2019-20

Student Handbook
MESSAGE FROM THE DIRECTOR

Fall is full of anticipation for all of us at Pacific Northwest Ballet School, as hundreds of students of all ages enter our studios, some returning and some for the first time. Another school year begins.

I am fortunate not only to teach our students, but also to watch as our renowned faculty inspires young dancers through music, movement and classical ballet technique. Family, friends, and visiting students on field trips fill the hallways while watching our students dance, choreograph, and rehearse. Many young performers will have their onstage debut at McCaw Hall, their first bow, and the rush of hearing thousands applaud their accomplishments. We offer our students a daily opportunity to watch the entire spectrum of a career in classical ballet, by observing PNB Company members and other professional dancers in their daily class, in rehearsals with some of the world’s most talked about stagers and choreographers, and in performances at McCaw Hall and throughout the region.

Our goal is to provide inspiration and education to all of our students in a healthy and positive environment. How proud we are to watch students thrive in dance and graduate from our School to perform with great dance companies and college dance programs around the world. We are equally proud of those who may only study with us for a brief period of time. We hope during that time to share with them the rewards of an extraordinary art form. We look forward to the coming year and welcome our students and families into our School.

Peter Boal
Director of the School
# TABLE OF CONTENTS

- Admission and Enrollment ................................................................. 4
  - Promotions and Conferences .............................................................. 4
  - Class Journals .................................................................................. 4
  - Class Observations .......................................................................... 5
  - Outside Dance Instruction ............................................................... 5

- The Programs ..................................................................................... 6
  - Children’s Division ........................................................................... 6
  - Student Division ............................................................................... 7
  - Professional Division ....................................................................... 7

- Other Programs .................................................................................. 7
  - Open Program .................................................................................. 7
  - Summer Course ................................................................................. 8
  - Eastside Summer Dance Workshops ............................................... 8
  - PNBConditioning ............................................................................. 9
  - DanceChance .................................................................................. 9

- Faculty ............................................................................................... 9

- Consulting Staff ................................................................................ 9

- Performance Opportunities ............................................................... 10
  - Children’s Division ........................................................................... 10
  - Student and Professional Division .................................................. 10
  - PNB Company Productions .............................................................. 11
    - *The Nutcracker* ........................................................................... 11

- Student Tickets .................................................................................. 11

- Registration and Tuition ................................................................. 12
  - Tuition Policies ................................................................................ 12
  - Insurance ........................................................................................ 12
  - Scholarships .................................................................................... 13

- Supporting PNBS ............................................................................... 13
  - Annual Fundraising ......................................................................... 13

- School Policies and Procedures ....................................................... 14
  - Code of Conduct .............................................................................. 14
  - Academic Coordination ................................................................. 15
  - Attendance ...................................................................................... 15
  - Building Rules ................................................................................ 16
  - Cameras and Photography .............................................................. 16
  - Cell Phones ..................................................................................... 16
  - Dress Code ..................................................................................... 17
Facilities………………………………………………………………………….19
Injuries…………………………………………………………………………...19
Lockers…………………………………………………………………………..19
Lost and Found…………………………………………………………………..20
Medical Leave……………………………………………………………………20
Notices and Messages……………………………………………………………20
Parents’ Association……………………………………………………………...20
Photography……………………………………………………………………...20
Student Roster……………………………………………………………………20
Tickets……………………………………………………………………………21
Weight Loss……………………………………………………………………...21

Transportation and Parking………………………………………………………………21
School Buses……………………………………………………………………..21
Parking…………………………………………………………………………...21
Picking up Students After Class………………………………………………….21

Emergency Closure Procedures………………………………………………………….22
Snow Closure……………………………………………………………………...22
Fire/Earthquake Safety Drills……………………………………………………22
Emergency Evacuation Procedures………………………………………………...22

**Statement:**
Pacific Northwest Ballet School offers classes for students age two through adult who enjoy dancing as well as for those who wish to pursue a professional career. Locations in Seattle and Bellevue feature beautiful state-of-the-art studios, spacious dressing rooms, a library, pilates studio, a student lounge and a parent waiting area. PNB School schedules 265 classes per week between the Seattle and Eastside locations.

Pacific Northwest Ballet School is a non-profit organization.

Pacific Northwest Ballet School reserves the right to change without notice any statement in this handbook concerning, but not limited to, rules, policies, tuition, admission, evaluations and curricula.

**Notice of Non-Discriminatory Policy**
Pacific Northwest Ballet School admits students of any race, ethnicity, color, gender identity or presentation, sex, sexual orientation, religion, immigration status, and sensory or mental disability to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of the aforementioned in administration of its education policies, admissions policies, scholarship programs, performance casting, or any other School administered programs.
ADMISSION & ENROLLMENT

Children’s Division classes (Duet, PNB Tots, Creative Movement, Children’s Division Boys and Pre-Ballet) have an Open Enrollment policy. These classes fill quickly and are on a first-come, first-served basis. Students enrolled in Pre-Ballet classes are evaluated in the spring by PNB School Faculty, in consultation with the School Principal, for suitability to the demands of Level I in the Student Division. Advancement from Pre-Ballet to Level I is not automatic. We want to celebrate each student’s unique journey through our school and understand that each student will grow and develop at their own rate and in their own time.

Enrollment in the Student Division (Levels I-VIII) is by invitation only. Returning students are evaluated each year for advancement to the next level. PNB School is selective in admitting new students. Auditions for new students ages 8 to 12 are held in August for admission into the academic year program. Please refer to the website (www.pnb.org) for audition dates and times. Students age 14-18 who wish to be considered for the 2018-19 School Year need to contact the School to arrange an audition if they meet the following criteria: 1) At least 4-5 years of classical ballet training; 2) Minimum of two years of pointe work; 3) Currently studying 12-14 hours per week

PROMOTIONS AND CONFERENCES

Student conferences are held each year for students in Levels III through VIII to discuss progress and goals (students in Level II and below do not receive a formal evaluation). Students will be evaluated by their current instructors in consultation with the school principals. The evaluations address effort, attendance, technical development, strengths and weaknesses, behavior, potential, and will include goal setting. Physical attributes that are considered requisite for professional accomplishment in classical ballet such as feet, turnout, structure and proportions, are at the forefront of conferences in Levels IV-VIII. Conferences last approximately 15 minutes and involve the student, parent(s) or guardian, and two representatives of the School (faculty, School Principal, School Supervisor, or Managing Director). Students are expected to take notes in their class journal (see below) during the conference to use as a reference during the school year. It is important that parents discuss these reports and evaluations with their child to ensure that there is a shared understanding of the student’s progress. Advancement from one class level to the next is not automatic; therefore, students may receive an additional conference at the end of the school year to follow up on progress and class placement. Students will spend more than one year in one or more levels.

Enrollment in Pacific Northwest Ballet School’s Student Division (Levels I-VIII) is by invitation only. PNBS Faculty, in consultation with the School Principal, evaluate each Pre-Ballet student for her or his suitability to the demands of classical ballet in Level I. All students enrolled in the Children’s Division/Student Division receive written confirmation of class placement with registration materials in the Spring, if accepted into the program for the following school year.

The Managing Director and/or School Principals are available to answer any questions or concerns throughout the year. Appointments can be made through the School office.

CLASS JOURNAL

All students in Level III and above are required to keep a class journal to record corrections and conference notes. A spiral notebook or composition book may be used for this purpose. At the discretion of the student’s instructors, students may be expected to bring this notebook with them to every class. We recommend that at the end of each class, each student record all corrections made to him/her personally or to the class in general. This list should be reviewed daily to remind the student what to think about and work on in the studio. If there is something the student does not seem to understand, he/she should ask the teacher who made the correction for clarification or help. Journals are used as a tool for student progress and understanding. Students should bring their journals to their conferences in order to keep record of goals that are being set.
**Watch Days**
Parents/guardians are invited to observe class during designated observation weeks. Families will be notified when Watch Days are scheduled. The class observation schedule is subject to change. This is an opportunity to observe your student’s progression and experience ballet class from start to finish: barre and center. We recommend staying to observe the entire class. This observation is NOT open to the public (friends, etc.), but is for parents/guardians to observe their student’s progress.

**Watch Day Etiquette**

We encourage attendance at Watch Day and know this is a special and unique educational opportunity. Parents must follow the guidelines below.

Please plan to stay for the entire class period; leaving during class is distracting. If you do need to leave the studio during class, please wait for an appropriate break before leaving and re-entering.

Please do not bring children under the age of 4, unless they can sit still for the entire class period without disruption. Color crayons and markers are not allowed in the studios.

No cell phones, cameras, camcorders, laptops or electronic equipment of any kind are allowed in the studios during classes. Absolutely no cell phone usage of any kind is permitted during a Watch Day.

No food or drink in the studios.

Please: no talking during class.

No taking notes.

Special permission may be given to observe at another time in cases of special circumstances. Such arrangements can be made by calling the School office.

Visitors are asked to restrict observation of classes to Watch Day. Please remain in designated waiting areas at all other times.

**OUTSIDE DANCE INSTRUCTION**
Each class level follows a carefully planned curriculum each year, requiring students to attend a specific number of hours of class each week throughout the school year. We strongly advise against seeking outside training or private lessons, as this conflicts with the curriculum of Pacific Northwest Ballet School.
THE PROGRAMS

Pacific Northwest Ballet School is divided into three divisions designed to challenge the physical and technical abilities of each student. The School’s syllabus, developed by the Director, School Principals, and faculty, establishes classroom curriculum and defines how it is to be taught, thus assuring consistency within the School. The syllabus is periodically reviewed by the Director and faculty, and enhanced with the objective of offering the finest possible ballet training.

PNB SCHOOL CHILDREN’S DIVISION
Children’s Division classes introduce children to music and movement through a progression that stresses creativity and group interaction. All classes feature live piano accompaniment. Students in Creative Movement, Pre-Ballet and Children’s Division Boys Class participate in an annual spring performance, “Petite Finale,” in May. No audition is required for enrollment in Children’s Division classes. The last week of each semester is a make-up week for any quarterly classes missed.

Duet
Toddlers ages 2 to 3 and a parent or caretaker dance together while focusing on rhythm, movement and music. Students enroll on a quarterly (9 week) basis and attend a weekly 45-minute class. Students must be at least two years old at the time of registration.

PNB Tots
PNB Tots is designed for 4 year olds. Students dance and move in a stimulating environment focused on creativity, group interaction and the joy of self-expression. Students enroll on a quarterly (9 week) basis and attend a weekly 45-minute class. Students must be ready to participate in class without parental supervision, as class observation is limited to designated watch days.

Creative Movement
Creative Movement is for students ages 5 and 6. Classes encourage imagination, self-expression and group interaction while introducing students to basic movement and music concepts and proper classroom etiquette. Students enroll on a quarterly (9 week) basis and attend a weekly one-hour class. Spring quarter classes include preparation for the Petite Finale. Students may take Creative Movement classes for two years; consecutive quarter enrollment is not required.

Children’s Division Boys Class
Children’s Division Boys Classes are for men ages 5 to 6. Classes encourage imagination, group interaction, movement and team-work while building flexibility and classroom decorum. Students enroll for a 9-week quarter and attend a weekly 45 minute class. Spring quarter classes include preparation for the Petite Finale.

Pre-Ballet
Pre-Ballet classes offer a prelude to formal ballet instruction for 7 year olds. Students are introduced to ballet vocabulary and barre work while building flexibility of movement, dance exploration and classroom decorum. Pre-Ballet students enroll for a 19-week semester and meet once a week for a one-hour class. Spring semester classes include preparation for the Petite Finale. There are no make-up classes for classes missed in Pre-Ballet.

Students enrolled in Pre-Ballet classes are evaluated in the spring by the PNBS Faculty, in consultation with the School Principal, for suitability to the demands of Level I in the Student Division. Enrollment in Levels I-VIII is by invitation only.
STUDENT DIVISION
Levels I-VIII
Children ages 8-18 enter the Student Division by audition. If accepted, the student is placed in one of eight curriculum levels. Students learn progressive levels of ballet technique following the School syllabus for each age-appropriate level. Yearly advancement is based on faculty evaluations of the individual student’s technical ability, physical aptitude, strength, classroom effort and attendance. Separate Men’s classes are offered at each level and focus on the technique, physical strength and power of male dancing. Women in Level IV must meet the minimum standards required for beginning pointe work. Modern classes are an integral part of the core curriculum for upper levels and are offered in accordance with instructors’ professional teaching and performance obligations outside of PNB; therefore classes may not meet consistently throughout the School Year. Students will be notified regarding the Modern class schedule via posted information on the student and parent boards.

PROFESSIONAL DIVISION
The Professional Division lays the foundation for a professional career. Participation in the Summer Course is required in order to be considered for admission into the PD program. Summer Course students in Levels VII and VIII receive application materials for the PD program prior to Summer Course. Students interested in applying for the program must submit the necessary paperwork by July 1st, to allow sufficient time for faculty and staff to identify and review the applicants during Summer Course. Admission to the PD program is by invitation only, and students are notified of acceptance to the program before the end of Summer Course.

Students invited to the Professional Division concentrate on perfecting technique and developing artistry through an intensive full-day, 40-week, comprehensive program. Professional Division curriculum includes technique, pointe, variations, men’s class, adagio, modern, choreography, repertory, Pilates apparatus classes, essential barre, strength training, and seminars on such topics as nutrition, personal safety, and life skills. This 1 to 2-year program is designed to help students transition from student to professional dancer. PNB School assists students with career planning by offering workshops and resources on the audition/job search process, and through individual counseling/conferences. Selected Professional Division students may also have frequent opportunities to perform in Pacific Northwest Ballet productions throughout the year.

OTHER PROGRAMS
OPEN PROGRAM
Open Program classes are offered for all students age 13 to adult who enjoy dance. Classes are taught by PNB School’s nationally acclaimed faculty and guests from the Pacific Northwest Ballet to live accompaniment. We offer a variety of levels to accommodate the needs of our students, including:

- **Beginning**: Designed for students who do not have any prior ballet experience. Open Beginning is a progressive class that meets once a week starting in September of each school year.
- **Beginning / Intermediate**: Designed for students who have at least 2-3 years of classical ballet training.
- **Intermediate and Intermediate/Advanced**: Designed for students who have 5-10 years or more of classical ballet training.

*Please check the website for current schedules.*
Enrollment in any of the Open Program classes constitutes an agreement to a waiver of liability for injuries sustained or illnesses contracted while a student at the School. Students enrolled in PNB School’s Student Division must obtain permission from the Managing Director or School Principal to participate in Open Program Classes.

**Open Program Class Card Purchase and Refund Policy:**
The Open Program classes are offered on a drop-in basis and cost $16 per class. Class cards are available for purchase at either the Seattle or Eastside location in increments of 5, 10, and 20 classes. Please be prepared to give your name, address, e-mail and phone number upon the purchase of your class card. Class cards expire at the end of the semester (fall, spring, or summer) for which they are purchased. Unused classes cannot be made up after that date. Students may use their class card at either of our locations and must present their card to be marked at each class attended. The Open class card is nontransferable beyond the expiration date and is valid only for the number of classes indicated on the card. PNB School assumes no responsibility for lost or stolen cards. No students will be given refunds for unused classes.

**Open Program Dress Code:**
All students are required to wear ballet appropriate clothing that allows for fluid movement during class. Jewelry and other accessories should be minimal: small earrings and watches at the teachers’ discretion. All students are expected to follow proper hygienic care. Ballet technique shoes are required.

**SUMMER COURSE at THE PHELPS CENTER, SEATTLE**
PNB School hosts one of the top three intensive Summer Courses in the nation. A National Audition Tour is conducted throughout January and February by members of the PNB School faculty. Ballet students ages 12-18 from across the country audition for the five-week program (2020 dates TBA). Acceptance to the Summer Course is highly competitive, and we have limited space in the program. PNB Students in Levels VII and VIII are not required to audition for the Summer Course, but must receive approval from the Managing Director in order to attend. All other PNB Students ages 12-18 must audition.

A supervised dormitory residence is available to out-of-town Summer Course students. Please see our website for additional information. Summer Course alumni have gone on to dance professionally with PNB, New York City Ballet, American Ballet Theatre, San Francisco Ballet and many other ballet companies both nationally and around the world.

**THE FRANCIA RUSSELL CENTER SUMMER COURSE**
PNB students in Levels I-V are highly encouraged to continue their training through the summer via the Francia Russell Center Summer Course. This 3-5 week Summer Course offers an expanded curriculum designed to challenge students in an intensive setting. Coursework includes ballet technique, music, character dance and hip hop for Levels I and II (for 3 weeks). The 5-week program for Levels IV and V include technique, pointe, modern, jazz, character, musical theater, pilates mat class, and seminars on nutrition and other dance-related topics. Current PNB Students enrolled in Levels I-V are not required to audition for the Eastside Summer Course and may take it as a continuation of their school year. Outside students must audition for admittance to the program.

**EASTSIDE SUMMER DANCE WORKSHOPS**
Summer Dance Workshops at The Francia Russell Center provide an enriching and educational dance experience for students in Creative Movement and Pre-Ballet. Students participate in week-long ballet-themed sessions (*The Sleeping Beauty*, *Nutcracker*, *Swan Lake*, etc.) and learn about ballet through dance classes, stories and fun craft projects.
PNBCONDITIONING
PNB School students in Level VI and above are welcome to participate in PNBConditioning, PNB’s pilates-based conditioning program. The aim of the program is to increase a student’s overall strength and flexibility through Mat and Apparatus pilates classes. Private and semi-private apparatus classes and mat class schedules are available. PNBConditioning fees are additional to School tuition fees. Contact the School for more information or visit www.pnb.org.

DANCECHANCE
Created by Francia Russell in 1994, Pacific Northwest Ballet's DanceChance program strives to reach into Seattle and Bellevue communities and discover talented elementary school students. Children who demonstrate they have the physical ability to become professional dancers are provided with classical training, allowing them the opportunity they might not otherwise have to pursue a dance career. Students attend classes twice a week on full tuition scholarship with dance attire, transportation and complimentary tickets to Company performances provided.

FACULTY
Pacific Northwest Ballet School’s faculty is renowned nationwide. They come from many professional dance backgrounds and have performed for such companies as New York City Ballet, Boston Ballet, American Ballet Theatre, Joffrey Ballet, Houston Ballet, Pennsylvania Ballet, and many are current and former Pacific Northwest Ballet Principal dancers. They are carefully selected for their expertise in the dance and education fields, as well as their ability to motivate and nurture students. They are dedicated to the success of each student. All PNB School faculty members adhere to the School syllabus, while bringing their unique background to the studio, giving students a broad dance background designed to meet the eclectic needs of dance companies today. The collective wisdom and experience of the entire staff encourages the exploration of innovative and effective teaching methods that help students learn in a professionally nurturing environment.

CONSULTING STAFF
As the first ballet school in the United States to institute a consulting staff, PNB School takes pride in our leadership educating young dancers. Strong advisory and consulting programs are in place to assist and guide students and parents on an individual and group basis. The consulting staff currently includes a psychologist and physical therapist. The consultants offer a variety of seminars throughout the year on issues of particular interest to dance students, including ballet injury and therapy, growth and development, and college dance options.

PNB School is committed to promoting the healthy emotional development of its students. Our Consulting Psychologist is available free of charge for short-term counseling, intervention services and professional consultations to students who seek additional support in personal development or wish to discuss (in confidence) thoughts and concerns related to PNBS classes, academic school and/or family and social issues. Any information discussed with the Consulting Psychologist will be strictly confidential.

Pacific Northwest Ballet School Consulting Staff:

**Psychologist**
Toby Diamond, Ph.D.
206.323.1988
Available to meet at PNBS, free of charge

**Physical Therapy**
Henry Lu
Velocity Physiotherapy
206.905.8575

In addition to the Consulting Staff, PNB School can provide recommendations for other providers in the fields of Sports Medicine and Nutrition. Please contact the School for more information.
PERFORMANCE OPPORTUNITIES

CHILDREN’S DIVISION

Creative Movement, Children’s Division Boys and Pre-Ballet students have the opportunity to participate in an annual spring performance in May, the Petite Finale. Rehearsal information and permission slips for the Petite Finale performance are emailed in late winter. Students must be currently enrolled and attending all classes in order to perform. The informal performances for family and friends are held in the studios at the Phelps Center in Seattle and at the Francia Russell Center in Bellevue. The students demonstrate skills and knowledge acquired throughout the year. Students and parents also enjoy a guest performance by the School’s advanced students. A reception sponsored by the PNBS Parents’ Association follows each performance. 2020 Petite Finale Performances will be held Saturday, May 2 at the Phelps Center in Seattle, and Saturday, May 16, and Sunday, May 17 at The Francia Russell Center in Bellevue.

STUDENT AND PROFESSIONAL DIVISIONS

All students in Levels I-VIII, DanceChance and the Professional Division are cast in the Annual School Performances held at Marion Oliver McCaw Hall on Saturday, June 13, 2020. Students in each class level perform original pieces choreographed by faculty members. Professional Division students perform original choreographic works and excerpts from PNB’s repertory. (Professional Division students may also be cast to participate in the NEXT STEP performance on Friday, June 12, 2020.) Please note: June 8-12 are required rehearsal days for the performances on the 13th. Students may need to miss school for these final rehearsals.

Rehearsal information and permission slips for the Annual School Performance are emailed out in the winter. Students must be currently enrolled and attending all classes in order to perform. The School advises parents and students that a decision to participate in the Annual School Performance is a commitment to faculty and classmates, and should be made only after carefully considering a student’s ability to attend all scheduled rehearsals. Students who do not normally have classes on Saturdays must be prepared to have School Performance rehearsals on Saturdays in the Spring. Students may need to miss school for final rehearsals in June. Students will not be allowed to participate in the School Performance if rehearsals are missed. Participation is required of scholarship students. Absences due to mandatory academic school trips and/or camps must be submitted in writing as far in advance as possible; students may be asked not to participate in the performance, depending on the length of absence for such trips. Dress rehearsal is mandatory for all students participating in the School Performance.

The Annual School Performance is a ticketed event. Tickets are purchased through PNB’s Box Office at The Phelps Center by phone at 206.441.2424 or online at www.pnb.org.
PNB COMPANY PRODUCTIONS

Students must be currently enrolled and attending all classes in order to participate in any PNB production. Some Company productions have roles for children.

Casting for Company Productions
PNB’s Artistic Director and Ballet Masters (in consultation with the School Principal in some cases) cast students from the School for Company ballets.

Casting decisions are made with considerable thought and care, but are not an indication of professional potential. The Company in no way regards selection of students as a reward for students’ efforts or merit or as a reward for families’ time or financial investments. To do so would create an expectation among students and families that the Company cannot consider in making its selections.

Many factors go into the section of students - height, technical ability, movement quality, demeanor, behavior, spatial awareness, ability to learn choreography, among many others-and these are weighed differently for every production and even differently for the same production from season to season depending on contextual circumstances.

The Company encourages all the students of PNB School to focus on their ballet classwork and to remember that the annual School Performance is the opportunity provided for all students to demonstrate their achievements each year.

There are no make-up classes for ballet classes missed due to rehearsals or performances.

George Balanchine’s The Nutcracker®
Pacific Northwest Ballet presents the George Balanchine’s The Nutcracker® each season. The Nutcracker has many children’s roles, which are filled exclusively by PNBS students. Participation in The Nutcracker is voluntary. Students in Level II through Level VI are eligible to audition. Auditions are held in September and School families receive information prior to the event. PNB’s Artistic Director and Ballet Masters (not the School) make Nutcracker casting decisions based on the criteria stated above. Students attending the audition should be fully committed to participation regardless of role decisions. Before deciding to audition for The Nutcracker, students and their families should carefully consider the extensive time commitment required for rehearsals and performances. Students must attend all rehearsals in order to participate in The Nutcracker. If a student’s family anticipates difficulty with the rehearsal schedule, he/she should not audition.

Being cast in The Nutcracker (or any other Company production) is no indication of professional potential nor is it a guarantee of advancement in the School.

STUDENT TICKETS
All students in Levels IV-VIII will receive two tickets, twice a year to PNB Company performances (to be determined) throughout the year. It is mandatory and an essential component of the education of our students. More information on student tickets can be found on page 21.
REGISTRATION AND TUITION

To register, submit a completed registration form with the non-refundable registration fee. Registration forms are available in the School offices or may be mailed or faxed upon request. Tuition accounts must be current to receive class placement notification. Students are responsible for the full year of tuition.

TUITION POLICIES

Students registered for Pre-Ballet, Level I – Level VIII and the Professional Division enroll for 39 weeks. Monthly installment payments are due by the first day of each month. Please note: the monthly and semester installment payment options include an additional processing fee.

Duet, PNB Tots, Creative Movement and Children’s Division Boys students enroll for 9-week quarters with full year, semester, or quarter tuition payment due one week prior to payment deadline. A $50 fee will be charged to active accounts more than 30 days past due. Quarterly class enrollment is open through mid-March.

A 10% sibling discount is available for families with more than one student enrolled in PNB School. This discount will be applied to the youngest student’s tuition.

Students admitted after the school year/quarter has begun are eligible to pay a pro-rated amount.

Once classes have begun, tuition is not refundable.

All accounts must be paid in full by June 5, 2020, or students will not participate in the year-end School Performance.

Students who do not participate in class or withdraw before the end of the quarter/school year are obligated for the full quarter/year’s fees. Withdrawals will not be considered mid-month. A student who withdraws mid-month is responsible for the full month’s payment.

Students may be eligible for pro-rated tuition if they must withdraw from classes due to prolonged illness or severe injury (verified by physician’s written orders). If a student is injured 30 days or more, they may be eligible for refund of up to 75% of the tuition during the time of injury, upon the discretion of the Managing Director. No full refunds will be given for an injury.

Students who decide not to continue for the second half of the school year must formally withdraw (via written notification) before January 25th in order to be eligible for pro-rated tuition. Students who follow this procedure may be relieved of responsibility for the second half of the year’s tuition (January 27–June 13). Again, this is upon approval of the Managing Director.

Students with outstanding accounts will not be registered. A $20 fee is charged for returned checks. Late payments will be charged a $50 late fee per month until the account balance is current. Accounts delinquent three months require enrollment in Auto-payments.

INSURANCE

A mandatory insurance fee (included in tuition) provides coverage for accidents that occur in class. Accidents must be reported immediately to the School office by the student. Failure to do so will jeopardize insurance coverage. An insurance form must be completed and the claim filed within 20 days of the accident. Deductible and upper limits apply. Please note that PNBS’ insurance policy is a secondary policy.
SCHOLARSHIPS

Financial Aid scholarship support is granted on a year-by-year basis for eligible families. Financial assistance is determined in the summer for the following academic year. **Previously awarded financial aid does not transfer from year to year; families must reapply.**

Applications are available in the School office and must be completed and returned by the posted deadline for consideration. The deadline for the academic year application is July 1st. PNB’s financial assistance application process utilizes the services of School and Student Service for Financial Aid (SSS). SSS does a comprehensive, standardized analysis of the information received and, upon completion, submits a report to PNB, which provides an estimated amount that a family can contribute toward educational expenses.

The application form for SSS is called the Parent Financial Statement (PFS). The PFS form can be completed online at [https://www.solutionsbysss.com/parents](https://www.solutionsbysss.com/parents) for a $51 non-refundable processing fee. Please apply **no later than July 1** to allow sufficient processing time.

All application and financial information is confidential. Summer Course application requires a separate process with an April deadline. Financial assistance is determined by a committee of artistic, Board and administrative staff, based on financial need. Class performance, talent and potential are also considered.

SUPPORTING PNBS

ANNUAL FUNDRAISING

Pacific Northwest Ballet School provides the highest caliber dance education and is ranked as one of the top three ballet training institutions in the United States. We are proud of our dedicated faculty and staff, live piano music for all classes and the most modern dance facilities available. However, as a non-profit organization, tuition only covers 70% of the cost of operating Pacific Northwest Ballet School.

Gifts from PNBS Parents, both past and present, are vital to our Annual Fund. Many of our current parents give through the Parents Campaign. The money raised from this campaign is essential in helping the School bridge the very real gap between tuition and the actual cost of running PNBS. Visit [https://www.pnb.org/support/parents-annual-fund-campaign/](https://www.pnb.org/support/parents-annual-fund-campaign/) to view membership benefits and/or make your gift or pledge easily and securely over the Internet. To discuss your giving options and benefits, or to make your gift today, please contact the PNB Development Office at 206.441.3593 or giving@pnb.org.

There is no correlation between parents’ personal gifts to the School and a child’s progress in PNBS classes or in the casting of PNB productions.
SCHOOL POLICIES AND PROCEDURES

CODE OF CONDUCT
It is the policy of Pacific Northwest Ballet School to maintain a positive, healthy and productive learning and working environment for all students, staff and dancers. PNBS students are supported by a dedicated faculty, administration and consulting staff. Pacific Northwest Ballet School takes pride in offering students numerous performance opportunities, world-class facilities, one-on-one faculty/student conferences and a highly regarded conditioning program.

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

The following are absolutely forbidden at Pacific Northwest Ballet School:

- Firearms/Weapons: Any student possessing a firearm, explosive, knife, incendiary device, or any other weapon of any kind will be expelled.
- Physical intimidation or injury
- Any student possessing, buying/selling, using, or under the influence of alcohol or illegal drugs (including marijuana), or any student providing alcohol or drugs (including prescription drugs) to another student will be expelled.
- Self-destructive behavior
- Sexual harassment
- Smoking: PNBS is non-smoking. Washington state law makes possession of tobacco by anyone under the age of 18 a misdemeanor punishable by a $50 fine and four hours of community service. PNB School prohibits smoking on all PNB property and all Seattle Center grounds, including the Intiman garden area, the fountain, and the Phelps Center. Students disregarding this policy face suspension and/or expulsion.
- Theft
- Verbal abuse, bullying, intimidation, or harassment of any kind
- Improper use of the internet
- Willful destruction or misuse of PNBS or another person’s property
- Photography and/or video recording in PNB studios at any time without prior written permission from PNB staff.

Any of the above actions will be reported immediately to the Managing Director, who will, in consultation with the Artistic Director, decide appropriate disciplinary action. Penalties may include but are not limited to:

- Dismissal from the School
- Retracting scholarship and/or stipend assistance
- Suspension from classes
- Referral to counseling
- Fines
- Probation
ACADEMIC COORDINATION
Many schools grant Physical Education credit or exemption for ballet instruction. Students may also arrange to obtain credit for Fine or Performing Arts Education. Check with your academic advisors if this is of interest and speak to PNBS staff to obtain necessary documentation. Some students may be able to get permission for early dismissal in order to arrive at PNBS in time for class. Please do not ask for an exemption from PE unless it is absolutely necessary. PNB School encourages participation in most PE activities.

Academic Options for Professional Division Students
Second Stage, Pacific Northwest Ballet’s career transition program for PNB company dancers, is pleased to provide a great academic opportunity to the Professional Division (PD) Students at Pacific Northwest Ballet School. Over the past nine years, PNB company dancers have attended university classes, offered by Seattle University (SU) and Second Stage. Since 2007, Second Stage has allowed PD Students to join the company dancers in these academic classes. This unique program provides university classes to PNB dancers, with a schedule that compliments the dancers’ rehearsal and performance schedule. Seattle University professors bring these classes to the dancers at the Phelps Center (PNB’s home), on Monday or Tuesday night after rehearsals. The classes offered by Seattle University are transferable to other colleges, and they are each 5-credit classes. Students must show proof of high school completion, or GED before applying to take these SU classes.

Distance education and correspondence courses are also another option to consider. Most major universities offer distance education or correspondence courses that can be applied toward a degree. These courses typically allow students to work around their own schedule; however, they do require a great deal of discipline and dedication for success.

Additionally, PNBS is pleased to be able to offer PNBS Professional Division students with exam proctoring services for distance and correspondence courses. Exams can be proctored by PNBS Staff in the School Library during business hours. Proctor requirements can vary greatly at different institutions, so please check ahead with your academic school prior to enrollment.

ATTENDANCE
Students are expected to attend all scheduled classes. Students or their families must report all absences to the School prior to class time in order to be excused. Students who are injured are expected to observe classes and take notes. Students may be excused from being required to observe classes during cases of extended absences due to injury on a case by case basis at discretion of the School Managing Director and/or School Principal. Attendance is critical to consistent progress and advancement in the School. Poor attendance (for any reason) may jeopardize a student’s placement, participation in productions, promotion or Financial Aid. Classes are not transferable. Make-up classes are not offered for Pre-Ballet, Level I-VIII or Professional Division classes. The 19th and 38th week of the school year are make-up weeks for quarterly classes.

Students who do not normally attend Saturday classes must be prepared to have School Performance rehearsals on Saturdays in the Spring.

It is essential that students come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries and disrupts class concentration. Students more than ten minutes late to any class will be asked to sit and observe.
BUILDING RULES

- Be respectful of the administrative staff by keeping noise to a minimum in the lobby areas.
- Food and drinks are restricted to the student lounge; gum is not allowed.
- Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture and equipment with respect.
- Use of Hot Stuff or “jet glue” for pointe shoes is prohibited inside the building.

CAMERAS & PHOTOGRAPHY

**Photography and/or videotaping of any kind is not allowed** in the Phelps Center, the Francia Russell Center, nor at McCaw Hall without first obtaining written permission from PNB’s Media Relations Manager (or PNB School office for School-related events), notifying the dancers and/or students in advance, and – in the case of our union performers – getting approval for usage of said images, including internet and social media usage.

PNB prohibits photography and video recording for personal, educational or commercial use without written permission and/or accompaniment by PNB’s Media Relations Manager or other authorized PNB personnel. This applies to ALL still-camera and video photography (including cell phone cameras), anywhere in the building, whether involving company dancers, PNB School students, or PNBConditioning clients. If you notice someone taking pictures or filming in our hallways or studios and you don’t feel comfortable confronting them directly, please notify the front desk and/or media relations manager Gary Tucker immediately.

Registration forms for all PNBS programs include an agreement which gives PNB School permission to take photos of students in classes and/or performances to use for purposes of promoting Pacific Northwest Ballet.

*If you have any questions, please contact Gary Tucker at 206.441.2426, 206.328.8825 (cell) or GTucker@PNB.org. Thank you!*

CELL PHONES

The Phelps Center and Francia Russell Center prohibit cell phone use in the studios and restrooms. As stated in the Cameras and Photography policy, photography and/or videotaping of any kind is not allowed in the Phelps Center, Francia Russell Center, or McCaw Hall without first obtaining written permission from PNB’s Media Relations Manager. Students must turn off all cell phones and store them safely in a locked locker before entering the studios at Phelps Center and Francia Russell Center.
DRESS CODE

Duet
Non-restrictive clothing

PNB Tots, Creative Movement, Pre-Ballet, Levels I-VIII

Female:
Tights & Shoes:
Pink and flesh colored tights are welcomed. Tights should be matte (not shiny or Lycra), with no holes and worn without underwear. Ballet slippers should be leather, align with the color of the tights, and sewn with a single elastic.
Leotard (color appropriate for the Level; see color chart below)
Mid-length to long hair is required to be pulled back into a neat bun and fastened securely using pins and a hair net. Short hair needs to be fastened away from face. Students/parents must be responsible for the necessary supplies to have hair done before class time.
Pointe shoes are required for Level IV-VIII (Freed preferred; personal fittings are scheduled each fall). Pointe shoe color should align with tights.

Male:
Short-sleeved white leotard (clean, snug-fitting white t-shirts acceptable for Level VII and above)
Black tights. **No short cut-off tights or shorts are permitted at any time for any class or rehearsal (including Next Step).**
Thin white crew-length dance socks (no tube socks)
White ballet shoes
Dance belts are required for Level I and above.
Men must wear shirts or leotard at all times.
Hair should be combed and fastened away from face if long.
No headbands, bandanas, or other headwear.

*Please note: Do not use fabric softeners when laundering dance attire; it damages studio floors.*

PNBS Logo Leotards
PNBS’s dress code is designed to encourage unity and discipline among our students. All students in PNB Tots, Creative Movement, Pre-Ballet, and Levels I-VIII are required to wear PNBS logo leotards. Students not meeting the required dress code will be restricted from participation in class.

Leotard Colors

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Leotard Color</th>
<th>Class Level</th>
<th>Leotard Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNB Tots</td>
<td>Black</td>
<td>Level IV</td>
<td>Turquoise</td>
</tr>
<tr>
<td>Creative Movement</td>
<td>White</td>
<td>Level V</td>
<td>Perfect Plum</td>
</tr>
<tr>
<td>Pre-Ballet</td>
<td>Red</td>
<td>Level VI</td>
<td>Royal Blue</td>
</tr>
<tr>
<td>Level I</td>
<td>Pink</td>
<td>Level VII</td>
<td>Chocolate</td>
</tr>
<tr>
<td>Level II</td>
<td>Light Blue</td>
<td>Level VIII</td>
<td>Navy</td>
</tr>
<tr>
<td>Level III</td>
<td>Orchid</td>
<td>Boys/Men</td>
<td>White</td>
</tr>
</tbody>
</table>
Purchasing Leotards
These beautiful PNBS-logo leotards are designed to suit PNBS’ dress requirement standards and create a uniform appearance in the classroom. Leotards may be purchased through Empire Dance Shop.

Phone: 888.445.8848    Fax: 509.838.6929    Email: service@empiredanceshop.com

Leotard order forms are available in the School office and on PNB School’s website.

Professional Division Dress Code

PD Women:
- Black Leotard for Technique, Pointe, Pas de Deux, and Extended Curriculum classes;
- White Leotard and white pointe skirt for Variations class;
- Pink or flesh colored Tights; Technique Shoes should align with the color of the tights. Tights must not have runs or holes;
- Pointe shoes (Freed preferred; personal fittings are scheduled each fall);
- Leotard Guidelines: No excessively low or criss-crossed backs, sparkle, Lycra, contrast or patterned materials. Same color velvet allowed as edge trim on leotards;
- PNBS Logo Leotards: PD Women have the option (not required) to order PNBS Logo leotards in black or white.

PD Men:
- Short-sleeved or tank-style white leotard, or white fitted dance t-shirt;
- Black tights (no short, cut-off tights);
- White dance socks;
- White technique shoes;

Saturday and Theater for PDs:
- Black or pastel colors for female dancers;
- Male dancers are permitted to wear plain colored t-shirts (no graphics or writing);
- No cut off tights are permitted to be worn by males or females.

Next Step for PDs:
- Dress code or attire that allows safe movement and execution of company choreography (ie. Sweats, socks, tshirts);

Extended Curriculum Classes (Level IV-VIII and PD)

Women’s Variations:
- Level VII - regular level leotard and black skirt;
- Level VIII & PD - white leotard and white pointe skirt;
- Pas de Deux: black tights allowed for women;
- Jazz - jazz or technique shoes, black tights allowed for women;
- Modern - technique shoes or bare foot, black tights allowed for women;
- Seminars and Music - street clothes;

Additional Dress Code Guidelines
- No shirts, legwarmers, skirts, etc., may be worn;
- Jewelry should be minimal: small earrings and watches at the teachers' discretion. NO facial jewelry (nose rings, etc.);
- Shoes should be neatly sewn with like color thread. NO safety pins;
- Dancewear is to be kept laundered and in good repair. Any holes should be mended with same color thread. Fabric softener SHOULD NOT be used when laundering dancewear;
- Please mark clothing, shoes and dance bags with the student’s name and class level. Extended curriculum dress code requirements are mandatory as announced;
- Dress Code must be adhered to in all Company rehearsals;
- Students that do not have proper hair or attire may be asked to sit out.
Dress Code for Arriving and Leaving the School
No one is to arrive or leave PNB School wearing only leotards. This policy reflects the professional atmosphere of Pacific Northwest Ballet School and our concern for the safety of our students. The Parents' Association always stocks PNBS sweatshirts and simple black pants with the PNBS logo. The sweatshirts and pants are easy to put on over leotards, and the money raised from the sale of Parents' Association merchandise benefits the school scholarship fund and various school functions and is available for purchase from the School office.

Dress Code Reminder for Holidays
Students are expected to follow the PNBS Dress Code on all holidays. PNB School will be closed after 4:00pm on Halloween.

Dressing Rooms
When your child arrives for class, please instruct him/her to change his/her clothes in the dressing room, and leave their clothes (including coats and clothes worn over leotards) in the dressing room. NO CLOTHING, INCLUDING SHOES, SHOULD BE LEFT IN THE LOBBY OR THE PARENT WAITING AREA. You are welcome to accompany your child to the dressing room.

FACILITIES
Students and parents are asked to remain on the main floor of each School. Students are expected to wait for class in the student lounge or quietly at their designated waiting area. All PNB pianos are off-limits for students.

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

If an injury occurs (either in or outside of class), please do the following:
• Notify appropriate faculty and front office immediately so that proper documentation can be made.
• Have your doctor fax a report on your injury to the School office in order to facilitate your recovery.
• We must receive written permission from your doctor allowing you to resume classes.
• Any student with an injury requiring limited participation in class or a significant leave of absence from PNBS must meet with the School Principal or Managing Director to set up a recovery plan before returning to classes.

LOCKERS
Students in Level III and above are assigned lockers each Fall for the academic year. Students supply their own padlocks. It is the responsibility of each student to keep his or her locker locked. PNBS is not responsible for lost or stolen articles. Students may not share lockers and should not remove anything from another person’s locker. No student should give his/her locker combination to anyone for any reason.
LOST AND FOUND
Lost and found bins are located outside of Studio G at The Phelps Center and in the dressing rooms at The Francia Russell Center.

MEDICAL LEAVE AND DOCTOR’S NOTES
Attendance in all classes is mandatory. However, Medical Leave may be initiated by PNBS for the management of physical or emotional conditions that hinder a student’s ability to participate in class. Medical Leave may also be requested by a student or parents. When the student is ready to return to the School, written communication to the Managing Director must be received from the parents and the student’s physician and/or counselor, indicating any recommendations, conditions and/or limitations placed on the student’s return, such as participation in ongoing treatment. Students may return from Medical Leave only with the approval of Pacific Northwest Ballet School. Refunds will be at the discretion of the Managing Director.

NOTICES AND MESSAGES
It is the responsibility of each student to check the bulletin board before and after each class. Class schedules are subject to change; therefore students need to check the board daily. Parents should check posted information for younger students. Weekly schedules, including changes and important notices, are posted on the School bulletin board. The student board is located in the Student Lounge at both schools.

PARENTS’ ASSOCIATION
PNBS Parents’ Association helps further the goal of quality dance education by providing a variety of support services to PNBS students, parents, faculty and staff. The Parents’ Association contributes essential financial, educational and event assistance to the yearly operation of the School. All parents of PNBS students are members of the Parents’ Association. A Steering Committee is recruited from the members to serve as the liaison between the parents of the School and the Administration. Parents interested in becoming active in the Association may indicate their willingness to volunteer by contacting the School office. There is no correlation between parents’ serving on the Steering Committee and a child’s progress in PNBS classes or in the casting of PNB productions.

PHOTOGRAPHY
Registration forms for all PNBS programs include an agreement which gives PNBS permission to take photos of students in classes and/or performances to use for purposes of promoting Pacific Northwest Ballet. Students may NOT take any photos/videos on the PNB premises without prior permission from the School staff. Please see page 16 for more information.

STUDENT ROSTER
Each semester, student roster information including class lists, addresses and academic schools is available in the School office. Roster information may be useful in arranging carpools.
TICKETS/ATTENDING PERFORMANCES
We encourage all students to attend PNB Company performances. The live theater experience provides an essential and enriching component to the education of our students. Tickets for all PNB performances may be purchased in person at PNB’s Box Office at The Phelps Center, by phone at 206.441.2424 or online at www.pnb.org. Students are eligible to purchase a half-priced ticket one hour prior to curtain, subject to availability. Required PNBS student ID cards are issued in the School office. Student rush does not apply to The Nutcracker or a sold-out performance. PNBS families are offered discounted PNB Subscriptions throughout the academic year. Contact 206.441.2425 for information.

Students in Levels IV-VIII will receive two tickets, twice a year to Company performances (to be determined) throughout the year. Attendance at these selected performances is mandatory.

Expectations for Students Attending Performances
PNBS students are expected to behave in a responsible, respectful, and disciplined manner when attending the ballet. Be mindful of other patrons seated nearby and remember you are representing PNB. The theater experience should be enjoyable for all. Disruptive behavior (talking, kicking chairs, excessive fidgeting, chewing gum) will not be tolerated. Conversation/critiquing of performances should be saved for intermission or after the performance. Should surrounding patrons complain of such behaviors from students, disciplinary action may include a warning to cease the disruption, suspension from the theater and/or loss of ticket privileges.

WEIGHT LOSS
If any member of PNB School’s faculty or staff observes the appearance of rapid weight loss at any time during the school year, or if it appears that a student is below a healthy weight, the parents will be called and the student will be referred to a Nutritionist and/or Consulting Psychologist.

The Managing Director or School Principal will make a decision either to speak to the student or to keep an eye on the student to see if the situation improves or worsens.

TRANSPORTATION AND PARKING

SCHOOL BUSES
Students attending Seattle Public Schools can sometimes make arrangements with the district to be transported directly to The Phelps Center for ballet class.

PARKING
School parents and students may purchase monthly parking passes at a discounted rate for the Seattle Center Garage. Monthly passes must be purchased by the 15th of the preceding month in the School office. Limited free parking is available at The Francia Russell Center in Bellevue due to Sound Transit construction.

PICKING UP STUDENTS AFTER CLASS
Parents are expected to pick up students promptly after classes. Please contact the School if you are delayed or anticipate a delay. School staff closes the building 30 minutes after the final class of the day (Please note closing times may differ between Seattle and the Eastside, and may vary from day to day. Contact the School for specific closing times). A fee of up to $20 may be charged if staff has to wait with a student 15 minutes or more after the building officially closes.
EMERGENCY CLOSURE PROCEDURES

SNOW CLOSURE
PNBS will be closed for snow or other weather/disaster conditions in Seattle when Seattle Public Schools are closed and in Bellevue when Bellevue Public Schools are closed. Closure of after-school activities has no bearing on whether or not we are closed. If you are uncertain regarding closure, please call the School. There are no make-up classes for weather-related closures.

FIRE/EARTHQUAKE SAFETY DRILLS
Meetings are conducted for all students at the beginning of the school year to discuss fire/earthquake safety and evacuation procedures in case of an emergency. In addition, fire drills are conducted throughout the year. In the event of a fire at The Phelps Center, faculty and staff will escort students to the Intiman Theatre courtyard (west of The Phelps Center); at The Francia Russell Center, faculty, staff and students go to the north end of the parking lot.

EMERGENCY EVACUATION PROCEDURE (SEATTLE CENTER CAMPUS)
In the event of an emergency evacuation order on the Seattle Center Campus, all staff, faculty, students and guests will immediately leave The Phelps Center and walk directly to the Maxwell Hotel, 300 Roy Street (one block north of The Phelps Center). A message will be posted on the front door of the Phelps Center and placed on Pacific Northwest Ballet’s and PNB School’s phone systems (206.441.9411 or 206.441.2435) if the phones are in operation. Faculty and staff members will remain at the Maxwell Hotel until all students have been picked up.