



Family Handbook 2020-2021



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Letter from the Artistic & Executive Directors

Dear Parents and Students,

We are pleased and excited to welcome you to another year at the Indiana Ballet Conservatory. IBC classes are taught in accordance with the Vaganova method, a 300-year tradition of excellence that has produced some of the world's greatest dancers, choreographers, and teachers of all time. Today, we are proud to present a world-class faculty here in Indiana that is committed to cultivating a new generation of talented artists. Our instructors have trained students who have received top prizes at national and international competitions, both in individual and ensemble categories. This high-quality level of instruction has also attracted students from all corners of the United States and beyond, even Canada, Australia, Italy, and Japan, to train at IBC.

Our priority is not only to train our students to become technically and artistically proficient, but more importantly, to raise citizens who will be well-equipped with the strength, poise, confidence, discipline, and sensibility to fully succeed in the world and in any opportunity they may encounter in the future. By operating under a unique system comprised of a Preparatory Division for our younger students, a Pre-Professional Division, and a Pre-Professional *Day Program* for serious, career-oriented dancers, our goal is to bring out the talent within each and every student. By providing our students with a multitude of opportunities, we serve all types of young dancers, from those with the goals of becoming professional dancers or those who just have a genuine love of ballet.

Perhaps of even greater importance though, is our commitment to giving back to the community. Through outreach performances and educational programs for the elderly, the underserved, and those with disabilities of every kind, we hope to provide a profound connection to the arts that

every child and human being should have the opportunity of experiencing. While raising the profile of the community, we will be developing the art of tomorrow in more ways than one.

Please take some time to familiarize yourself with the details of this Handbook before the start of classes, as it contains important information for you and your student.

If at any time you have a question or concern, please feel free to contact a member of the IBC administration.

The entire IBC faculty is dedicated to excellence in dance education. Though training takes years of dedication, practice, and hard work, the rewards are unrivaled. Our goal is to work cooperatively as parents, students, and artistic and administrative staff members to make for a most successful and productive year.

We look forward to working with you and welcome you to the Conservatory!

Sincerely,

Alyona Yakovleva-Randall
Founding Artistic Director

Jenny Okamoto
Executive Director

General Information

IBC Mission Statement

Built upon a 300-year foundation of excellence, IBC's mission is to fuse the finest classical ballet instruction with the very best of contemporary and modern training in a professional and nurturing environment, providing all students the opportunity to thrive and achieve their goals. IBC strives to share the art of dance through performances as well as outreach programs for the underserved, and to instill in its students the desire to give back in a way that will change lives and connect a community.

IBC Achievements

The Artistic Faculty of the Indiana Ballet Conservatory is committed to helping students achieve the highest level of technical and artistic mastery. The IBC Faculty has trained students who have achieved much success in the national and international dance scene. IBC is the *only* school in Indiana whose students have received Gold, Silver, and Bronze medals at prestigious international ballet competitions such as USA International Ballet Competition, Moscow International Ballet Competition, Varna International Ballet Competition, Indianapolis International Ballet Competition, ADC | IBC, Youth America Grand Prix, Prix de Lausanne, and World Ballet Competition, along with numerous 1st, 2nd, and 3rd placements; Top 12 placements; and special awards for “Outstanding School,” “Outstanding Teacher,” and “Outstanding Choreographer.”

In addition, students trained by the IBC Faculty have received numerous scholarships to over 30 of the top pre-professional ballet programs around the world, as well as

scholarships to some of the finest university dance programs in the world.

This instruction has also produced graduates who have gone on to receive trainee positions, apprenticeships, and professional contracts with the Arts Ballet Theatre of Florida, Aspen Sante Fe Ballet, Ballet West, Birmingham Royal Ballet, Boston Ballet, Charlotte Ballet, Dutch National Ballet, English National Ballet, Indianapolis Ballet, Joffrey Ballet, Kansas City Ballet, Nashville Ballet, Stuttgart Ballet, and Suzanne Farrell Ballet.

About IBC

The Indiana Ballet Conservatory, founded in 2010 by Artistic Director Alyona Yakovleva-Randall, is a pre-professional ballet school committed to providing the best classical ballet training to its students and launching the next generation of dancers onto the world stage. IBC students continually place in top positions in national and international competitions and pursue professional careers in dance around the world.

At IBC, we offer one of the strongest pre-professional training programs in the Midwest, along with one of the most well-regarded summer programs in the country...

Provide full scholarships to talented male students in a unique gentlemen's program, with mentorship and training by male instructors...

Stage four major performances each year that expose more than 1000 Central Indiana residents to ballet...

Engage in community outreach as a vital part of our school, presenting outreach performances at various hospitals, libraries, and festivals for those who would otherwise not have the opportunity to see ballet...

Are committed to maintaining a vibrant presence in the Central Indiana arts community.

Contact Information

Phone number

317.202.1617

Website

www.IndianaBalletConservatory.org

Staff Email Addresses

Artistic Director, Alyona Yakovleva-Randall: alyona@IndianaBalletConservatory.org
Executive Director, Jenny Okamoto (ext. 3): jenny@IndianaBalletConservatory.org
Admissions Director, Brooke Tague (ext. 1): Brooke@IndianaBalletConservatory.org
Competition Coordinator, Emiko Sparks (ext. 2): Emiko@IndianaBalletConservatory.org

Address

Indiana Ballet Conservatory
849 W Carmel Drive
Carmel, IN 46032

Because it is a studio environment, phone calls might not be answered immediately during business hours -- except when Box Office Hours are posted to manage questions about ticketing for an upcoming production. Please leave us a voicemail or send us an email message and we'll assist you as quickly as possible.

Administrative Office Hours/Appointments

Due to the unique positions and structure of our Staff, ***the IBC office will not always be staffed during all scheduled classes Monday through Saturday.*** The office will typically be staffed 30 min-1 hour prior to the first scheduled class of the day during the week, as well as other timeframes during the week and on Saturdays.

If you need to make an appointment, please email the Staff member to whom you wish to speak. The IBC Staff is always available to answer any questions via email or phone, and will endeavor to respond to each inquiry within a standard 24-hr time period.

IBC reserves the right to direct a parent to the Handbook if an answer to a specific inquiry is already explained fully in writing.

Semester System

IBC operates on a three-semester system: fall, spring, and summer. Fall Semester and Spring Semester each consist of approximately 16-18 weeks of classes, including holiday breaks, a practicum period, a separate two-three week rehearsal period for performances, and a closing performance (typically *The Nutcracker* in December, and the Spring Concert in May). Summer Semester consists of Summer Session classes for all levels, as well as Summer Day Camps and Young Dancer Intensives for Preparatory Division and young Pre-Professional Division students. The IBCSI, our five-week main Summer Intensive, is open to serious Pre-Professional students ages 10 and above by audition-only and culminates in a Summer Intensive Gala at the end of the program. Complete details regarding semester dates may be found on the Annual Calendar, located at www.IndianaBalletConservatory.org, as well as on the bulletin board in the lobby.

Communication

Email

Email is the primary communication source for parents to stay updated.

Information including class schedules, exam days, reminders regarding school closings and other important dates, rehearsal schedules for performances, substitution notices, and almost all other information pertinent to parents will be distributed through email. It is for this reason that parents are encouraged to check their email once or twice a week at a minimum. **It is also important that the email address provided on the student's online registration is current and in-use.** In most cases, rehearsal schedules and other important notices will also be posted on the bulletin board at the Conservatory.

Phone

Parents will be contacted by phone/text with any necessary short-term or emergency information as it arises. **It is critical that each student's record reflect updated phone contact information at the start of the school year, including emergency contacts.**

Parents' Association

The Parents' Association is open to all parents and supporters of IBC. Its purpose is to assist the school with putting on professional-quality productions; to help promote a positive learning experience and environment for all students, parents, and staff; and to foster healthy and communicative relations between staff, faculty, and parents. The Parents' Association is divided into 3 groups: Officers, Production Team, and Studio Team. We need a multitude of different talents to reach every area of need, so we encourage you to seek out what you can do to help your child's school.

Registration Information

Prospective Students

Tours & Placement Evaluations/Trial Classes

Prospective students and their families should contact the Admissions Director via email or phone with all inquiries regarding enrollment, and are encouraged to then visit the Conservatory, tour the facility, and meet the staff (if available). If the student/family is interested in enrollment, a free trial class and placement evaluation can be scheduled through the Admissions Director, based on the student's age and prior dance training. Placement evaluations are typically done within a current class on the schedule, so that the instructor can evaluate the student in a normal class setting.

Placement evaluations and trial classes offer opportunities for a member of the IBC artistic staff to assess a student's skills and make a recommendation for class placement based on the student's overall potential, current abilities, prior training, and age. Placement is not a final and concrete matter; students will be continually evaluated during their training and adjustments to placement will be made as necessary for the child to receive the most opportunities for improvement.

Conferences

Upon completion of a placement evaluation and/or a trial class, there may be an informal conference including parent(s), prospective student, and an IBC Staff member. Options for class placement will be examined, and a program of study for the student will be offered. At this point, a student may proceed with enrollment.

Regular Enrollment

Registration

Registration materials are available online at www.IndianaBalletConservatory.org. A complete registration packet contains the tuition and fees list, class schedule, uniform requirements, handbook*, and the annual calendar.

****Parents and students of the Conservatory are expected to read through the Handbook thoroughly at the beginning of the year in order to familiarize themselves with our policies and procedures before attending classes. By registering online, parents/guardians agree to comply with all policies noted in the Handbook including, but not limited to, the liability terms and conditions (see “Liability” – page 18-19).***

Tuition Payment & Financial Commitment

All students will be required to register online through the IBC website (www.IndianaBalletConservatory.org).

Year-Round Commitment: 10 month contact (August 2018-May 2019) or from sign-up date to May 2018.

- Monthly tuition:

10 monthly tuition installments (August thru May). Monthly installments must be paid in full regardless of the number of weeks or holidays in any month.

Tuition can also be paid in full, which entitles one to a 5% discount.

Tuition Due: Tuition is due on the first of each month. **Tuition is non-refundable and non-transferable.**

- Performance Fees: required for all students, except Adult Ballet students.

Performance fees are non-refundable and non-transferable.

- **Late Fee:** A \$20 fee will be applied to accounts that have not been paid by the 10th of the month.
- **Returned Checks:** A \$25 charge will be added to your account for a returned check fee.

There will also be an annual, non-refundable **registration fee** required for each student/family registered (waived for Adult Ballet students), as well as non-refundable **performance fees** for both a Winter Performance (typically, *The Nutcracker*) and a Spring Concert (waived for Adult Ballet / Mommy & Me). Families with 2 or more students enrolled will be eligible for a 5% family discount.

All **Preparatory Division gentlemen** receive a 30% tuition discount (25% for those already receiving the 5% family discount), and **all Pre-Professional Division gentlemen** will receive full tuition scholarship. These discounts and/or scholarships do not apply towards performance fees, the annual registration fee, or private lessons.

REGARDING LATE OR DECLINED TUITION PAYMENTS:

Please be advised that credit cards **MUST** be kept current on all accounts and changed when expired. Your child will not be permitted to participate in classes if there is an overdue payment on your account, and they will be asked to observe only until the account has been reconciled. Under no circumstance will a student be permitted to take private lessons with an outstanding balance.

Schedule Changes

Upon enrollment, families will have 2 weeks to make any adjustments to their student's enrollment and class schedule. Any schedule changes must be submitted by email. Changes will only be approved or denied based on space availability of your desired class. We encourage you to choose your classes promptly and wisely.

Withdrawal Policy and Tuition Refunds

Once a student is enrolled, tuition is due and payable. Students who wish to withdraw from classes must submit a request to withdraw in writing. Please specify the reason for withdrawal. Amounts due must be paid in full, including any outstanding private lesson fees for those applicable. Withdrawal will be effective 30 days from your request. Full tuition will be charged for those 30 days, but future charges will be canceled 30 days from the request. No refunds will be granted to tuition already paid previous to withdrawal.

Tuition is non-refundable, with the following exceptions:

1. Students whose classes are cancelled for insufficient enrollment will be given their choice of a pro-rated account credit or tuition refund.
2. Students who withdraw for medical reasons with physician documentation will be given their choice of a pro-rated account credit or tuition refund.

Policy on Days Missed

Classes missed for family vacations, voluntary absences, school events, and occasional sick days are not reimbursable. If a class is cancelled due to instructor illness, substitute availability, or severe weather conditions, the student(s) may be entitled to a make-up class upon request to the Admissions Director.

In the event your child is going to be absent, you must call or email in advance on the day of the absence and request a makeup class. Makeup classes are available if taken within the same semester of the reported absence.

In the case of an actual withdrawal from all classes due to injury, sustained illness, or other medically validated reasons, tuition charges may be suspended until the student returns to class, at the discretion of IBC. No refunds will be given for prior classes taken.

Housing

Year-Round

Out-of-town students interested in year-round housing options, including long-term host family stay, should contact the Admissions Director for further information & details. Cost and other terms depend on the particulars of each situation.

Summer Intensive

Out-of-town students interested in short-term stays with host families during Summer Intensive should contact the Admissions Director for pricing and availability.

Program Information

Curriculum

The Indiana Ballet Conservatory curriculum emphasizes the classical ballet technique based upon the Russian tradition of training called the Vaganova Method. This method has produced many of the world's finest dancers. The Vaganova method of ballet instruction consists of eight standardized levels of instruction. The goals of this methodology, as structured by Founding Artistic Director Alyona Yakovleva-Randall for use in our Conservatory, are, but are not limited to, the following:

- To foster a love of ballet
- To teach a comprehensive, high level of ballet technique
- To incorporate use of the arms, hands, and fingers in harmony with technique to enhance beauty and assist turns and jumps
- To promote technical use of the back and shoulder blades as expressive instruments
- To employ coordination to develop dance expression
- To instill musicality by translating the character of a piece of music into a story or a feeling

The Vaganova method, developed in Russia over the course of 300 years, embodies the classicism of the Russian Imperial Ballet (now known as the Kirov or Mariinsky Ballet). Its goal is the creation of classical ballet dancers who are instruments of artistic and creative perfection. Derived from earlier Italian and French forms of ballet instruction, the Vaganova (Vah-GAH-no-vah) method used by instructors of IBC provides students with a structured, scientific and methodological approach to dance which takes the human anatomy into consideration.

Hallmarks of the Vaganova system are the continual flow of the body with the coordination of arm and head positions. IBC prides itself on providing students with the best professional ballet training available and made possible by employing a systematic and consecutive method of instruction.

IBC also expands upon this eight-level system of training to include a specially designed Preparatory Program for students approximately ages 3-9 to fully prepare them for entrance into the levels of the Vaganova method curriculum in the Pre-Professional Division. Students progress through the eight levels of Vaganova training and graduate at the age of 18, fully prepared to join professional companies or college dance programs.

A full curriculum appendix for each level is located on our website, www.IndianaBalletConservatory.org.

Programs

IBC is comprised of 3 distinct programs:

- A uniquely designed *Preparatory Program* that provides young dancers with the proper foundation and environment to excel in the beginning stages of their ballet training
- The *Pre-Professional Division*, for ages 10-18, consisting of carefully graduated pre-professional Vaganova-based levels of classical ballet training and supplemental classes to develop the whole dancer
- The *Pre-Professional Day Program (enrollment by audition only)*, offering an intense level of training and dedicated to elevating the artistry and technique of the serious-minded student striving to pursue a professional career in ballet

There is equal emphasis on all programs at IBC. In addition, all enrolled students will have the opportunity to participate in professional productions.

IBC Pre-Professional Day Program

IBC offers a full-time Pre-Professional Day Program for students ages 10-19. Led by Founding Artistic Director Alyona Yakovleva-Randall and rooted in the Russian tradition, IBC's program is based on the Vaganova method and is dedicated to elevating

the artistry and technique of serious-minded students who strive to have a professional career in ballet. Graduates of the PDP have accepted offers from professional companies and top university programs around the country.

This elite program is divided into three levels: Junior, Intermediate, and Advanced. Students train 5-6 days a week (*Junior – 4 days per week*) during the daytime hours in a carefully structured program that includes:

Ballet Technique
Pointe
Variations
Pas de Deux
Repertoire
Contemporary
Character
Choreography

In addition, students gain performance experience in IBC's two major annual productions and local festivals, one-on-one mentoring and instruction through optional private lessons for international competition preparation, along with career guidance and individualized attention from the IBC faculty within smaller class sizes. This program continues to grow in its prestige, and in just a few short years is now one of the most sought-after pre-professional programs for students seeking concentrated study from an unparalleled team of instructors.

General Age Guidelines

The curriculum for each level at IBC is designed in a specific way to help children to progress in a safe and healthy environment; students are assigned age appropriate class hours for maximum progress within a given level's curriculum. A child's dance education and level placement at IBC is based on many factors (age, muscle and bone development, mental and social maturity, work ethic, years trained in ballet- and specifically in the Vaganova method, potential, etc.).

The chart below indicates *general age guidelines*—not concrete criteria—for students beginning their training at IBC in Preparatory 1 until the time they graduate in Pre-Professional Level 8. Please contact the Admissions Director for more details.

Preparatory Division

- Preparatory 1 – Ages 3* and 4 (*Must be fully “potty-trained” to enroll in class*)
- Preparatory 2 – Ages 5 and 6
- Preparatory 3 – Age 7-8 – *Requires placement class*
- Preparatory 4 – Age 8-9 – *Requires placement class*

****Students younger than 3 years old are not permitted in Preparatory 1.***

Pre-Professional Division (Vaganova Levels 1-8)

Level 1 – Ages 9-10 – *Requires placement class*
Level 2 – Ages 10-11 – *Requires placement class*
Level 3 – Ages 11-12 – *Requires placement class*
Level 4 – Ages 12-13 – *Requires placement class*
Level 5 – Ages 13-14 – *Requires placement class*
Level 6 – Ages 14-15 – *Requires placement class*
Level 7 – Ages 15-16-17 – *Requires placement class*
Level 8 – Ages 16-17-18 – *Requires placement class*

Please note that the Recommended Curriculum and specific classes included for each Level is described on the IBC Class Schedule.

Full class descriptions are located on our website, www.IndianaBalletConservatory.org.

Dress Code

Uniform

Maintaining proper uniform sets a tone of professionalism and respect for the Conservatory and its teachers and training, and is thus required for ALL students enrolled in IBC.

The ballet uniform for ladies consists of a Motionwear brand class leotard (color assigned by level), Prima Soft European Pink seamless convertible tights, and pink ballet technique and/or pointe shoes. The Uniform list is available upon registration and is also placed on the bulletin board in the lobby. All items are available at Kinney Dancewear (317.255.8881) or through other dancewear suppliers.

Students in the Advanced Day Program must purchase their Uniform leotards through the IBC office, as they are custom ordered with IBC logo.

Shoes may be canvas or leather; no particular brand or style is required. Ladies in Pre-Professional Levels 1-8 must wear pink ribbons on their ballet technique shoes and remove the elastic strap. Young ladies dancing en pointe must wear pink pointe shoes.

A uniform skirt is also required for Pre-Professional Levels 1-8. The skirt should not be worn during ballet class, but may be worn during exams, summer intensive, informal performances, and media opportunities outside of class

The ballet uniform for gentlemen consists of a plain, white, fitted T-shirt; black fitted athletic shorts (i.e., bike shorts) or black tights; white socks; and black ballet technique shoes. Black tights, instead of black athletic shorts, are optional and encouraged. If tights are worn, socks should not be worn. The shoes may be canvas or leather; no particular brand or style is required.

IBC also keeps a “**Conservatory Closet**” in the front lobby with gently used leotards, shoes, and other dancewear items available to purchase at minimal cost. Parents are encouraged and welcome to donate their child’s dancewear to the Closet when possible.

Leotards, tights, skirts, shoes and accessories are available to order through **Kinney Dancewear** (317.255.8111), located at 62nd and Keystone near Glendale Mall, or at 14753 Hazel Dell Crossing in Noblesville.

Adult Ballet students may wear any comfortable clothing (leotard and tights, leggings, other exercise attire, etc.) that does not restrict movement, along with ballet shoes.

Adults taking “**Mommy & Me**” class with their child may wear any comfortable clothing that does not restrict movement and can wear ballet shoes, socks, or go barefoot.

Children in “**Mommy & Me**” are welcome to wear traditional ballet clothing (leotard and tights) or comfortable shorts, t-shirts, tank tops, etc.; they are not required to purchase an IBC uniform leotard. Children may go barefoot or can wear ballet shoes for this class.

NOTE:

1) **Students are expected to maintain proper uniform at all times, including during production rehearsals, with the only exceptions being private lessons.** Consistent disregard for the uniform requirements and policies may result in the student being allowed to only sit and observe class and/or dismissal from said class(es) until the student has obtained the proper uniform.

2) **Students are also NOT permitted to wear warm-ups during class, as the warm-ups disable the instructor from properly viewing the dancer’s body.** Upper level students may wear warm-ups only for the beginning of class if the weather is very cold and if the instructor permits the students to do so. However, all warm-ups must be taken off within the first few combinations when the student is warm. Students who consistently disobey this policy will be subject to the same consequences noted above.

Students in Levels 4-8 who fully observe IBC’s uniform policy during the week (Mon-Fri) are entitled to a “free” day on Saturday, on which they may wear any leotard of their choice. Students who do not observe the uniform policy during the week may NOT wear any leotard other than the IBC uniform leotard on Saturdays. Of course, all other uniform policies apply on Saturdays – ribbons on shoes, no warm-ups after first few combinations, etc.

Additional Uniform Requirements

Students in **Preparatory 1 and Preparatory 2** should also purchase **black patent tap shoes**, in addition to their pink ballet technique shoes, which will be worn at the end of class.

Students taking **Character** class should wear **standard black character shoes** and a **black character skirt** that falls at or just above the knee. Boys should wear **jazz shoes**. Students must wear their uniform leotard and tights for Character class.

Young women taking **Historical Dance** should wear **ballet technique shoes** and their **black uniform skirt**. Students must wear their uniform leotard and tights for Historical Dance.

Students taking **Modern** class should go **barefoot**. Students must wear their uniform leotard and tights for Modern class; no additional clothing may be worn, however form-fitting shorts may be worn at the instructor's discretion.

Students taking **Contemporary** class should wear **ballet technique shoes, or go barefoot**, at the discretion of the instructor and depending on the material being learned at a particular time. Students must wear their uniform leotard and tights for Contemporary classes; no additional clothing may be worn, however form-fitting shorts may be worn at the instructor's discretion.

Students taking **Jazz** class will need **black jazz shoes** (slip-on or lace-up). Students must wear their uniform leotard and tights for Jazz class; no additional clothing may be worn, however form-fitting shorts may be worn at the instructor's discretion.

Students taking **Yoga/Pilates** may wear clothing that is comfortable and does not restrict movement, although it is recommended that leotards and tights be worn. Students *will* be permitted to wear warm-ups during these classes. Students do not need shoes for Pilates or Yoga, and may go barefoot or wear warm-up booties/socks. **Students must bring their own mat for these classes.**

Street Clothes/Warm-up Clothes

To promote modesty, as well as keep muscles warm between classes, students should wear warm-ups or other street clothing over their dancewear when not in the studio. Warm-ups must be removed before entering the studio, and may not be worn during classes. Wearing of warm-ups during very cold weather is at the entire discretion of the Artistic Director and/or instructor, and students will be instructed accordingly at the onset of the class if they will be permitted to wear warm-ups that day. In this case, warm-ups should be removed after the first few combinations once the student's muscles are warm.

Hair, Jewelry, & Makeup

To minimize distractions and to enable the Artistic Faculty to bring about their artistic vision for a particular ballet performance, IBC students are requested to adhere to the following policy regarding hair, jewelry, and make-up.

Hair During IBC Classes

Girls' hair must be pulled back and placed in a Russian bun at the crown of the head. The bun must include a hair net and hair pins or bobby pins, all of which should match

the color of the student's hair as closely as possible. Bangs must be smoothed back against the head using clips, pins, gel, or hairspray. Additionally, large hair adornments may not be worn; however, items such as small elastic headbands, small barrettes, ribbons, etc., may be worn at the instructor's or Artistic Director's discretion.

Boys' hair must be tidy, and if it is shoulder-length or longer it must be pulled back in a ponytail.

Jewelry

Students are asked to refrain from wearing jewelry during class, with the exception of small earrings. Further, unless otherwise directed by the Artistic Director, the Make-Up Coordinator, or the student's instructor, students may not wear nail color, rings, necklaces, watches, earrings, or other piercings during theater rehearsals or any performance. New ear piercings that cannot be removed are exempt.

Make-Up During IBC Classes

Students below Pre-Professional Level 4 may not wear make-up during class, absent extenuating circumstances such as performance immediately preceding or following class. Any make-up worn during class should be light and tasteful. On other occasions when specifically directed by the Artistic Director, the Make-up Coordinator, or the student's instructor, students may be requested to wear make-up to class in order to practice make-up application techniques or to try out a particular artistic look.

Hair and Make-Up Items Must Not Be Shared

For hygiene reasons, make-up, make-up remover towelettes, hair brushes, and used hair pins, hair nets, and ponytail holders may not be shared between students, unless the students are siblings. During theater rehearsals and performances, hair and make-up items must be individually labeled with the student's name and must be assembled in a labeled container, such as a zipper bag or make-up case. If students lack hair or make-up items during a dress rehearsal or performance, they may, in most cases, seek suitable replacements from the Make-Up Coordinator.

Hair for IBC Theater Rehearsals and All Performances

Unless otherwise directed by the Artistic Director, the Make-up Coordinator, or the student's instructor, hair must be secured as during IBC classes. Furthermore, girls will require hairspray or gel to eliminate all flighty hairs. Additionally, all students, but particularly those students in Preparatory Levels 1-4 and Pre-Professional Levels 1 and 2, must arrive at the theater with extra hair items sufficient to permit a staff member or volunteer to re-secure the student's hair in a bun (i.e., brush, extra ponytail holder, extra hair net, and extra hair pins or bobby pins).

Students may require specialty hair pieces for a particular performance. In such cases, the Artistic Director, Make-Up Coordinator, or the student's instructor will inform the student where appropriate hair items may be purchased. The purchase of such items, however, remains the student's responsibility. In certain instances, IBC may, by

arrangement with the Make-Up Coordinator, be able to loan a student the requisite hair piece.

Make-Up for IBC Theater Rehearsals and All Performances

In order to achieve a uniform appearance during performances, the Artistic Director requests that students purchase professional, stage-worthy cosmetics. Bright stage lights, dim theaters, and the distance between dancers and audience members are all factors that can contribute to making facial features and skin tones appear muted on stage. For this reason, it is important that students understand that stage make-up must be applied differently from normal every-day make-up. IBC will publish the specific cosmetics and colors required for each student according to the student's level or role in a particular performance. Makeup seminars may be held for students and parents before major productions where uniformity is important and mandated.

Policies and Procedures

Attendance

Philosophy

IBC believes that one of the most important traits a pre-professional dancer must possess is discipline. Students are expected to attend every class for which they are enrolled. Regular attendance promotes steady skill development and class cohesion.

Full (Recommended) Curriculum vs. Reduced Schedule

For maximum progress, a student should take all classes (the Recommended Curriculum noted on the Class Schedule) for his/her level, just as a student would not “skip” taking certain subjects in school. This is important not only for the sake of progress, but also for building proper muscle strength and technique in order to help prevent against injuries.

However, IBC understands that there are many students who do not wish to commit to the full Recommended Curriculum for their specific level due to other activities, school/family obligations, etc. It is, therefore, acceptable for students to attend a reduced class schedule, and the Tuition & Fees have been set-up to reflect this flexibility (Tuition is determined by the total number of hours a student is taking).

Our goal and hope is that students will enroll in their entire Recommended Curriculum. Those who do will be considered for level promotion, key production roles, etc., because they will have the necessary training to excel as expected. In addition, please note that certain classes may only be available to full-time students who have the training hours necessary to maintain consistency and progress in advanced classes.

Thus, please understand that if your child is not enrolled in the full curriculum they may—naturally—take longer to advance and progress through the program.

Notification of Planned Tardiness/Absence

If a student has a planned absence, late arrival, or early release due to family, school, or other important events, the absence should be reported to the Admissions Director by phone or email.

In the case of private lessons, students must notify the private lesson instructor directly by phone within 24 hours of a planned absence if circumstances allow.

Note: Private lessons that are cancelled by the student/family at the last-minute (less than 1 hour before) may be subject to the lesson's full charge at the discretion of the instructor, except in the case of extreme emergency (hospitalization, etc.) or when there is an injury that would make the cancellation a last-minute call.

Late Arrival

Students arriving after the start of class (approximately 10 minutes) may not be allowed to participate in class and may be asked to observe only, since the student will not have warmed up properly and can be at risk for injury. This decision is at the entire discretion of the instructor and/or Artistic Director. If the student arrives at the studio within 10 minutes of the class start time, they should knock on the classroom door at an appropriate moment (in between combinations when music is not playing), curtsy/bow to the instructor, and request permission to enter and proceed with class.

Illness/Injury

Despite the conditioning incorporated into each dancer's training, injuries occasionally occur as a normal part of any dancer's life. To ensure that injuries are properly treated and in order to expedite the healing process, students with an injury should advise the instructor before class and complete as much of the class as is physically possible.

If injured, students are still expected to participate in rehearsals and classes to the best of their ability. This includes walking/"marking" through the choreography if the student is physically able to do so, or – alternatively – simply observing and taking notes so as not to miss out on important material while injured.

When the student has reached a point in the class after which continuation is not feasible, he/she should excuse themselves to the instructor and sit quietly at the front of the room on the floor carefully observing the rest of the class or rehearsal. Students not able to dance en pointe due to an injury should participate in the class or rehearsal on flat whenever possible.

This is standard practice within the ballet world, as students can still learn much from observing the other dancers and being present in the rehearsal. **If a student must miss class entirely due to illness or injury, the absence should be reported to the Admissions Director.**

The student's instructor will also determine necessary steps in order for the student to gradually rebuild muscle strength and proper technique with less chance of re-injury. IBC

is happy to refer the student to a competent Physical Therapist or Massage Therapist in the area who works specifically with ballet dancers and their unique needs.

Note – For injured dancers, a doctor’s note must be provided along with an explanation of when the dancer is allowed to safely resume physical activity.

Liability

Upon a child’s enrollment in any IBC program or class, parents/guardians agree to the following terms and conditions regarding liability:

- *I understand that the Indiana Ballet Conservatory is not responsible for any injuries sustained prior to the beginning of classes.*
- *I recognize that my child’s participation may expose him/her to the risk of injury or harm. I accept this risk and hereby release the Indiana Ballet Conservatory, its agents and employees from all liability for personal injury, illness, or property damage occurring during instruction or performance, whether or not caused by negligence of the Indiana Ballet Conservatory, its agents or employees.*
- *I understand that any studio, gymnasium, or theater is not accountable for any injury, illness, or property damage occurring during instruction or performance whether or not caused by negligence of its agents or employees.*
- *I certify that my child is in good health and capable of participating in all of the activities and classes.*
- *I understand that dance instruction involves kinetic corrections to the body that may involve physically touching the student as part of regular class work and rehearsals.*
- *I fully understand that the use of alcohol, tobacco, illegal drugs and/or demonstration of unacceptable standards of behavior will result in the dismissal of my child from the program with no tuition refund.*

Make-up Classes

Excused absences may be made up by attending an additional class at the same level or at a level lower than the student’s current placement. The class must be made up during the same semester in which it occurs. To arrange to make up a missed class, students/parents should contact the Admissions Director to ensure availability in the class, and then schedule the makeup class online via The Studio Director system.

Excessive Tardiness/Absences

If a student’s tardiness or absences begin to negatively impact a student’s progress, a conference will be scheduled with the parent, the Executive Director, and the appropriate member of the artistic Faculty.

Excessive unexcused tardiness or absences may require a student to repeat a given semester. In extreme cases a student may be withdrawn by IBC. No tuition refund is available for a student withdrawn due to excessive unexcused tardiness/absences.

Class Placement/Promotion

Initial placement of a student into a class is based on a variety of factors including, but not limited to age, muscle and bone development, mental and social maturity, work ethic, years trained in ballet- and specifically in the Vaganova method, potential, etc. Promotion of students into the next level may occur at any time during the semester, although it is most common at the end of the school year.

There is no exact formula to dictate when a specific child, or a group of children, will be placed into the next level. It is highly dependent on the student(s) in a given class and may not be consistent from semester to semester or year to year.

Placement changes, when they occur, are at the sole discretion of the Artistic Faculty and are non-negotiable. All students are placed into the level that will allow for maximum growth and improvement for the child. If you have questions about your child's level placement or wish to discuss goals for the student's future, please make an appointment with the Administrative Director.

Exams & Parent Conferences

All students are required to participate in end-of-semester exams; these exams occur once during the Fall Semester and once during the Spring Semester. The end-of-semester exam is a formal examination given by a panel including the Artistic Director and other Artistic Faculty and is open to all parents and students.

On exam days, regularly scheduled classes for the levels being examined will not be held in order to facilitate the scheduling of exams (check Annual Calendar for specific details). Please pay close attention to the Annual Calendar as well as email and bulletin board notices regarding exam schedules and special instructions.

Students are always encouraged to observe the exams of other levels. A written summary of each student's progress will be made available to the student and his/her parents following the exam, typically within about 3-4 weeks, which should be reviewed thoroughly in order to concentrate upon areas needing to be improved. **The taking of photographs is permitted during Exams, but videotaping is not** (See "Social Media").

Unfortunately, there is too little time between classes and too little space and privacy at IBC for this type of conversation to be held informally in the hallway. Therefore, parents wishing to meet with their child's instructor in person to discuss progress, evaluation results, and future career goals are required to request a conference via email. Conferences may be requested at any time during the semester or at any stage of the student's training.

Private Lessons

Private lessons are designed to meet many varied needs, such as assisting a student incorporating a correction; improve a student's overall skill level; learn a variation; or prepare for competition. **Requests for private lessons must be submitted to the Admissions Director and approved by the Artistic Director to insure the appropriateness and purpose of the lessons, and to establish a time frame.**

All private lessons MUST be scheduled through the office to ensure studio and teacher availability, unless a student is told *specifically* by the Admissions Director that they may schedule private lessons directly with an instructor (such as during holiday breaks, etc.).

IBC is not responsible for conflicts in the studio schedule (i.e. overbooked rooms) if a student schedules a private lesson without going through the Admissions Director; if such a case occurs, the student in question will not be able to complete the lesson if a room has already been reserved for someone who scheduled their lesson through the Administrative Director.

Payment for private lessons will be charged on the 1st and 15th of each month to the parent's credit card based on hours noted on the instructor's timesheet; please be sure to communicate with the private lesson instructor directly if a lesson will not occur due to a planned absence, or if the lesson will be shortened that day, etc. **Private lessons will NOT be scheduled until the student's online registration has been completed. Furthermore, students will NOT be permitted to take any private lessons if there is an outstanding balance on the family's account – no exceptions.**

Private lesson payments are entirely separate from any and all tuition payments. *Please contact the Admissions Director for private lesson rates.*

Career Planning

IBC is glad to assist its students with professional aspirations with career planning and guidance, and in providing or helping to compile recommendation letters, references, and video or photo materials for auditions. Students with strong professional aspirations are encouraged to set annual or bi-annual appointments with the Artistic Director and/or student's instructor beginning during the middle school years to discuss future career plans and goals and to determine the appropriate course of training for the student.

Exclusivity of Study

To ensure consistency of training and maximum progress, students should avoid taking dance instruction at schools other than IBC. Advanced students (Levels 5-8) in Pre-Professional Division who wish to take classes outside of IBC must submit a request to the Admissions Director for approval by the Artistic Director; such cases will only be considered if the particular class is not offered at IBC (hip-hop, ballroom, etc). **Students who wish to participate in competition may not take dance lessons outside of IBC.** As is standard policy at most professional ballet schools, students wishing to participate in any non-IBC program—including, but not limited to, outside summer

intensives, master classes, performance opportunities, and supplemental classes in disciplines not offered at IBC—must have prior approval from the Conservatory before the student may participate in any such programs. In most cases, approval will be happily granted if the opportunity will enrich, not distract from, the student's goals.

This policy not only ensures the quality of the student's own training as well as their physical, emotional, and psychological well-being, but helps to ensure that other students of IBC will not be affected by changes in repertoire due to absences or other commitments not related to IBC.

Parent Role in Ballet

As parents, you play a vital role in your child's ballet training. We strongly feel that your child's experience during their years in ballet school will have an enormous impact on the person he/she will become. We also fully understand the fact that we will have an impact on your child's development as a person as well as a dancer, and we do not take that responsibility lightly. To that end, our primary goal is to help each student reach his/her fullest potential as a dancer, and to provide the best pre-professional training possible in order to do so. As a parent, your primary goal should be to serve as your child's biggest fan and support system. Students need both a source for correction and instruction, as well as a source of constant, unconditional support. The instructor's job is the former, and the parent's job is the latter. If either party crosses these boundaries, it forces the other party to do the same, resulting in less progress for the child. Please be mindful of this throughout your child's tenure at IBC.

Building Self-Esteem

One of the greatest gifts we can provide for our children is a good sense of self-esteem and self-worth. Ballet training requires a tremendous amount of hard work, discipline, focus, and years of commitment. As parents, please always be on the lookout for opportunities to contribute to your child's overall self-esteem and confidence level. These appear quite often, perhaps more than one would assume. When your child congratulates another dancer for a job well done in a performance, it shows that he/she is a good friend. When your child comforts another dancer after an upsetting lesson, it shows compassion. When your child shows a renewed determination and focus after receiving an exam score that is lower than expected, it shows perseverance. **Even when your child seems disappointed, it is best to find the positive in the situation and help your child to re-focus his/her attention and energy in a more productive manner.**

Relationships with other parents/students

We ask that all IBC parents refrain from encouraging unhealthy competition between your child and his/her classmates. These students may be some of your child's closest friends over the years, so please help us to nurture these relationships. All IBC parents must set good examples for their children and the other IBC students. Gossip between parents is extremely harmful to the environment IBC strives to maintain, thus parents should only encourage healthy relationships amongst their child and his/her peers.

Code of Conduct & Studio Etiquette

Proper classroom etiquette is essential to the education and training of a ballet dancer. Classical ballet training evolved over hundreds of years, and the traditions of classical ballet are very solid. These traditions extend not only to movement, but also to the discipline and etiquette of work in the studio. A good ballet class, by definition, must command respect for the instructor and for the art. This implies such courtesies as not slouching at the barre while the instructor sets a combination, not speaking out of turn, beginning and ending each classroom exercise in a sustained and poised position of readiness, and curtsying or bowing to the instructor at the beginning and end of class.

The following rules are universal and are followed by all major ballet programs and professional companies. All students enrolled at IBC, and their parents, should familiarize themselves with these rules of etiquette and observe them at all times.

- All students are required to bow/curtsey to all teachers when he/she enters the classroom or passes in the hallway.
- Students should also curtsey to administrative staff, Board members, and special guests.
- Students do not wait for teachers before entering the studio, and should be prepared to begin class as soon as the teacher enters.
- Students may not have chewing gum, food, or drinks of any kind in the studio. The only exception is plain, unflavored water.
- Smoking is not permitted anywhere on the premises or while representing IBC in public.
- Students may not wear street shoes on the dance floors. Conversely, students are not to wear their ballet shoes outside the premises, as this brings small pebbles and other debris onto the marley, which can severely damage the floor.
- Students may not talk among themselves while the instructor is speaking and giving instruction. Loud talking and fooling around are not acceptable in or outside of the studio.
- Leaning on or hanging on the barre, yawning, and inattention are not acceptable forms of behavior during class. Eyes and attention must always be on teacher.
- A positive attitude and tone must be observed by students and parents at all times, both in the studio and at offsite activities (festivals, performances, etc.).
- Students must arrive on time to class. Students should arrive at least 15 minutes before class to prepare themselves appropriately.
- Ballet attire must be clean and in good repair for each class and performance.
- Students are asked to leave all valuables and money at home. IBC cannot be responsible for lost items.

- Students should be appreciative of corrections and apply them, leading to their progression.
- Students are not to talk back to teacher regardless of the situation. It is improper to question the teacher's authority. If students have a question, they are to talk to the teacher after class.
- Students must be kind to their classmates. Displays of temper, rudeness, and gossip are unacceptable. Everyone is trying to do his/her best. To promote a sense of *esprit de corps*, it is essential that everyone is supportive of the efforts of others.
- Students should label dance shoes and personal belongings to avoid mix-ups.
- Under no circumstances are parents and/or siblings to enter staff working areas or studios without prior appointment. If you wish to discuss your child's progress, please schedule an appointment.
- Students are required to bow/curtsey and thank the teacher after class.
- Displays of gossip from parents or similar behaviors of un-kind attitudes towards another student, faculty member, or staff member at the Conservatory will not be tolerated. Only parents and students with positive attitudes will be permitted on the premises.

Our Code of Conduct, Zero Tolerance Bullying Policy, and Sexual Harassment Policy are in place to promote a healthy and fun learning environment for all of our students.

Both the Zero Tolerance Bullying Policy and Sexual Harassment Policy are listed below.

Please note that the Zero Tolerance Bullying Policy (page 25-26) **MUST be signed by both student & parent and returned to the studio on the first day of classes.**

Students will not be permitted to attend class until the form has been received.

Sexual Harassment Policy

Sexual harassment is unlawful and an unacceptable form of behavior and will not be tolerated at any Indiana Ballet Conservatory class, event or activity. Indiana Ballet Conservatory is committed to preventing sexual harassment in its classes, events and activities.

Sexual Harassment Defined

Sexual Harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances.

Sexual harassment can take various forms including, amongst other things:

- Suggestive or lewd comments and / or jokes;
- Leering, staring, obscene gestures and wolf whistling;
- Intrusive questions or insinuations about a person's private life;

- Deliberate and unwelcome touching, kissing, hugging, patting, pinching or brushing against another person's body;
- Sexually offensive written, telephone or electronic communications;
- Insults or taunts of a sexual nature; and behavior which would also be an offense under the criminal law, such as physical assault, indecent exposure, sexual assault or stalking.
- Sexual harassment does not have to be repeated or continuous to be against the law. It can be a one-off incident.

Sexual Harassment May Occur:

Sexual harassment includes harassment of students by students, of staff (paid or unpaid) by students or of students by staff (paid or unpaid).

Sexual harassment may occur where a person uses sexual behavior to control, influence or affect the educational opportunity of someone over whom they exert actual or perceived authority.

Responses to Sexual Harassment

Any person who believes they have been subjected to sexual harassment should discuss the matter with the Executive Director of Indiana Ballet Conservatory. Confidentiality will be maintained.

Indiana Ballet Conservatory also encourages individuals, who experience or witnesses sexual harassment to inform the alleged harasser that the behavior is unwelcome, unacceptable and contrary to policy, and ask that the behavior stop. Individuals should also keep notes documenting incidents of the behavior, time, place and any witnesses. Students are encouraged to speak to a teacher, staff member, or Executive Director should they be the recipients or witnesses of this behavior.

Indiana Ballet Conservatory recognizes that, as a highly sensitive and complex matter, sexual harassment is sometimes best dealt with informally through discussion between the parties or with some assistance from an independent third party so as to minimize its damaging and disruptive effects.

Complaints of sexual harassment will be dealt with depending upon the severity of the case. Responses may include, amongst other things, informal grievance resolutions in the terms of an apology, as well as suspension and refusal of entry to Indiana Ballet Conservatory classes, activities and events. Criminal acts such as assault may also be reported directly to the police.

Zero Tolerance Bullying Policy

According to the United States Government website, stopbullyingnow.hrsa.gov, Bullying is defined as "aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength". Children all over the country today face

Physical (hitting), Verbal (teasing), Emotional (intimidation through nonverbal communication such as gestures or eye contact), and Cyber (texting, email, facebook, and instant messages) bullying constantly, whether they realize it or not.

Adults should be concerned with bullying because:

1. Bullying affects the “mental health, academic work, and physical health” of its victims.
2. Bullying creates isolated, antisocial, and even violent behavior for the child who bullies.
3. Bullying negatively affects those who are around it or observe it.
4. Indiana Ballet Conservatory works hard to promote a healthy and fun learning environment that allows our children to gain the full benefits of dance in a classroom. Every student at IBC is expected to carry themselves in a way that brings dignity and pride to themselves, their fellow teammates, their teachers, and the studio as a whole. As members of a school, we must teach our children that despite our differences and feelings about one another outside of the studio, we must put it all aside in for the good of the individual and the group. It is only when this occurs that our students can reach new heights in the classroom. This is a lesson that is not only important for the IBC team, but for future experiences at school or a work place as well. This removes any negativity and distraction from the classroom, and allows the children to focus on building their technique and ability as dancers.

With that said, we are now asking ALL students and parents of IBC to sign our Zero Bullying Policy statement. **Until this paper is returned, the child will not be allowed to participate in any activities in (classes) and out (community outreach events) of studio.** In the event that an incident that is considered bullying occurs within a classroom at IBC, the student, the student’s parent, the teacher of the class where the incident occurred, and the ED will have a meeting to address the incident and help the student change their behavior. **If the negative behavior continues, the student will be SUSPENDED from IBC for the duration of the season.** This is possible at any time throughout the year, from the first day of class to a week before a performance, and during the YAGP season as well. Nothing is more important than the safety and happiness of your children at IBC, which is why these precautions are being made.

I _____ (Print student’s name), pledge to stand up against bullying and keep it out of the classroom starting with me. I will report to an adult, parent, or staff member at IBC if I witness any act of bullying. I will not participate in physical, verbal, emotional, or cyber bullying with my fellow dancers at Indiana Ballet Conservatory. I understand that failure to do so will lead to suspension from IBC for the 2018-2019 season.

Student Signature: _____ Date: _____
Witness (Parent Signature): _____ Date: _____

Observation of Classes

Observation of classes on an on-going basis is discouraged and not permitted in order to foster self-reliance and focus on instruction for students during class. Parents who choose to wait at IBC are welcome to use the chairs and tables in the front lobby, but are not permitted into the studios themselves.

One week of classes will be open to observation each semester. During this time, classes are open to parents and family members. Observers may come and go in-between combinations if necessary, but should attempt to enter the studio before the class begins and leave after class ends whenever possible. There should be no audible interaction between students and observers during class. Parents are discouraged, if at all possible, from bringing very young or infant siblings into the studio, as this can be distracting for the dancers.

Note: All street shoes must be removed before entering the studios. **Photographs are permitted during Observation Week, but videotaping of any classes is prohibited (See “Social Media”).**

Pointe

Preparation/Readiness

Preparation for pointe work begins with a student's first training and continues through the specialized pre-pointe exercises designed specifically to prepare students to begin working in pointe shoes. Readiness is a highly-individualized assessment taking both bone and muscle suitability into account. The decision to introduce pointe work to a student is one that requires both instructor and parent confidence. Given the range of physical/developmental maturity in any given group of students, it is not uncommon for some students to be ready earlier than others. There is more than enough latitude in the starting of pointe work to allow for individual differences, without a net detriment to those who are ready later than their peers. The foremost consideration is each student's health and physical well-being, present and future.

Purchasing Shoes

Each group of students purchasing their first pointe shoes will meet as a group with their instructor at Kinney Dancewear, so that each student can find shoes with an approved fit. Parents are welcomed to attend, take photographs, and mark this as the monumental occasion it is for dancers who have worked patiently toward this goal.

Substitutes

Instructors may have absences approved by the Artistic Director and Executive Director for various reasons, including (but not limited to) illness, family emergency, guest teaching, guest performing, and participation in continuing education. In the event that the regularly scheduled instructor will be absent, the Artistic Director will secure a competent, qualified substitute for the instructor. In the event of a prolonged absence,

every effort will be made to secure a long-term substitute to ensure consistency of training.

In all cases, parents will be given notice as far in advance as possible if there will be a substitute teacher for any given class. **Similarly, teacher assignments are subject to change at any time during the semester due to any of the reasons listed above.**

Social Media

In addition to our website and print promotional materials, IBC also uses Facebook (www.facebook.com/IndianaBalletConservatory), Twitter (@INBalletConserv), YouTube (INBalletConservatory), and Instagram (@INBalletConservatory) to post announcements, photos, videos, and other newsworthy items concerning the Conservatory, its students, and the dance world at large. We encourage all IBC families to follow us on these social media sites to view up-to-date announcements as they occur.

Please also be mindful of your children and their own personal use of social media sites. As is often common, young people use such sites to share personal information with friends and contacts. **IBC students and parents (as well as teachers and staff) are asked to use good judgment when sharing personal information over the internet and to refrain from mentioning IBC in any profane or slanderous way. This not only reflects poorly on IBC, but on the individual as well.** IBC students and parents are encouraged to use social media as a healthy communication and networking tool, but are expected to represent themselves and IBC in a way that is consistent with the Conservatory's professional image and standards.

Note: Please be advised that under no circumstance is a student/family permitted to post video content of IBC classes, exams, choreography and/or performances on any social media platform without receiving explicit, prior permission from the IBC administration and/or teacher/choreographer in question. Personal photos are exempt from this policy. This is to ensure that the integrity of the choreography is maintained and that copyright regulations are honored, and is standard policy at all other pre-professional ballet schools, companies, and arts organizations.

Severe Weather/Emergency Closings

IBC is concerned about the welfare of its students. Therefore, as a general rule, classes will be cancelled due to inclement weather whenever Carmel Clay Schools have a cancellation or when the staff of IBC deems that conditions are not safe to travel. IBC will send **email notice**, post on Facebook, and/or make phone calls or text when classes are cancelled due to severe weather or other emergency. **Please be advised that, if the studio is closed for classes, there will also be NO private lessons held – no exceptions.**

It may also occasionally become necessary for IBC to cancel a scheduled class due to teacher illness, lack of substitute teacher availability, or other unforeseen reasons. Notice will be given as far in advance as possible, and in most cases by email. Cancelled classes will normally not be rescheduled. Students who wish to make up cancelled classes are welcome and encouraged to do so, by taking a makeup class at the

same level or one level lower than the student's regular class. Please notify the Admissions Director if you intend to take a class to make up for a cancelled class.

Tornado Warning Procedure

If a tornado warning is issued for Hamilton County and the surrounding areas while classes are in session, IBC students and Faculty will adhere to the following procedures:

- Teachers will escort students out of the studios and into the interior dressing rooms, taking cover in the smaller dressing room (second on left) first and then filling the first dressing room on the left if needed.
- Teachers will take their attendance sheets to ensure all students are accounted for.
- Students/Teachers will take the correct protective position - **the child should be sitting/kneeling FACING the wall, with his/her hands over the back of his/her head and neck, tucked into a ball.**

IBC will send out an all school email to alert families of our actions before and after an emergency weather warning has been issued and lifted.

Fire Evacuation Procedure

In the event of a fire at IBC or the surrounding buildings, IBC students will be escorted as quickly as possible out of the building through the door(s) nearest to the studio they are in. Students must not grab any belongings from the dressing rooms, and must follow their instructor out the building promptly, calmly, and in an orderly fashion.

Students will participate in fire drills periodically, and will be instructed as to fire evacuation procedures at the onset of the year and/or during summer intensive.

Field Trips and Parties

As a part of our students' broader arts education, IBC will occasionally sponsor field trips or parties (e.g. dance performances, visiting art museums, choreography competitions, etc.). Their purpose is to provide exposure to various professional performance artists, to develop an appreciation for visual art, and to tap the creativity necessary for artistic expression. These activities, while encouraged, are voluntary. IBC may occasionally receive group or student discounts for local dance performances, and in such cases will notify families of such events.

Homework

Given the amount of time many students spend at the studio, it is not unusual for parents to request additional support for a student to work on homework in between dance classes. The kitchen and lobby are available for students for homework purposes; WiFi is available free of charge (password: "nutcracker12"). Students must respect and maintain a quiet study atmosphere in these areas and will be asked to leave the room if they are not doing so. Unruly behavior should be reported to a staff member.

Security & Pickup After Classes

Students must leave each class/rehearsal with their parent or guardian (or with another parent as part of an assigned carpool). **Under no circumstance is a minor permitted to leave the building on his or her own in between classes (students age 16+ who drive themselves are exempt).** Please advise the IBC Staff if someone else will be picking up your child from class so that the teacher and/or staff member in the building is aware.

Please be advised that the studio will close within 15 minutes of the last scheduled class of each day. **IBC does *not* provide childcare after classes have finished, so please make every effort to ensure a prompt pickup for your child.** Families may be subject to late pickup fees in repeated instances of tardiness.

Personal Belongings and Cleanliness

Students may stow their personal belongings and dance bags in the dressing rooms across from the restrooms. Due to limited space, floors of the studio hallways and waiting areas should be kept clear and as neat as possible. Though IBC is not responsible for lost or stolen items, there is a Lost & Found box located in the dressing room; if you find a clothing item, dance shoe, or other items that are not your own, please place these in the Lost & Found.

Parents and students are reminded to clean up after themselves and to pick up all food wrappers, band-aids, and other trash items as they see them. We must all work together to maintain a clean, professional atmosphere for teaching. Please do NOT leave your trash for someone else to clean up.

Nutrition and Wellness

An essential facet of a dancer's education is understanding how to fuel his/her body for maximum advantage. Seminars on nutrition and wellness are held each year during the summer programs. Additionally, instructors share information with students on a continuing basis. Questions about nutrition and wellness should be brought to the attention of an IBC staff member for follow-up.

Cross-Training for Intermediate/Advanced Students

Students may be prescribed specific cross-training exercises and regimens from time to time, or as an ongoing key portion of their training (in addition to their full, recommend IBC curriculum), by the Faculty based on individual needs and weaknesses in order to increase overall body strength and stamina and/or help prevent against injuries. IBC has an elliptical machine in the main lobby for our upper level students to use in cross-training efforts. This machine is available for upper level students to use on an individual basis, in accordance with instructor recommendation, for strengthening and cross-training purposes.

Please contact the Admissions Director for detailed information and guidelines regarding use of the elliptical machine.

In addition, a separate Elliptical Permission/Release Form must be turned in to the office prior to a student's first use of the machine.

Upper level students are encouraged to take advantage of the benefits of using the elliptical on a consistent basis as part of their daily routine. IBC is also in continual contact with a licensed Physical Therapist who has years of experience working with professional and student dancers, and students/families may be referred to her for various needs throughout their training.

Your child's instructor will be able to determine the best methods of cross-training for your child based on their individual needs as dancers. **No two students are alike in this regard, so it is important to keep communication open and for your child to understand specifically which cross-training methods his/her instructor recommends for optimal progress in their training.**

Performances

End-of-Semester Performances

Providing numerous performance opportunities, both with professional and student productions, is a crucial component to the overall dance education for the students. Typically, IBC students will participate in a Winter Performance of *The Nutcracker* at the end of the fall semester and a *Spring Concert* at the end of the spring semester. Students gain valuable experience from studio instruction and preparation periods, rehearsals in the theater, and full performances with an audience of families, friends, and Central Indiana arts patrons.

Performances offer a chance for students to participate in a cumulative experience of their training in the studio, and to learn firsthand the artistry, expression, and technical excellence expected of accomplished artists. Students also learn how to conduct themselves professionally backstage while working with a professional stage crew, and gain valuable lessons in teamwork, adaptability, and compliance.

Students at IBC will have the unique opportunity to perform works in the classical ballet repertoire, as well as original choreography by IBC artistic staff.

Participation in these performances, including all rehearsals, is expected of each student, as performing experience is an essential element of effective dance training. Approval must be obtained from the Artistic Director (through the Administrative Director) if a student is not able to participate in the end-of-semester performance due to extenuating circumstances.

Fairs/Festivals

In addition to class concerts and public performance opportunities with professional dancers, IBC students will have the opportunity to perform at many fairs and festivals

around the community. **Community outreach programs are an integral part of a student's overall dance education at IBC that allow for additional opportunities to practice and perfect technique and public performance skills. Students not only serve as ambassadors for the Conservatory, but also learn the power of the arts to serve and connect.**

When appropriate pieces for a given venue have been identified, students eligible to perform those pieces will be invited to participate. Participation is voluntary and should only be undertaken if the rehearsal and performance schedules do not overtly interfere with the student's overall schedule.

New students will be given opportunities to learn dances during class time that are already in the Conservatory repertoire and that are frequently performed around the community. New students will likely spend a period of time as an understudy for certain dances before they are ready to be placed into the cast for performances. This is a normal process, and new students interested in being an understudy for a particular dance are expected to attend all necessary rehearsals. The instructor will notify these students when they are deemed ready to perform a certain piece for a fair or festival.

Competitions

One of the best ways a student can rapidly improve technique and artistry is to undergo the rigorous training necessary to prepare for a world-class ballet competition. An additional benefit to attending various competitions is the opportunity to vie for scholarships for summer study at world-class ballet schools, scholarships to university programs, and contracts to major ballet companies, both in the USA and abroad.

Students at IBC may have the opportunity to attend and apply for such prestigious competitions as the Youth America Grand Prix, American Dance Competition | International Ballet Competition, World Ballet Competition, Prix de Lausanne, and the International Ballet Competitions of Indianapolis, Jackson, Mississippi; Bari, Italy; Varna, Bulgaria; and Moscow, Russia.

As students must serve as representatives of IBC, participation in competition is strictly on an invitation-only basis at the sole discretion of the Artistic Faculty. The Admissions Director will notify the students who are invited to participate as soloists and ensemble members in the competitions. There will also be a general information meeting at the beginning of the semester for both soloists and ensemble members to discuss costs related to competition, dates, potential rehearsal times and commitment required, and other pertinent information. All competition-related costs are separate and independent from any and all IBC tuition payments.

Commitment to Finals

Students who are selected to compete at the Semi-Final or Regional level of a competition may be asked to automatically commit to attending the Finals of a given competition if the student qualifies to do so, whether as a Soloist or Ensemble member. Particulars and parameters for each competition season will be discussed at the onset.

Travel Arrangements

All travel arrangements for competitions are the responsibility of each individual family. IBC does not organize arrangements or provide chaperones to students when traveling for competitions; therefore, for our out-of-state students in particular, a family member must determine suitable arrangements for their child as necessary. IBC is not responsible and will not be held liable for students who are traveling without their parent/guardian (e.g. those traveling another student, friend, etc.).

Prize Money

Some national and international competitions may award prize money in addition to medals and scholarships. In such cases, IBC students who receive individual awards as soloists will be awarded this prize money directly. In the case of ensembles, any prize money awarded will be shared by half going to IBC and half being divided equally among the ensemble dancers. This policy is in recognition of the ensemble as a unit representing IBC and its collaborative artistic efforts, as well as the individual contributions made by each of the dancers participating. IBC will provide detailed information to all involved in the competitions.

Casting

Casting of roles in productions may be accomplished by assignment or audition, depending on the specific requirements of each production. **Please note that casting is made at the sole and entire discretion of the Artistic Faculty, and is non-negotiable.** There are many factors that affect casting decisions including, but not limited to, costume sizes, numbers needed, student's technical and artistic proficiency, and the Artistic Director's vision for a particular piece or role. **In addition, all casting is tentative and subject to change, pending the student's participation and/or progress in rehearsals.** Students are encouraged to give their utmost to each role they receive and work hard to be professional in their execution of each role.

Practicum Periods & Rehearsals

For *The Nutcracker* and the Spring Concert, students will attend Saturday afternoon rehearsals* beginning approximately one month into the semester, as noted on the Annual Calendar.

For certain periods before each performance (typically 3-5 weeks), the class schedule will be divided into two sections, the Practicum Period and a separate rehearsal schedule period. Classes will follow the regular class schedule during the Practicum Period, wherein a portion of class time will simply be devoted to the learning and rehearsing of choreography. ***During the Practicum period, technique classes will be structured by the Faculty in such a way to allow for all combinations still to be done within a shorter time frame, so as not to adversely affect the student's technical progress.***

IBC will follow specialized rehearsal schedules for the final TWO-THREE WEEKS PRIOR TO EACH PRODUCTION; **on these days there will be NO regularly scheduled classes, ONLY the rehearsals listed.**

Please make sure to look over all published information carefully for dates and times that your child will need to be at the studio for Practicum periods and rehearsals*.

***All dates are noted on the Annual Calendar for ease of family planning. Please review thoroughly. Additional details, time breakdowns, etc. regarding Rehearsals will be distributed via email throughout the semester and production season.**

Rehearsals are a critical part of the production process. Students learn spacing during rehearsals; this work cannot be accomplished when even one dancer is absent. Absences from rehearsals—for any reason—impair a student's ability to perform and jeopardize the ability of the ensemble to perform.

Policy on Rehearsal Absences

*** Fall performance / Nutcracker / Spring Performance rehearsals** – students will be permitted to miss only 2-3 rehearsals in total, depending on the circumstances, before they are likely to be dismissed from the role in question or the production as a whole.

*** Competition rehearsals** – students will be permitted to miss only 1-2 rehearsals, depending on the circumstances, before they are likely to be taken out of the ensemble.

Information about early dismissal times for the Preparatory Division is often noted on the rehearsal schedule; the well being of our young dancers is always taken into great consideration when rehearsal schedules are made. IBC will adhere as closely as possible to published rehearsal times. However, students in all levels should always arrive 15 minutes prior to the beginning of the published rehearsal time, and should plan to stay for 15 minutes after the published dismissal time should an emergency rehearsal situation arise.

Unless otherwise posted, all rehearsals are closed to everyone except dancers, production team members, designated parent volunteers and artistic staff members.

Please note the following other important items regarding rehearsals:

*** Students are expected to maintain proper etiquette during all rehearsals and performances (see Performance Etiquette below). Failure to comply with these procedures may result in dismissal from the performance.**

*** Students are expected to attend every rehearsal for their role or Act; multiple absences (see above) are also grounds for dismissal from the performance.** In the case of student illness, please contact the Admissions Director to let us know if your child will be unable to attend rehearsal.

*** Students that are listed as "understudies" for a particular role are expected to**

attend all rehearsals for that role. Students are not guaranteed to perform the role for which they are understudying, however, they should be proficient enough in the choreography to be able to step into the role in the case of student illness or injury, or a similar emergency situation.

*** An additional Studio Run-Through Schedule and Theater Rehearsal Schedule will be published for the TWO-THREE WEEKS prior to each performance. Again, regular classes will NOT occur during this time period, ONLY the rehearsals noted on the schedule.** More detailed information regarding Theater Rehearsals will be published throughout the semester and studio rehearsal period.

* All parent volunteer opportunities, detailed information, and procedures will be published by the Administrative Director prior to the beginning of theater rehearsals.

* A published procedure will be set in place prior to the beginning of theater rehearsals to ensure smooth and safe transitions for student check-in and check-out at the theater.

* There will be chaperones for each group of students and each dressing room. There are also volunteers overseeing the entire area and communicating with the tech crew in the theater. No child leaves the dressing room area before their group is ready to go on stage with the volunteer that is to take them to the stage area.

Performance & Theater Etiquette

An essential skill for young performers to learn is how to conduct themselves professionally backstage. The following guidelines have been developed so students may give their fellow performers the courtesy and respect they deserve, to keep disarray to a minimum, to make the performance experience a pleasant, rewarding one for all involved, and to help keep rehearsals running smoothly, efficiently, and safely the dancers.

- All Theater Rehearsals are closed to everyone except dancers, production team members, parent volunteers, and artistic staff members. Parents are not permitted to watch theater rehearsals from the audience, but may take advantage of the theater's waiting areas while the students are in rehearsal.
- Please note that dancers are NOT to be dropped off at the Theater before the designated "Dressing Room Open time," due to security precautions. Please adhere to the Rehearsal Schedules for this information.
- All Drop-Offs of Costumes, Props, or any other items for the production must be coordinated through the Executive Director. Please DO NOT call the Theater directly.
- Students must bow/curtsey to guest professional dancers, teachers and artistic staff when they pass, and are expected to be courteous and respectful to these guest artists, as well as upper-level students, during warm-up class and backstage during rehearsals and performances.

- Students may not run backstage or slide on stair railings. Running could cause an injury that would prevent someone from performing.
- Students may not eat while in costume or when near costumes. Costumes are used year after year. Because they are expensive to replace, they must be kept in good condition.
- Students are not to engage in swearing or off-color conversation. It is important to behave like well-mannered young ladies and gentlemen. Swearing does not promote such an image. In addition, there may be younger students present. They look up to older students as role models.
- Students must respect the theater or venue in which they are performing. Students serve as ambassadors for IBC at all performances, and should reflect this accordingly in their behavior.
- Students are to be supportive of each other. In a dance company it is important to support fellow performers. Students should help each other. Working together will make the production better.

- Students should converse with one another in a quiet tone of voice when talking in the hallways and in dressing rooms. Loud talking could be distracting to performers on stage or to those preparing to perform. Talking of any kind is NOT permitted in the backstage area. The only people permitted to talk backstage are the Stage Manager and Production Manager, Costume Mistress, and other designated adult volunteers, guest artists, IBC staff, or instructors giving directions or instructions to students. Students must respect and listen to all of these adults.
- Furthermore, students are NOT permitted to give stage directions or instructions to other students; these instructions must only come from designated volunteer, production, and artistic staff.
- Parents are advised to provide younger performers with an activity in their dance bag to keep them occupied and settled. Suggested activities for this purpose include coloring books and crayons, reading books, activity books or anything the parent knows his/her child will enjoy doing quietly.
- IBC or the theater in which we are performing is not responsible for lost or stolen valuables, including any electronic devices.
- Only staff, cast members, crew, and volunteers involved in the production are allowed in the backstage area.
- Students are expected to say "thank you" each time when receiving an update from a production staff member (i.e. "10 minutes until places").

- Students are expected to be responsible for knowing which side of the stage is their entrance and exit, and to arrive at these sides on time and prepared.
- Students must knock and wait for a response before entering any dressing room, including their own.

- Students are expected to throw away all food wrappers, bottles, etc. in the trash can, and are expected to flush the toilet and throw away paper towels in the trash can when using the restroom. Please be courteous and respectful of any theater in which you are performing.
- Students are expected to clean up their OWN dressing rooms following each performance. Cleaning dressing rooms is not the job of the IBC Staff or Production Crew.
- Students must be responsible for knowing each piece of their costumes, and where these pieces must be returned. This includes hanging up each costume and costume piece on the correct hanger and/or returning your costume to the Costume Mistress each time you wear it.
- Students must be responsible for ensuring their ribbons are tied accurately so as not to come undone while on stage.
- Students must be responsible for having clean ballet shoes, tights, and appropriate undergarments for each rehearsal and/or performance.

- Students and parents are expected to conform to all hair, make-up, and costume policies and requirements as set forth by IBC Staff.
- Students are expected to maintain a good distance back from the wings when waiting backstage, and to be courteous of those dancers who have very little time to exit and enter the stage.
- Students are expected to be courteous to those dancers with quick changes on the sides of the stage and in designated quick-change areas. Students doing quick changes are responsible for making sure their costume items are in the correct place before the performance begins; if they aren't, please ask the Costume Mistress or another designated volunteer.
- Students are NOT permitted to touch or move any prop or costume item if it is not theirs.
- Only staff, cast members, crew and volunteers involved in the production are allowed in the dressing rooms prior to the performance or during intermission. Backstage volunteers must have a tag provided by the Conservatory identifying them as such.
- Students and parents are expected follow instructions from any and all designated volunteer, production, and artistic staff.

Dress Rehearsals

Dress rehearsals represent the limited time available to the production staff to check many facets of a performance. Therefore, parents and students should make every effort to conform to all costume/make-up/call-time requirements in order to ensure a smooth performance. Unless otherwise posted, all dress rehearsals are closed to everyone except dancers, production team members, parent volunteers, and artistic staff members.