Medical Leave may be initiated by the School for the management of physical or emotional conditions that hinder a student's ability to participate in class. If a student is injured (i.e., sprained ankle, broken bone, etc.), they may not be able to participate in class, however, students are required to observe class and write a report on their observations. Medical Leave may also be requested by a student or parents. When the student is ready to return, a conference between the parents/caregivers, student, instructor and Director must be scheduled to outline the plan for the student's return to classes. Tuition credits will be at the discretion of the School Director.

ARRIVAL AT THE SCHOOL

Drivers are expected to drop off students at the front door of the school at least 10 minutes prior to their class. In situations when this is not possible, the student must be dressed and ready for class prior to arrival. Students who arrive more than 15 minutes after the start of class will be required to observe and take notes.

DEPARTURE FROM THE SCHOOL

Parents are expected to pick up students promptly after classes. Please contact the School if you are delayed or anticipate a delay. School staff closes the building 15 minutes after the final class of the day (this time varies from day to day). A fee will be assessed per quarter-hour if staff has to wait with a student after the building officially closes.

TRANSPORTATION AND PARKING

School parents and students have access to ample parking in the school parking lot during School business hours (M-F from 3-9pm, Sat 9-2pm and Sunday all day). DSBPA is on the DATA bus line with stops in front of the School.

INCLEMENT WEATHER CLOSURE PROCEDURES

DSBPA will update the School Calendar in the event of inclement weather or disaster conditions in Durham. Parents and students are responsible for checking the online School Calendar as DSBPA does not follow the Durham Public Schools closings. Use your judgement when traveling in unsafe conditions. In the event the School facility needs to be evacuated, staff will escort students to the far side of the School parking lot. In the event of a tornado, staff will gather students into designated locations within the building.

DRESS CODES

All Children's Division and Student Division students are required to meet the dress code for all of their classes and are responsible for acquiring the necessary uniform for their classes within two week from the start of Academic Year classes.

Students should choose the dance attire that best fits their gender identity & expression.

DRESS CODE FOR CHILDREN'S DIVISION

PRE-PRIMARY

Non-restrictive clothing OR

Young Ladies: White ballet dress and flesh colored (or pink) ballet slippers

Young Gentlemen: White, fitted t-shirt and black shorts and black ballet slippers

PRIMARY LEVELS 1-3

Young Ladies:

Pink or Flesh colored tights, (no shiny/Lycra tights, no holes in tights, no underwear)

Leather or canvas ballet slippers in same color as tights

Ballet dress in the color of class level

Mid-length to long hair is required to be pulled back into a neat bun and fastened securely using pins and a hair net. Short hair needs to be fastened away from face. Students/parents must be responsible for the necessary supplies to have hair done before class time.

Young Gentlemen:

Short-sleeved white leotard or snug t-shirt

Black shorts

Black or flesh colored ballet shoes

Hair should be combed and fastened away from face if long.

KID AERIAL PLAY:

All Participants: Fitted t-shirt and leggings with bare feet. No zippers, sequins or jewelry as this could damage the fabric.

CAREGIVER & ME:

All Participants: Fitted t-shirt and leggings with bare feet. No zippers, sequins or jewelry as this could damage the fabric

DRESS CODE FOR STUDENT DIVISION

BALLET LEVELS 1-5

Ladies:

All ladies must wear flesh-colored, convertible foot tights. Ballet and Pointe shoes must match tights. A list of recommended shoe dyes can be obtained at the studio. A list of the required class leotard style numbers must be picked up from the office.

Gentlemen:

All gentlemen must wear a fitted white t-shirt and be sure to have on a dance belt. Shoes can be white shoes with white socks, black shoes with black socks or flesh-toned shoes and

no socks. The style number for gentlemen's tights may be obtained at the studio, and must be Shadow Grey.

BALLET COLORS LADIES AND GENTLEMEN:

Ballet Level 1: Mint

Ballet Level 2: Teal

Ballet Level 3: Sunset Coral

Ballet Level 4: Royal Blue

Ballet Level 5: Perfect Plum

Variations: Ladies: Same color skirt as leotard or practice tutu (any color)

Pas de Deux: Ladies: Same color skirt as leotard or practice tutu (any color)

MODERN CLASS ATTIRE:

Modern students should wear their usual ballet uniform. Students who are not currently enrolled in Ballet must wear a leotard (any color) **under** black, footless tights. Dance shorts may also be worn in this class.

AERIAL LEVELS:

Ladies:

All ladies must wear dress-code-compliant leotard and leggings.

Gentlemen:

Snug white t-shirt and either class leggings or be Shadow Grey leggings (and don't forget your dance belt!)

A list of acceptable styles and colors may be obtained at the studio.

AERIAL SILKS CLASS COLORS:

Aerial 1: Fuchsia leotard and class leggings

Aerial 2: Lime Green leotard and class leggings

Aerial 3: Concord Blue leotard and class leggings

Aerial 4: Magenta leotard and class leggings

Aerial 5: Ultraviolet leotard and class leggings

Aerial 6: Teal leotard and class leggings

DRESS CODE FOR THEATRE CLASSES

Theatre students must wear clothing that is fitted but allows student to move freely as dance movement is utilized in theatre classes. Clothing must provide coverage that is sufficient to avoid "wardrobe malfunctions". Character or other dance shoes are required to protect the surface of the dance floors.

DRESS CODE FOR RECREATIONAL DIVISION

Recreational Division students; adult, kids, teen, tween, do not have a set uniform for classes, however we do have certain dress requirements for your comfort, safety and to allow instructors to see and correct your alignment. All students are required to wear ballet appropriate clothing that allows for fluid movement during class. Jewelry and other accessories should be minimal: small earrings and watches at the teachers' discretion. All students are expected to follow proper hygienic care. Ballet technique shoes are required for Open Ballet classes.

ADDITIONAL DRESS CODE GUIDELINES:

No shirts, legwarmers or skirts unless allowed by instructor

No jewelry except small, post-type earrings. Facial jewelry may not be worn during class (nose rings, eyebrow studs, etc).

Shoes must always be sewn

Dancewear is to be kept laundered and in good repair. Any holes must be mended using the same color thread as the garment

All dancewear and dance bags must be marked with the student's name

DO NOT use fabric softener when laundering dancewear -- it damages studio floors!

No zippers, hooks or snaps for aerial dancewear

DRESS CODE FOR ARRIVING AND LEAVING THE SCHOOL

No one is to arrive or to leave DSBPA wearing only leotards. This policy reflects the professional atmosphere of the School and our concern for the safety of our students. Please wear a jumper, sweats or other clothing over dancewear when arriving and leaving the School, even in the summer.

WEAR ANY DANCEWEAR DAY

The School will periodically have 'Wear Any Dancewear Days' allowing any dancewear to be worn to that day's classes as long as it is clean and in good repair.

