



## Pacific Northwest Ballet School 2024 Summer Course Handbook



# PACIFIC NORTHWEST BALLET SCHOOL SUMMER COURSE HANDBOOK

## WELCOME TO PACIFIC NORTHWEST BALLET SCHOOL!

We are so glad to have you with us this summer. Our faculty and staff are committed to making this a most productive summer for everyone, given our current restrictions.

This handbook contains information you need to know while you are studying with us this summer, and will hopefully answer any questions you might have. If you have additional questions, please don't hesitate to ask.

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## Who's Who at Pacific Northwest Ballet School

### STAFF:

Peter Boal	Director	
Denise Bolstad	Managing Director	denise@pnb.org
Abbie Siegel	School Principal	
Marisa Albee	Assistant Principal	
Mairi Nicol	School Supervisor	
Wendy Casper	Assistant to the Managing Director	
Kristen Carder	Registrar	pnb.school@pnb.org
Naomi Glass	Director of Access Programs	
David Jensen	Summer Residence Director	dave@pnb.org
Allison Larson	Pilates/Conditioning Coordinator	pnb.conditioning@pnb.org
Katherine Straight	Assistant Registrar	
Lindsay Merz	FRC Coordinator	
Rachel Henderson	Phelps Center Front Desk Administrative Assistant	
Hollis Evey	Administrative Assistant	
Elsa Goodmon	Administrative Assistant	
Sam Maifeld	Administrative Assistant	
Madison Mullineux/Perrault	Administrative Assistant	
Erin Rolseth	Administrative Assistant	
Don Vollema	Music Staff Coordinator	
Lauren Kirchner	COVID Supervisor and Office Manager	

### FACULTY:

The distinguished faculty of PNBS is dedicated to providing the highest caliber of ballet training to our students. PNBS's diverse and talented faculty includes current and former dancers from Pacific Northwest Ballet, New York City Ballet, San Francisco Ballet, American Ballet Theatre, Royal Winnipeg Ballet and Dance Theatre of Harlem, among many others. For more information on our faculty, visit our website: [About | PNB School | Pacific Northwest Ballet](#)

### ACCOMPANISTS:

A full list of accompanists can be found on our website: [About PNB Staff](#)

### CONSULTANTS:

Pacific Northwest Ballet School has been a national leader in offering consulting services to its students. Professionals in the fields of psychology, sports medicine, physical therapy, and nutrition are affiliated with the school. They work with students on an individual and group basis to promote emphasis on preventive care and action. Injury screening is also offered by appointment. More information about our consultations can be found on page 9.

Josh Spell	MSW, LSWAIC, Therapist	206.852.9823
Dr. Steven J. Anderson	MD, Sports Medicine	206.523.1422
Henry Lu	PT, ATC, Physical Therapist	206.905.8575
Monica Van Winkle	MS, RD, Dietician	

## **THE PHELPS CENTER**

The School and Company are located at 301 Mercer on the campus of the Seattle Center and adjacent to McCaw Hall. The Seattle Center is situated on eighty-nine acres whose grounds and buildings originally hosted the 1962 World's Fair. Building features include:

- Seven studios; each studio has a "sprung wood" floor covered with a special marley floor designed especially for dance.
- The gallery studio or Studio C is the largest, sixty feet wide by seventy feet long and features three bay windows. The studio is the same size as McCaw Hall stage and is used by the Company for class, rehearsals and studio performances.

The seven studios, all located on the first level, are marked A through H. The school offices are also located on the first floor.

The second floor consists of administrative offices, artistic offices, costume shop, physical therapy room, production and staff lounge.

### **DRESSING ROOMS, LOCKERS, and DANCE BAGS**

All students will be assigned a locker. Please keep it locked at all times with a sturdy combination lock. Leave valuables at home; PNB School is not responsible for lost or stolen articles.

### **STUDENT LOUNGE**

A student lounge is located across from Studio C. Students may eat their lunch in the lounge or outside on the grounds. Vending machine juice, water, and snacks are available. Please DO NOT leave belongings unattended in the lounge. Students will have access to a refrigerator.

### **BULLETIN BOARDS**

Schedules, including changes and important school notices are posted throughout the building. It is the responsibility of the student to check this information several times a day.

### **LIBRARY**

PNB's Dance Library houses nearly 600 books about dance and music, an extensive collection of dance magazines (some of which date back to the 1940's) programs from PNB and other companies, many general reference books, and a good selection of dance videos. Students are able to use the library as a quiet study area.

### **PHELPS CENTER BUILDING RULES**

- Chewing gum is not allowed in the Phelps Center. Students must assume the responsibility of disposing of their garbage properly inside and outside the building - littering will not be tolerated.
- Students are not allowed on the second floor, where administrative offices are located, without prior permission.
- Use of Hot Stuff or "jet glue" for pointe shoes is prohibited inside the building.
- No fabric softener, baby powder, lotion, hot glue, or gum is permitted in the studios.

## STUDENT INFORMATION

### CODE OF CONDUCT

All students are expected to be well-behaved, courteous, honest, and to abide by the rules of PNB School, the PNB Summer Residence, Seattle Pacific University, and all state and local laws and statutes. Failure to do so will result in disciplinary action, parental notification, and/or immediate dismissal from the Summer Course and forfeiture of all fees. In addition, if state or local laws are broken, the appropriate law-enforcement agencies will be notified. If any student anticipates difficulties in abiding by these rules, they should not plan on attending the Summer Course.

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. Pacific Northwest Ballet (PNB) recognizes ballet's historical disparities around opportunities for people of color. PNB has been, and continues to be, committed to shifting the culture of our organization in order to create [safe spaces](#) for people of color (POC) in all facets of the work we do and throughout the communities we serve: [PNB Racial Equity Statement](#). 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 or verbal intimidation/threats or injury
- Possession of drugs and/or alcohol: Any student found using drugs, or consuming or under the influence of alcohol (including providing drugs or alcohol to another student) will face expulsion.
- Smoking/Vaping: PNBS is non-smoking. Washington state law makes possession of tobacco by anyone under the age of 18 a misdemeanor. PNB School prohibits smoking/vaping/chewing tobacco 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.
- Self-destructive behavior
- Sexual harassment or coercion
- Theft
- Verbal abuse, racist comments, micro-aggressions, bullying, intimidation, or harassment of any kind
- Willful destruction or misuse of PNBS or another person's property

**Code of Conduct, cont.**

- Inappropriate use of the internet and/or posting questionable and/or disrespectful content to any social media site
- Inappropriate photography and/or video recording in PNB studios.

Any of the above actions will be reported immediately to the Managing Director, who will, in consultation with the Director of the School, decide the appropriate disciplinary action.

Penalties may include (but are not limited to):

- Dismissal from the school
- Retraction of scholarship
- Suspension from classes
- Referral to counseling
- Probation

**ATTENDANCE AND ABSENCES**

Students are expected to attend all scheduled classes and attendance is recorded daily. If you are missing a class for any reason you **MUST** call the School in the morning before the class in order to be excused. (Dorm students should notify the counselors on duty, who will call the school.) If you have an injury, you are able to watch class. Unexcused absences are grounds for dismissal.

**CAMERAS & PHOTOGRAPHY**

**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 PNB Conditioning 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 in perpetuity.

**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**

Cell phone use is prohibited during class time. Please refrain from texting for the duration of class.

## **POLICY FOR PNBS SUMMER COURSE STUDENTS AND THE INTERNET**

When sending e-mails, private messages, or making comments to other PNB School students on social networking sites, students must abide by the following policies:

- Keep comments positive and respectful of staff, students and the program
- Avoid use of obscenities, vulgar or sexual language
- Avoid comments that are mean and/or threatening to or about other students or staff
- Do not post pictures online that would embarrass or violate anyone's privacy
- Do not pose as another student online or spread false information about anyone
- Absolutely no livestreaming of PNB classes/activities or students at any time whatsoever
- Avoid comments about things that are against Summer Course policy, such as drug or alcohol use, bullying, or sexual harassment.

It is the policy of PNB School to call the parents of students who post or send negative messages and share the content with them.

PNB students who violate any policies regarding the internet or other communication will face disciplinary action up to and including dismissal from the program; exclusion from attending PNB School in the future; and/or answering to police or other law enforcement authorities.

It is important to understand that EVERYTHING you post on the Internet is very PUBLIC and likely to STAY on the Internet indefinitely. All the major search engines index and archive the internet constantly.

Please review what you intend to post carefully. Remember that you are not just sharing information with your friends, you are sharing it with anyone who looks for you OR one of your friends.

As a student, you represent Pacific Northwest Ballet School. How you behave is a reflection on both you and PNB, especially when you are at Summer Course, wearing PNB clothing outside of PNB, and posting online.

The Summer Course is meant to be fun and safe. It is the responsibility of each student to maintain the positive atmosphere both inside and outside of the studio, including representing PNB on social media.

## **INJURIES, ICE PACKS, FIRST AID and INSURANCE**

**It is imperative that you report ALL injuries to your instructor AND the school office.**

We recommend students bring their own reusable ice pack(s) to the studio. Ice will be available from the school office in the event of an emergency.

First Aid supplies are available in the school office.

Insurance A mandatory insurance fee is included in the tuition fee, and the policy provides secondary coverage for ***accidents that occur in class and are reported to the school office immediately.*** If an accident does occur, students will be taken to a physician's office and/or hospital, along with your primary insurance information.

## **VIEWING CLASSES**

Families will be allowed to attend certain classes the last week of Summer Course to observe their student. Schedules for this will be sent via email at the beginning of the Summer Course.

## **NAMETAGS**

Since you are only here for a brief five weeks we would like to get to know you as soon as possible. Students are required to help faculty, staff, and classmates learn who you are **by wearing nametags at all times during the first two weeks**. A fee of \$5.00 will be charged to replace lost nametags.

**SUMMER DRESS CODE** This dress code must be adhered to at all times:

### **OPTION 1 (female identifying students):**

- Leotard: Any solid color leotard
- Tights & Technique Shoes are required and need to be pink or skin tone.
- Pointe shoes: Required for Level IV-VIII. Pointe shoe color should align with tights.
- Hair: Is required to be pulled back neatly and fastened securely to avoid distraction. Short hair needs to be fastened away from face.

**Level VI:** Skirts allowed in Rep class only

### **Level VII & VIII:**

- Pointe shoes for technique class are required
- Skirts allowed in Pointe and Variations only (skirts must be clean, attractive and secured with a waistband or ribbon)

### **OPTION 2 (male identifying students):**

- Short-sleeved white leotard or snug-fitting solid color t-shirt; men must wear shirts or leotard at all times.
- Tights: black or gray. **No short cut-off tights or shorts are permitted at any time**
- Socks: Thin white crew-length dance socks (no tube socks)
- Technique shoes: white or black
- Mid-length to long hair is required to be pulled back neatly and fastened securely to avoid distraction.

## **ALL STUDENTS**

### **Specialty Class Attire/Supplies:**

- Character and Ballroom-character skirt (knee length), character shoes
- Hip Hop- sneakers; black tights allowed
- Jazz - jazz or technique shoes, black tights allowed
- Modern - technique shoes or bare foot, black tights allowed
- Seminars - street clothes
- Additional Supplies
  - Yoga Mat
  - Therabands (preferably 2)
  - Ball or roller or pillow for upper-back placement during abdominal exercises

### **Additional Information:**

- No "extra stuff" in any class; i.e. warm-ups, t-shirts, rubber pants, legwarmers, sweaters, etc.
- No facial jewelry (nose rings, etc.) in any class.
- Do not use fabric softener (**including dryer sheets**) when laundering dance attire; it damages the studio floors.



## **EVALUATIONS**

Formal evaluations are not offered during the Summer Course. Faculty members cannot comment on the career possibilities of students they have observed in the classroom for such a brief time. We do recommend that each student write in a notebook at the end of each class all corrections made to them personally, or to the group in general. This list should be reviewed daily to remind the student what to think about and work on. This notebook will help the student in future classes and after the student returns home. If there is something the student does not seem to understand, he or she should ask the teacher who made the correction for clarification or help.

**REFUND POLICY (There will be no exception to these policies)** There are no refunds on the following items:

- \$500 Registration Fee
- \$500 Housing Deposit
- Tuition Balance (no refunds after May 1, 2024) \*
- Housing Balance (no refunds after May 1, 2024)

\* Students who suffer a major injury during the Summer Course (July 8-August 9) which prevents any dancing after full payment of fees may submit a letter of explanation from a licensed physician; at that time, PNBS will consider negotiation of a partial refund. No refund will be given for prior or chronic injuries. Please plan to arrive prepared for intensive work. The Summer Course is not a time to regain stamina, strength and flexibility. The daily physical demands of your classes will require these attributes from the start.

## **HEALTH and WELLNESS / PNB SCHOOL CONSULTANTS**

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 PNB School consultants will be available to students this summer to advise and screen for injuries. There will be a minimal charge for some of the consultants' services. Please check with the school office for additional information and scheduling appointments.

PNB School is committed to promoting the healthy emotional development of its students. Our Consulting Therapist 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, and/or family and social issues. Any information discussed with the Consulting Therapist will be strictly confidential.

### **Weight Loss**

If any member of PNB School's faculty or staff observe the appearance of concerning weight loss at any time during the 5-week Summer Course; or if a student appears to be below a healthy performance weight upon arrival or at any other time during the Summer Course, the parents will be called and the student will be referred to the Consulting Dietitian and Consulting Therapist.

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

Should the School administration, in consultation with PNB's Dietitian, Therapist, Residence Director (if applicable) and the Director of the School determine that the student is too far below a healthy performance weight to remain in classes, the student will be sent home with NO refund for tuition or the PNB Residence.

Additional information available on pages 24-32 of the [PNBS Student Handbook.pdf - Google Drive](#)  
**Consulting Staff**

**Josh Spell, MSW, LSWAIC, *PNBS Consulting Therapist***

Josh Spell is a licensed social worker in the state of Washington. He earned a master's degree in social work from the University of Washington and received his undergraduate degree from Seattle University. He began working in the field of eating disorders in a partial level of care setting in 2017 and has also worked in a generalized partial hospitalization program for mood disorders. Josh was a Company dancer with Pacific Northwest Ballet from 2001 to 2011 and also danced with Kansas City Ballet. He trained at the School of American Ballet and attended Summer Course at Pacific Northwest Ballet School. His former career as a professional ballet dancer informs his current approach, and he is passionate about working with dancers and athletes. Josh is currently a Primary Therapist with Opal Food + Body Wisdom in Seattle. He is excited to return to the dance world in a new role consulting with professional and aspiring dancers from a holistic perspective.

**Henry Lu, PT, PRC, ATC, *Physical Therapist***

Henry Lu has been working in orthopedic and sports rehabilitation since 2003 with expertise in foot/ankle and hip rehabilitation. He utilizes his extensive training in Postural Restoration Institute Techniques, Manual Therapy, and movement analysis to assist each individual in achieving their fullest potential. He also has over 10 years of experience working in Dance and Performing Arts Medicine and Rehab. He successfully helped dancers of all levels from company members to beginners return to dance, prevent injuries, and improve in their skills. Henry received his Masters of Science in Physical Therapy from UCSF/SFSU, graduating with honors.

**Monica Van Winkle, MS, RD, *Dietician***

Monica Van Winkle is a registered dietitian specializing in sports and wellness nutrition, and the nutritional management of eating disorders. Experienced in the nutritional needs of athletes at the collegiate and professional level, Monica spent eight seasons working as the Sports Dietitian for the Seattle Mariners and five seasons with University of Washington Athletics. In addition to her consulting work with PNB, she is currently the Sports Dietitian for Seattle Pacific University. Monica has precepted Sports Medicine Fellows as an Affiliate Faculty member at the University of Washington Department of Orthopedics and Sports Medicine. She has also trained physicians in the Swedish Sports Medicine Program and lectured to nutrition students, exercise physiologists, and sports scientists in Kyoto and Osaka, Japan. Monica previously worked as a clinical dietitian at Massachusetts General Hospital and the Northwest Kidney Centers. She has served as a board member for the International Association of Eating Disorder Professionals - Puget Sound Chapter and developed and managed a residential nutrition program for eating disorders in Cambridge, Massachusetts.

**Stephen J. Anderson, MD, *Sports Medicine***

Dr. Anderson specializes in sports medicine, and has a particular interest in problems unique to the pediatric and adolescent-age athlete. In his practice, Dr. Anderson takes the time to identify the causes of sports injuries and complex musculoskeletal conditions. After establishing an accurate diagnosis, he orchestrates conservative treatment programs that are comprehensive and multidisciplinary. Dr. Anderson received his degrees from Stanford University and the University of Washington, School of Medicine, is on the Board of the American Board of Pediatrics and American Academy of Pediatrics, and is the Director for Seattle Pediatric Sports Medicine.

## **SAFETY AND SECURITY**

### **In Case of Emergency**

Emergencies (either at PNB or away) call **911** from any phone – regular, pay, or cellular. The call is free.

### **Seattle Center Safety**

Seattle Center has its own security on campus and PNB also has a security guard present at the front door during all School hours. When traveling to and from the Phelps Center for classes, we strongly encourage the following:

- If you see something suspicious while on the Seattle Center grounds, please report it immediately to the Seattle Center Emergency Services Unit at **206.684.7272** (or call 9-1-1). All students are required to add this emergency number to their cell phone contacts.
- “See Something, Say Something”: Please also let PNB staff know immediately if you see or experience something unsafe on the way in and out of the Phelps Center. Email documentation is also helpful in our communication with Seattle Center. PNB Front Desk: 206.441.9411; PNB School Office: 206.441.2435
- Students driving to and from PNB should always exercise caution upon arrival and departure. If possible, walk in pairs (while remaining socially distant).
- Families who drop their students off are encouraged to use the drop-off parking in front of the Phelps Center and watch their student until they are safely in the building.
- Students being picked up must remain in the building until they see their Residence counselor or parent/guardian arrive.
- For more information, visit Seattle Center’s Public Safety page: [www.seattlecenter.com/visitor-info/safety](http://www.seattlecenter.com/visitor-info/safety).

### **PRECAUTIONS**

PNB takes every precaution to ensure the safety and well-being of each and every student. However, as in every city, students must use caution and common sense at all times, particularly in busy areas such as the downtown corridor. The School strongly suggests students travel in groups of two or three outside of the PNB studios. Students staying in the Summer Course Residence are not allowed downtown unless it is for a PNB Residence-sanctioned activity; we recommend non-residence students also follow this precaution.

### **E-bikes and e-scooters**

Electric bikes and scooters are everywhere in Seattle. The two companies providing e-bikes and e-scooters in the city both prohibit anyone under the age of 18 from using an e-vehicle. Both companies also require riders to have a valid driver’s license. It is illegal to ride them on the sidewalk so they must be ridden in the street, greatly increasing the risk to riders – especially those without helmets. For all of these reasons, PNB strongly recommends that our students do not use such vehicles. However, we cannot be everywhere at all times and are unable to enforce a prohibition on their use. Parents should discuss their expectations regarding e-vehicles with their students before Summer Course begins.

### **DRESS CODE: OUTSIDE of CLASSES**

Pacific Northwest Ballet has a professional reputation and all Summer Course students are asked to help maintain that reputation by dressing appropriately outside of class. Dancewear and bathing suits are not appropriate attire for the street, the Seattle Center grounds, or the SPU dining hall.

**During your stay you are a representative of Pacific Northwest Ballet and are expected to conduct yourself in a manner respectful of the Company, the School, and the community.**

**Disaster Plan**

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, 206.441.2435)

**About Pacific Northwest Ballet School**

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, color, sexual orientation, national and ethnic origin 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 race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other School administered programs.

**Contact Information**

The Phelps Center  
301 Mercer Street  
Seattle, WA 98109

To reach School office staff:

Phone: 206.441.2435

Email: [pnb.school@pnb.org](mailto:pnb.school@pnb.org)

Fax: 206.441.2430