

PITTSBURGH BALLET THEATRE SCHOOL

Terrence S. Orr, Artistic Director

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POLICIES & PROCEDURES



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www.pbt.org

POLICIES & PROCEDURES

The School office is open Monday through Friday from 8:00 AM to 5:00 PM. All inquires regarding student accounts should be conducted at during this time. School staff will also hold hours at the front desk from 5:00 PM to 8:30 PM, Monday though Friday and Saturday from 8:00 AM to 2:00 PM. While tuition payments may be made at this time, staff will not have access to student records.

In an effort to maintain consistency and efficiency, the School uses email notices as the primary method of communicating current and relevant information. The School requests that parents check their email regularly and promptly notify the School Office of any email address changes.

The School also maintains current information (such as registration forms, class schedules, dress code etc.) through the School's website at www.pittsburghballet.org. Parents and students may also request information through the School's e-mail PBTSchool@pittsburghballet.org. For requests of a time-sensitive nature, it is best to call the School at 412-281-6727

ATTENDANCE

The following headings cover School policies and procedures regarding student attendance. Consistent attendance is mandatory and necessary for students to maintain progress. Attendance is a strong factor when student progress is evaluated and level placement considered.

DAILY ATTENDANCE

Students in all levels will have their attendance taken in the classroom by their teacher. All students are required to attend all classes in their level's schedule. All students who must miss a class are encouraged to make up missed classes in a lower level class within the month of the absence.

REHEARSALS

Students are required to attend ALL REHEARSALS in preparation for any PBTS performance or appearance. If a student must miss a rehearsal, parents must inform the School in advance in writing or by email to PBTSchool@pittsburghballet.org. The School Office will notify the appropriate teachers. Please do not direct absence notifications to teachers or the School Directors. The School Directors reserve the right to withdraw a student from a performance should the student be absent from required rehearsals. Parents should carefully consider rehearsal requirements before committing their child to any PBTS performance opportunity. Absences - excused or for other reasons - may result in a student being asked to understudy their role or another role. Understudies will return to their roles at the discretion of the School Directors.

ABSENCES

Parents or students will promptly notify the School of ANY absences via email at PBTSchool@pittsburghballet.org or by calling the School at 412-281-6727. The School Office will notify the appropriate teachers. Please do not direct absence notifications to teachers or the School Directors.

Excused absences include only the following: Family emergency, medical emergency, illness, injury or religious obligation, participation in a PBTS event.

TARDINESS

Students are expected to be on time for their classes. In the interest of injury prevention, teachers may not allow a student who arrives tardy to a class to participate in the class. In such an instance, the student will observe the class. Chronic lateness will be taken into consideration when a student's progress in the School is evaluated.

Please notify the School of any tardiness via email at PBTSchool@pittsburghballet.org or by calling the School at 412-281-6727. The School Office Staff will notify the appropriate teachers. Please do not direct tardy notifications to teachers or the School Directors.

Students arriving late may not enter the classroom while music is being played. Once students hear a pause in the music of their class, they may enter the classroom, greet their teacher and wait courteously to be placed in the class or be asked to observe the class.

MAKE-UP CLASSES

All students with the exception of Mommy & Me students should make up any missed classes by taking an additional, lower level class within the month of the absence, if the School schedule allows. Prior to taking a make-up class, the student must notify the School Office.

LEVEL PLACEMENT AND ADVANCEMENT

Students are placed in levels according to what the School feels is appropriate for both their age and experience. Students may not automatically move on to the next level in the School at the end of the year as in academic schools. It may take more than one year of training at any level to arrive at the proper physical strength, skill proficiency, and emotional maturity of that level. The School Directors make all final decisions regarding level placement.

STUDENT EVALUATIONS

Teaching faculty evaluates students' progress throughout the year. Students will receive written evaluations from their teachers in May. Parents may schedule a meeting to discuss their child's progress and may do so by first contacting the School Office.

CONDUCT

The School is committed to maintaining a healthy school environment that allows all students to participate in and fully enjoy their dance training. By enrolling in Pittsburgh Ballet Theatre School, parents and students agree to abide by the following codes of conduct:

STUDENT CONDUCT

All students will be courteous and respectful to one another, to their teachers, and to all School staff, Company staff, and dancers. The School Directors will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory.

Students will promptly report any injury or illness that occurs while they are at the School to their teacher, School administrative staff, or School Directors.

Students will arrive and leave the School with appropriate clothing covering their dance wear.

Students will recognize that the School views it a privilege to watch Company rehearsals. Students may watch rehearsals or other classes quietly from the hallway. When watching from the hallway, students will move aside when Staff and visitors pass by. Talking in the hallways or causing distractions may jeopardize this privilege. Congregating in the hallways for any reason other than watching rehearsals/classes is not permitted.

Students will respect that the School common and office areas are work places; and students will conduct themselves appropriately, talking quietly, and keeping the common areas clean.

Students will be responsible for their own belongings. No valuables should be left unattended in the dressing rooms or studios. Personal items left in the School will be placed in the Lost and Found for a maximum of two weeks only. Items not claimed within that time will be removed from the School.

Students will demonstrate a respect for School property by maintaining clean and tidy dressing rooms and not leaving trash behind in the studios. There is no eating or drinking in the dressing

rooms and studios. Students may eat or drink in the common areas being mindful to clean up trash and/or crumbs.

The School will not tolerate the theft of any School or other student's property. Students who participate in any theft face immediate dismissal from the School.

NO BULLYING POLICY

The School maintains a strict no bullying policy. Students who verbally or physically cause harm or threaten to cause harm, who physically or psychologically intimidate another student, name call or harass other students for any reason will be placed on a probationary status or may face immediate dismissal from the School.

The School strongly encourages students and/or parents to notify the School Office with their concerns regarding student conduct. In situations of immediate conflict, students must not take matters into their own hands. School teachers and administrative staff should be made immediately aware of the conflict so that they may mediate and help bring resolution to any problems that may arise.

PARENT CONDUCT

Parents will be respectful toward all employees of Pittsburgh Ballet Theatre and Pittsburgh Ballet Theatre School.

Parents will make an appointment, in advance, to meet with the School Directors, Operations Director, or teachers.

Parents are invited to observe classes during scheduled Observation Weeks only or by arrangement with the School Office. Parents may not observe classes from the hallway.

Parents will be respectful of other PBTS parents and their children. With the exception of any parent volunteers who have been asked to help coordinate rehearsals or performances, no parent may discipline another parent's child while at the School. Parents will immediately direct any concerns with other students to the School Office.

TEACHER-STUDENT CONTACT

In teaching the art of Ballet, as well as other dance disciplines offered by the School, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line, or position of the student's body or part of his/her body, or to help a student hold a position. The School does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the School, parents acknowledge that it is PBTS practice to correct students with physical contact.

SAFETY

The School requires that parents and students abide by the following additional safety procedures.

INJURY/ILLNESS

Should a student suffer a prolonged injury or illness, parents are required to provide the School with written notification from a physician that permits the student to resume classes. The School also requests any medical information or recommendations that may inform the School's teachers how best to work with that student as she or he recovers. Information should be directed to the School Office which will then notify the appropriate teachers.

IN-CLASS INJURY/ILLNESS

Students who become ill or develop a minor injury during School hours should immediately report this to their teacher or other School staff members. In such instances, students are expected to continue their class as an observer, if possible.

MEDICATIONS

The School does not permit School staff members or teachers to provide or administer over-the-counter medication.

The School must receive written notification for any student who requires prescription medication while participating in School classes, rehearsals or performances. All prescription medications must be in the original container with the prescription. THE SCHOOL DOES NOT ADMINISTER PRESCRIPTION MEDICATIONS. The School requires that students who are taking prescription medication be able to either self-administer or have a parent/guardian assist them.

SUBSTANCE ABUSE POLICY

Pittsburgh Ballet Theatre School forbids the possession, consumption, sale, or storage of any alcoholic beverages or illegal drugs on School property or School sponsored events. Students face immediate dismissal from the School, and will be referred to the proper authorities, should they be involved in any of the above activities.

SIGN OUT PROCEDURE

Students should remain in the School building once they arrive for classes. Students who wish to sign out of the School building between classes/rehearsals must:

1. Provide the School with written parental consent (if under age 18).
2. Sign out with the School Office upon leaving and sign in upon returning.
3. Leave using the "Buddy System."
4. Be dressed with appropriate clothing covering their dance wear.

If a student does leave the building between classes or rehearsals, the School will not be held responsible for the student's behavior or experience outside of the School.

ARRIVAL/DISMISSAL

All parents will ensure that their child enters the School building for his or her class.

Parents will make every effort to pick their children up from the School on time. In the event that the parent or guardian is unable to pick up his or her child from the School, the parent must notify the School in advance of the person who is authorized to sign out the student. This person may be required to provide identification to the School staff upon arrival.

Students should remain inside the School while waiting for their parents to pick them up after class. Whenever possible, parents should park their cars and enter the School building to pick up their child at the end of classes.

GENERAL

The following provides information regarding general policies and procedures of Pittsburgh Ballet Theatre School.

DRESS CODE

Students are required to follow the appropriate dress code(s) for their level, as outlined in the Registration Handbook.

WARM-UPS

Students are encouraged to have warm-up/cover up clothes for both before and after their classes.

Students are required to arrive and leave the building with their dance wear appropriately covered.

Students with minor injuries who are continuing to take class may wear close fitting leg warmers.

During class, students may not wear plastic pants, shorts, or any other type of concealing warm-up clothes.

HAIR, JEWELRY AND MAKEUP

Ladies will wear their hair and bangs neatly away from their face and secured in a bun or French twist. Ponytails are not acceptable.

No hair ornaments, including scrunchies, are allowed.

Male students will not have their hair overly long or falling into their eyes for class.

Students may not be allowed to perform with the School or Company if their hair is dyed to an unnatural color.

No jewelry, with the exception of studded earrings, will be allowed.

Only natural, peach or pink nail polish may be worn.

No body art or tattoos may be visible.

PARENT OBSERVATION

Parents, guardians, and relatives of students are invited to watch classes during the School's Observation Weeks.

Dates for these weeks are given in the School's calendar page of the registration material and on the website. Parent requests for themselves or other family members to observe classes outside of the Observation Weeks may be made only by contacting the School Office in advance.

PHOTO/VIDEO POLICY

Upon registration, parents sign a photo/video release which authorizes the School to use images of their child for School promotional purposes. The School restricts the use of such images to archival needs or School marketing opportunities. The School does not permit or authorize the use of such images by any individual or other entity outside the School.

The School does permit parents to photograph (without flash) and/or videotape their children during Observation Weeks. Parents may not make any commercial or other non-personal use of any photographs or videotapes made during Observation Weeks. Parents must not disrupt the progress of their child's class with the taking of photos or video.

The School prohibits any unauthorized or inappropriate use of images taken of School students while they are engaged in School activities.

For the safety of the performers and with respect for copyright laws, the School does not permit any unauthorized photography or video to be taken during performances.

PITTSBURGH BALLET THEATRE PERFORMANCE TICKETS

Families of students enrolled at PBTS are eligible to receive discounts on PBT performance tickets. For discounts on a single Pittsburgh Ballet Theatre performance, identify yourself as a PBT school parent when ordering tickets from the Pittsburgh Cultural Trust Box Office at 412-456-6666. For subscription discounts, call PBT at 412-454-9107.