

OREGON **BALLET** THEATRE

STUDENT & FAMILY HANDBOOK 2026-2027



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WELCOME TO OBT SCHOOL

Welcome to Oregon Ballet Theatre School (OBT School). Here at OBT School, we are committed to providing each student with exceptional ballet training in a supportive, challenging, and inclusive environment.

Our philosophy embraces a professionally minded approach that is open to students pursuing a professional ballet career or enjoying dance for personal enrichment; every student receives a high standard of care ensuring OBT School teachers meet each student where they are, offering personalized guidance as they grow. We aim to instill dedication, confidence, and self-motivation—qualities that serve our students both in and beyond the studio.

Our mission extends beyond training the next generation of dancers; OBT School also seeks to cultivate future dance enthusiasts, administrators, and artists.

We look forward to working with you and nurturing the passion of dance.

Warm regards,

OBT Leadership

OBT SCHOOL MISSION

OBT School's mission is to provide the highest quality dance training to all its students. We believe that every student deserves the best instruction possible, whether or not they pursue a career in dance.

OBT ORGANIZATION MISSION, VISION, & VALUES

Mission

Oregon Ballet Theatre is dedicated to fostering an enduring appreciation for dance through the pursuit of excellence in performance, training, and community programs.

Vision

Oregon Ballet Theatre seeks to inspire the dancer in all of us through the power of movement.

Values

Our values guide our actions and set the tone for others around us.

- **Accountability:** We accept responsibility and are accountable for our actions
- **Courage:** We make tough decisions and accept challenges boldly, with determination and resilience.
- **Creativity:** We innovate, generate, and recognize ideas, alternatives, and possibilities to solve problems, communicate, entertain, and educate others.
- **Equity:** We recognize that we do not all start from the same place and must acknowledge and adjust imbalances.
- **Fiscal Responsibility:** We ensure the continuity of operations for future generations.
- **Inclusiveness:** We seek out, welcome and support differences of experiences and thoughts.
- **Integrity:** We are truthful, ethical, respectful, and fair, always doing the right thing.
- **Transparency:** We are open in our communication and accountability in service to our mission, community, and each other.

CODE OF CONDUCT

Student Conduct

Students are expected to demonstrate consistent effort, progress, and respectful behavior toward peers, teachers, pianists, staff, and company dancers. Any violations of this policy—whether on or off-site—by students or their parent/guardian may result in a meeting with the School Director and could lead to loss of scholarship, suspension, or expulsion.

Concerns involving fellow students or staff must be communicated through the school@obt.org email and will be directed to the appropriate person. Peer-to-peer, parent to student, and parent to parent confrontation is not allowed. Communication from the School to students is private and may not be shared publicly, including on social media or within the OBT community.

Parent & Family Conduct

Concerns regarding OBT or the School must be addressed respectfully. Verbal abuse, physical aggression, or threatening behavior from a parent or family member will result in dismissal from the School community.

HARRASSMENT, BULLYING & REPORTING PROCEDURES

Oregon Ballet Theatre, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties between students, staff, or third parties are strictly prohibited at this organization.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or otherwise participating in an investigation or inquiry is strictly prohibited.

A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students, or parents whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion from OBT School.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including termination of

employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Definitions

“Organization” includes OBT facilities, OBT premises, and non OBT property if the student is at any OBT-sponsored, OBT-approved, or OBT-related activity or function, such as rehearsals in theaters or community events where students, parents, staff, or third parties are in attendance or participating in an OBT event.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. This definition is accepted regardless of whether the person is on or off the grounds of the organization or at an OBT event.

“Retaliation” means any acts of, including but not limited to, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, harassment, intimidation or bullying, menacing, acts of cyberbullying, or retaliation.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to OBT, at any OBT-sponsored activity, or on OBT-provided transportation, that may be based on, but not limited to, the protected class status of a person, and having the effect of:

1. Physically harming a student, parent, staff or third party or damaging a student’s, parent’s, staff or third parties’ property.
2. Knowingly placing a student, parent, staff, or third party in reasonable fear of physical harm to them or their property.
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.
4. Behaving in a way that excludes others in an educational environment, i.e. students telling other students they are not welcome to join a group in class or telling other students they cannot join a group during break time.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income, or disability.

Reporting

Any report is to be directed to the School Director and/or the Director of People and Culture. Reports and conduct will initiate a prompt investigation of any act of harassment, intimidation or bullying, menacing, or cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the School Director or Director of People and Culture.

All employees and parents/guardians are required to report any act of harassment, intimidation, bullying, menacing, or cyberbullying to the School Director or Director of People & Culture. Failure to report such behavior may result in remedial action, up to and including termination of employment or removal from participation in school programs.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of this policy, is encouraged to immediately report concerns to the School Director and/or Director of People and Culture. Any volunteer who has knowledge of conduct in violation of this policy is also encouraged to immediately report concerns to the School Director and/or Director of People and Culture.

OBT takes this policy very seriously and is responsible for conducting investigations with accurate information provided through interviews and witness statements. For this reason, anonymous reports cannot be verified and are therefore considered hearsay and not actionable.

The person who made the report shall be notified when the investigation has been completed and may also request a second review of the steps taken in the initial investigation.

Notification to Parents or Guardians

The School Director and/or the Director of People and Culture are the only parties that are responsible for notifying the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

Any other staff involved in the relevant circumstance will be notified of action taken for the situation, but are not to intervene, or take matters into their own hands with the situation. Keeping staff involved on a need-to-know basis is for the protection of all parties involved in any report or investigation.

The notification must occur with involvement and consideration of the needs and concerns of the student, parent, staff or third party who was subject to an act of harassment, intimidation, bullying, or cyberbullying. The notification can be made directly to the Director of People and Culture if there is reason to believe that notification could endanger the student, parent, staff or third party who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all the following occur:

1. The party who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.
2. The School Director determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying.
3. Any incident and/or report that fits into the definition of this policy that is connected to all areas of the school at OBT will be directed to the School Director and/or the Director of People and Culture.

When notification to a parent or guardian is provided, the notification must occur:

1. Within a reasonable period of time; or
2. Promptly, for situations that involve physical harm to the student.

Training & Education

Oregon Ballet Theatre School shall incorporate into existing training programs for students, staff, parents, and volunteers, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying in accordance with this policy.

Annual training will be conducted for all levels of dance and will include parent participation. This training will focus on preventing inappropriate situations and clarifying expected conduct among students, parents, volunteers, and staff associated with Oregon Ballet Theatre School.

Participation in this training is mandatory for all listed parties, and attendance will be recorded. Any violation of the standards or reporting procedures outlined in this policy may result in the removal from classes, events or volunteer activities. Depending on the role and severity of the violation, individuals may also be subject to removal from the Oregon Ballet Theatre School or Oregon Ballet Theatre organization.

CONTACT INFORMATION

Oregon Ballet Theatre School
720 S Bancroft Street
Portland, OR 97239

Phone: 503.227.6890

Email: schoolofobt@obt.org

Website: school.obt.org

Office Hours:

- Monday–Friday: 9:00 AM – 8:30 PM
- Saturday: 8:30 AM – 1:00 PM

Note: Office hours are subject to change. Notification of changes in office hours will be emailed to parents and students.

ADMINISTRATION

- Katarina Svetlova – *School Director*
- James Holstad – *School Manager*
- Taylor Edwards-Crider – *School Registrar*
- Emme Cordero – *School Receptionist*
- Dominic Walsh – *OBT2 Director*
- Colleen Hildestad – *OBT2 Artistic Manager & Children’s Production Coordinator*

ACCOMMODATIONS

Purpose

OBT School is committed to providing an inclusive, supportive environment where all students can participate fully and safely in our programs. Under the Americans with Disabilities Act (ADA) and related state laws, the school engages in an interactive process with parents/guardians, students (as appropriate), and healthcare providers to identify reasonable accommodations that support participation in classes, rehearsals, and performances.

Accommodation Requests

Prior to enrollment, families should notify the School Director that they wish to complete the ADA Formal Interactive Process. The School Director will notify the Director of People & Culture. It is important to note that OBT School staff are not certified and/or trained specialists in recognizing disabilities, and accommodations are developed based on verified information from the student’s parent/guardian and licensed medical or behavioral health professionals. Accommodation is not guaranteed.

Step 1: Request for Accommodation

- A request for accommodation may be made by the parent/guardian, student, or healthcare provider.

- Requests can be verbal or written, and do not need to reference the ADA to begin the process.
- Staff who become aware of a student potentially needing support should notify the School Director or Director of People & Culture immediately.

Step 2: Acknowledge and Document

- OBT will acknowledge the request promptly and provide the ADA Interactive Process Form (Student Version) for the parent/guardian to complete.
- The form collects the following information:
 - A general description of medical or developmental needs.
 - Functional limitations related to class or rehearsal participation
 - Requested support or accommodation
- Documentation from a healthcare or behavioral provider may be requested when clarification is needed to determine appropriate support.

Step 3: Collaborative Discussion

- The School Director, Director of People & Culture, and relevant faculty will schedule a meeting with the parents/guardian to review the request.
- The discussion focuses on:
 - The student's specific needs and comfort
 - Class structure, rehearsal expectations, and performance requirements
 - Possible accommodation or adjustments that maintain safety and instructional integrity
- When appropriate, the student may participate in the discussion to share their own perspective.

Step 4: Determination and Implementation

- The school team evaluates each requested accommodation for feasibility, alignment with OBT's training standards, and expected classroom etiquette. *Further information regarding expected classroom etiquette can be found in the Building & Classroom Etiquette section of this handbook.*
- A written summary of the agreed-upon accommodation will be shared with the parent/guardian.

- Instructors and relevant staff will be informed of the necessary support while maintaining the student privacy.

Step 5: Review and Adjust

- Accommodation is reviewed periodically or as circumstances change (e.g., medical updates, new term, or rehearsal cycle).
- Parents/guardians are encouraged to share updates from providers as the student's needs evolve.
- The goal is to ensure ongoing support and participation in a way that promotes confidence, safety, and artistic growth.

Confidentiality

All student medical and disability-related information is treated as confidential and maintained in secure records. Only staff directly involved in implementing support will have access to relevant information

SCHEDULES & COMMUNICATION

Weekly Schedule

To allow successful planning for OBT School, and those that attend, it is important to stay up to date with the regular class and performance schedules. Schedules are posted every Friday for the upcoming week on *School Status Connect* and at the front desk. It is the responsibility of the participants and parents to regularly check the schedule for any changes.

Communication

All class schedules, updates, and important announcements are posted on OBT School's *School Status Connect* page. Families are required to check regularly for last-minute changes. Key updates will also be sent via email. If emails have not been received, please be sure to check that OBT School has updated contact information. It is the participant's responsibility to notify OBT of any changes in personnel data. Participants must notify OBT of any changes to mailing addresses, telephone numbers, and who to contact in the event of an emergency.

Parental Access & Communication

Under federal student privacy laws (FERPA) and OBT School policy, both parents retain equal rights to access their child's educational information and receive communications from the

school unless the school has received official legal documentation (e.g., court order, custody agreement) specifying otherwise.

Parents who wish to adjust or limit access or communication privileges must provide a copy of the official documentation. Upon receipt, the school will review and update records accordingly. Until documentation is provided, the school must maintain equal access and communication rights for both parents.

For questions or to discuss specific situations, parents may contact the school to schedule a meeting.

REHEARSAL OBSERVATION

OBT School maintains a No Observation policy in most cases to support an environment of focused learning. However, there are designated exception times during the Annual Session that must be pre-approved by OBT School staff that allow some observation regarding family and returning students.

Family Observations

To make sure each session remains focused on learning the following guidelines have been put in place:

- Specific days and times will be assigned per level.
- There is limited space which will minimize the number of guests per student.
- Photography, videography, and recording during class are prohibited; mobile phones must be switched off.
- Approved observation guests must arrive before classes and wait for staff instruction to enter a classroom.
- Guests are required to use street parking; the parking lot is for employees only.

Returning Students

OBT School welcomes former students who are back in Portland for short visits to participate in classes on a temporary basis. To ensure each class remains focused on learning and maintains consistency for enrolled students, the following guidelines and eligibility requirements apply:

- Available to students previously enrolled in Levels 3 and above.
- Students must have completed at least one full Annual Session at OBT School prior to their departure.

- Students must have participated in OBT School programming within the last 2 years.
- Returning students may train at OBT School for no more than six consecutive weeks as guests.
- Placement will be determined at the discretion of the School Director.
- Tuition will be charged at a weekly pro-rated rate, with full payment required for each week enrolled.
- Students must participate fully in the level at which they are placed for the duration of the week.
- Enrollment is subject to space availability.
- Students must currently attend school or reside inside a 90-mile radius of OBT School and maintain their ballet training.

PROGRAM DESCRIPTIONS

OBT School supports a variety of different program levels. Each level has a specific schedule, placement and/or audition requirements as well as step progression criteria to move up. If a child is placed at a level and the parent or student wishes to contest placement, please contact the School Director for more information. Below is a list of each level that OBT School offers along with supportive information for each level.

Our levels are based on skill proficiency rather than age or school grade. Our priority is to place each student where they can thrive, progress appropriately, and develop safely. While each level is generally aligned with a developmentally appropriate age range, OBT recognizes there may be occasional exceptions based on individual readiness, experience, and progression. In some cases, a student may be placed outside of the typical age range when it best supports their individual growth, readiness, and overall training experience.

Creative-Movement and Pre-Ballet (Ages 3–5), Creative Ballet (Ages 3-6)

- **Schedule:** 10–15-week terms; classes meet once a week for 45 minutes.
- **Placement:** Based on age; no audition required.
- **Age Cut-off:** Must be the required age at the start of the session.
- **Expectations:**
 - Use the restroom before class and independently if needed during class.
 - Arrive on time in OBT dress code, covered by street clothes, with hair secured.

- Be capable of attending class without a parent/guardian present.
- Follow simple instructions and independently use the restroom.
- OBT School may recommend trying a future session if readiness is not demonstrated.

Primary (Age 7)

- **Schedule:** 35-36-week Annual Session; option to meet once or multiple times per week for one hour.
- **Placement:** Based on age; no audition required.
- **Age Cut-off:** Must be the required age at the start of the session.

Levels 1–6, (Age 8) Trainee & OBT2 (Ages 16-22)

- **Placement:** Requires audition to determine acceptance and level based on skill and strength.
- **Auditions:** Held twice a year; check the website for dates.
- **OBT2 & Trainee Programs:** Admission by invitation only. OBT School's pre-professional division includes OBT's second company, OBT2, and the Trainee Program. Dancers work in collaboration with OBT2 Director, Dominic Walsh, OBT Artistic Staff, school faculty, guest teachers, staggers, and choreographers to facilitate their transition to a professional dancer. Through their Spring Tour, OBT2 and Trainee students perform in a variety of spaces and theaters bringing dance to the Pacific Northwest.
- **Our levels have the following age limits:**
Primary –Ages 7-10 | L1 – ages 8-12 | L2 – ages 9-13 | L3 – ages 10 - 16 | 3P – ages 11-17 | L4 – 12-18 | L5 - 14-12 | L6 - ages 15-22.

Participation in OBT2/Trainee Program Invite

Some students in the upper levels of OBT School may be invited to participate in OBT2 or Trainee programming classes, including repertory, performance opportunities, pointe, or flat classes.

Invitations are based on a student's readiness and potential benefit from this training, as determined and at the full discretion of the OBT2 Director.

Students placed on the waitlist for the Trainee or OBT-2 program who are currently in Level Six may be invited more frequently to participate in these classes. However, decisions are made based on a student's technical development, artistry, and readiness for advanced training.

PLACEMENT & ADVANCEMENT

Progression is based on work ethics, discipline, strength, and technique. Advancement is by faculty recommendation; previous school levels are not considered. Please refer to the full Level Placement Policy below.

**Students in Level 1 and above are encouraged to take extra lower-level classes if they do not conflict with their regular schedule or exacerbate injuries. (Extra classes at a lower level are free of charge)*

Level Placement

Level Placement is determined solely at the discretion of the Artistic Director, OBT2 Director, School Director, or designated OBT School Teaching Faculty, depending on the level. Placement decisions are based on a range of factors, including but not limited to: technical proficiency, physical strength, quality of line, artistry, musicality, emotional maturity, focus, work ethic, collaborative spirit, discipline, consistency, and attendance record. In the event of a potential conflict of interest, the relevant director or faculty member will recuse themselves from the decision. All placement decisions are final and not subject to negotiation or appeal.

STUDENT/TEACHER CONFERENCES

OBT School provides the opportunity for regular updates between students and instructors with the option of parents joining. Optional conferences are held during the Fall for all levels with mandatory annual conferences during Spring.

If a parent wishes to contact the instructor and/or School Director outside of the regular conference schedule, appointment requests should be emailed to schoolofobt@obt.org. Direct contact with instructors or the School Director to request appointments is not permitted.

OBT SCHOOL TUITION

OBT recognizes that each participant may have different preferences and timelines for paying tuition. OBT School offers several payment options. The selected payment plan must be confirmed at the beginning of each Annual Season.

Below are the available payment options for participants and families to choose from, based on what best suits the family's needs:

****If "Pay in Full" option is not selected, specific terms and conditions apply to all other types of payment plans.***

Payment Options:

- Payable in full.
- Six monthly auto payments.
- Three monthly auto payments (available for select classes).

Auto-Payment Terms and Conditions

Auto-payment plan requires a credit/debit card and includes a \$15 finance charge per payment. Payments may be processed any time after midnight on the scheduled due date. The auto-payment plan is not available for Pre-Ballet tuition.

Delinquent Payment Policy

Tuition payments allow the school to maintain consistent programming, faculty staffing, and studio operations. We appreciate each family's commitment to timely payments. Families experiencing financial hardship are encouraged to contact the school promptly. Open communication allows us to work together toward an appropriate solution whenever possible. The school reserves the right to make case-by-case decisions in situations involving extenuating circumstances.

Payment Requirements

- Tuition must be paid in full prior to the start of programming unless an approved payment plan has been selected during registration.
- Families enrolled in a payment plan are responsible for ensuring all scheduled payments are completed on time.
- A valid payment method must remain on file for all accounts participating in a payment plan.

If an account becomes delinquent, there will be a grace period of three weeks that will follow the schedule below:

1. Week 1 - Reminder & Resolution Period

- a. The family will be contacted via email and phone regarding the missed payment.
- b. Families will have one week to resolve the outstanding balance or communicate with administration to arrange payment

2. Week 2 – Observation Status

- a. If payment has not been received and communication has not occurred within one week, the student will be asked to observe classes rather than actively participate.
- b. A second attempt will be made by the school to contact the family and resolve the account balance.

3. Week 3 - Suspension of Participation

- a. If the account remains unresolved after two weeks, the student will be asked not to

return to classes until the account is brought current or an approved payment arrangement has been established.

Reinstatement

Students may immediately return to active participation once the outstanding balance is paid or an approved payment agreement is in place.

Level Advancement

If a student advances a level after the session starts, tuition for the new level is prorated from the advancement date and all auto terms and conditions still apply.

Withdrawal from OBT School

OBT School recognizes that students may occasionally need to withdraw from classes. Due to limited availability during the Annual Season the following withdrawal policy has been put into effect.

If a student wishes to withdraw from classes during the Annual School Season full tuition remains due. For those on an auto payment plan, the remaining balance is to be paid on the date the withdrawal is requested, regardless of whether the request is in person or in writing.

*Unpaid balances after the withdrawal date will be referred to OBT's Finance department for internal collection.

Refunds & Cancellations

Refunds

Refunds for tuition are only granted for medical emergencies. Qualifying circumstances include:

- Students have not been able to participate in class for a consecutive 30-day period due to physical injury restricting movement the program requires.
- The student is able to provide medical documentation from their primary doctor dated within 30 days of the physical injury stating the student is not able to participate for 30 consecutive days or longer.

If a refund is approved, the refund will be issued within 30 days of the approved request. The refund amount does not include registration fees, finance fees, or tuition deposits and will include a \$100 administrative processing fee, with a 3.5% assessment fee for the total tuition.

Cancellations

OBT School reserves the right to cancel classes if enrollment is too low for a proposed class, and/or events beyond the organization's control. If the situation is out of the hands of the organization, OBT School will offer make-up classes if possible. If make-up classes aren't feasible for cancellations refund requests will be considered the following month.

Scholarships

Scholarships are available for the designated program and period, not guaranteed in amount, year-to-year, or from program to program, and non-transferable. OBT School provides two types of scholarships, merit based and scholarships that are intended to offer financial support.

Merit Based

Merit scholarships are provided to students who demonstrate talent that aligns with the higher end of OBT curriculum at the student's level, while demonstrating consistent dedication, and progress in their ballet training. Students must show leadership in class with professionalism, collaboration and respect. Students qualifying for merit scholarships are a core part of OBT School dance community setting an ambassador level example. Merit scholarships will be communicated by the school if a student is a designated recipient. Merit scholarships are not available by request.

Financial Support

Financial support scholarships are available to students whose families apply through TADS. Eligibility, application deadlines, and additional requirements may vary from year to year. Scholarships are available to students entering Pre-Ballet through Level 6 with OBT School.

Applications must be completed through the TADS online system and completed by the established deadline for each program and year. Scholarship applications submitted after the established deadline may be considered if funds are available at the discretion of OBT School.

If a family wants to be considered for a financial support scholarship for the Annual Session and has applied through TADS for the previous season, it is the family's responsibility to notify the school to let them know they would like to be considered for the coming session.

Scholarships are available for the designated program and period, not guaranteed in amount, year-to-year, or from program to program, and non-transferable.

Terms and Conditions

Scholarship recipients are considered OBT School Ambassadors and are required for special assignments. Ambassadors are considered official representatives of OBT School at events and activities organized or supported by the organization.

If a scholarship recipient fails to meet OBT School Ambassador expectations or violates school rules, OBT reserves the right to reduce, or revoke the scholarship and, if warranted, remove the student from OBT School.

ATTENDANCE

Consistent attendance at OBT School is crucial for technical progress, injury prevention, and advancement readiness. Enrollment reflects a commitment to the agreed training schedule.

More than four absences within a 10–15-week session will prompt a meeting with the School Director to review attendance and program alignment.

Reporting Absences

Use the OBT School Absence Form: [Absence Form](#). Do not email individual staff members about daily absences.

Excused Absences

OBT School participants must notify the school at least one week in advance of any planned absences. Staff confirmation is required for the absence to be considered excused; without confirmation, the absence will be recorded as unexcused. For emergencies or illness, notification must be made before 4pm on the same day. Daily updates are required for ongoing illness or injury.

Unexcused Absences

If the reporting procedure for staff notification is not followed by OBT School participants, the absence will be considered unexcused. OBT School reserves the right to remove students from the program with more than three unexcused absences in a session or season. OBT School will not offer make-up classes, tuition credits or pro-rating for any missed classes.

Tardiness

Classes are a structured learning environment and must be treated with respect. Entering a class late is disruptive not only to the learning of the person arriving late, but also to the participants that show up prepared and ready to go. If the student arrives at the start of class, the student will not have enough time to prepare and will be considered late. Therefore, students are to arrive at least 15 minutes before the start of class.

Students arriving after the start of class may be required to sit out and take notes; they may not be allowed to participate for that day, but the class will not be counted towards an absence. If a student has excessive tardiness, a parent conference will occur, OBT School reserves the right to remove the student from future classes to avoid future class disruption.

Returning to Class After Injury

At OBT, student health and long-term wellbeing are top priorities. Students returning from injury must do so gradually and under the guidance of a licensed medical professional. Written medical clearance and any activity restrictions are required before returning to class. Faculty will support each student by following medical recommendations but do not provide medical oversight.

If a phased return to full participation is required, it will be expected and may include modified activity, adjusted class placement, and ongoing monitoring of symptoms. Each student's timeline and progression will be individualized based on written medical guidance from the student's healthcare provider, including a formal release, as well as demonstrated readiness.

Students and families will receive a comprehensive Return-to-Dance protocol document outlining detailed requirements and expectations following any injury.

PERFORMANCE OPPORTUNITIES

Oregon Ballet Theatre offers participation opportunities for students and dancers at all levels. Each performance has specific qualifying criteria that must be met. Below is a list of each participation opportunity:

Annual School Performance (ASP):

- Participation in the Annual School Performance (ASP) is limited to dancers enrolled in the Professional Track. ASP rehearsals take place during Professional Track class hours, requiring enrollment in this program for participation.
- Demi Program dancers may transition into the Professional Track for ASP participation beginning in January, with registration changes due through the Front Desk by December 10. Dancers remaining in the Demi Program will continue participating in in-class observations, examinations, Spring Community Performances (Levels 5–6), and the School Spring Showcase (Levels 3 and above).
- Held in the Spring; open to Levels 1-6, Trainees and OBT2P.
- Participation is strongly encouraged; however, casting is not guaranteed. Some students may not be ready to perform due to individual physical or emotional readiness for the demands of professional productions.
- Rehearsals may affect class schedules.

Community Performance Series:

- Various locations throughout the year

- Participation by invitation; no audition required.
- Level 5 and 6

George Balanchine's The Nutcracker®:

- Audition required.
- Available to students in Levels 1–6 of the Professional Program.
- Selected students perform alongside OBT's professional Company dancers.

OBT School Winter and Spring Showcase:

- Twice a year, students in our Annual Session and our term classes: Creative Movement, Pre-Ballet and Adult Ballet, may be invited to participate in our Showcases.

Student Performance Series:

- OBT Company, OBT2, and occasionally upper-level students.
- Participation by invitation; no audition required.

For additional information on performance details, please contact the Children's Coordinator at coordinator@obt.org.

ACADEMIC CREDIT

Work Credit

Some academic institutions allow students to earn degree credit through volunteer work. Eligibility depends on the institution's criteria for qualifying organizations. The type of organization that allows students to gain education credits for volunteer hours is outlined by the academic institution. OBT School does allow participation as transferable credit, OBT School will support this by verifying class participation. Typical equivalent credits may include Physical Education (PE), or art.

Volunteer Credit

Assisting in lower-level classes may qualify. OBT School will sign volunteer hour forms for academic school institutions if a student assists younger students during classes and transitions.

TICKETING & SUBSCRIPTION BENEFITS

Oregon Ballet Theatre appreciates the commitment families make to OBT School and respects the time it takes to stay dedicated to a child's growth as artists. OBT encourages OBT School students and families to attend performances for both inspiration, support and the opportunity to learn from the experience.

For any questions regarding purchase of subscriptions or tickets, please contact the OBT Box Office at (503) 222-5538 or boxoffice@obt.org.

Tickets to Company Productions

Subscriptions

OBT School families are eligible to purchase up to four (4) season subscriptions at half price in seating area four (4) (orchestra level of Keller, Newmark, and Reser theaters). This applies to the 4-show repertory package, reducing the cost to half the prevailing per-seat rate for a full season of performances.

A \$1 per ticket handling fee will be applied and is reflected in the package cost.

Single Tickets

OBT School family purchases:

- Nutcracker tickets at 40% off, with a cap of \$400 in discounted tickets per production
- All other seasons show at 25% off, with a cap of \$250 on discounted tickets

Discounts apply once tickets are on sale to the public. Further details are available at www.obt.org. Subscriptions can be purchased at any time. OBT understands that exchanges may be needed for performances involving student performers prior to casting announcements. Ticket exchanges due to OBT School casting changes will not incur exchange fees.

Tickets for School Performances

School Performance tickets are offered at prevailing prices. The 25% OBT School discount does not apply, as it is not a Company production.

However, current OBT season subscribers may purchase School Performance tickets at the subscriber rate of \$25 per seat with no extra handling fees. Please refer to the subscription section above for details on subscriber benefits.

OUTSIDE OBT SCHOOL DANCE CLASSES

To maintain the consistency of our curriculum, outside classical ballet training is not permitted without prior approval from the School Director. Mixing syllabi from other ballet programs may conflict with our curriculum, slow progress, and compromise a student's development. OBT encourages students to explore other movements such as modern, contemporary, improvisation, yoga, Pilates, or academic school dance programs— provided they do not conflict with the OBT School schedule.

PRIVATE LESSONS

Private Lesson Opportunities

At OBT School, we recognize that some dancers benefit from private lessons in addition to their regular classes. These lessons provide an opportunity to focus on individual needs and refining techniques. Private lessons are entirely optional and are *not* a requirement for a student to progress through our curriculum. OBT School supports the individual choice for the election of private lessons and would like to offer guidance for students if they choose to sign up for private lessons.

Instructor Preferences for Private Lessons

To maintain consistency with our curriculum, we prefer private lessons to be taught by instructors on OBT's recommended list. Recommended instructors are current OBT School faculty members teaching during the Annual Session.

If you wish for your child to work with an instructor not on the recommended list, we welcome the opportunity to discuss your choice to ensure the student's training remains aligned with our program. Please contact OBT School via email with any questions about private lesson instructors.

Scheduling Private Lessons

Families schedule lessons directly with the teachers; OBT staff are not responsible for the arrangement of lessons. Once a lesson is scheduled, the teacher will coordinate with OBT to ensure it aligns with the student's overall training plan. Lesson pricing is determined by the instructor.

An instructor may suggest a private lesson if it is recommended by school leadership or if the instructor feels they have a particular skill that can help a student develop.

Instructors have full discretion in deciding whether to offer private lessons, based on their availability and the potential benefit to the students' technical development.

Studio Space

OBT studios may be reserved and rented for private lessons when space is available (first-come, first-served). Please email OBT School to inquire about availability and submit payments. These payments are in addition to the payment made to the instructor for the lesson itself.

If OBT space is full, families may book space at BodyVox Dance Center. All arrangements and payments for BodyVox are handled directly by families and are in addition to the cost of the private lesson itself.

Safety & Supervision

OBT is not responsible for injuries or outcomes related to private lessons outside of regular classes and school programming. If a student elects to sign up for private lessons, the student will be asked to sign a waiver acknowledging that OBT is not responsible for injuries incurred through private lessons.

Parents are strongly encouraged to observe private lessons, especially when they occur off-site or with teachers not regularly on staff.

GUEST PERFORMANCES

OBT School students may request approval to perform as guest dancers with outside ballet schools, companies, or productions when such opportunities support and enhance their training and artistic growth. OBT School reserves the right to decline requests that do not align with the student's training path or the mission of OBT School.

Guidelines for Approval:

- **Approval Required:** All guest ballet performances must be approved in advance by the OBT School Director.
- **No Conflict:** Guest appearances may not interfere with OBT School classes, rehearsals, or performances.
- **Credit:** Students must be listed in the program/playbill as appearing "courtesy of Oregon Ballet Theatre School."
- **Scope:** This policy applies only to ballet guest opportunities. Participation in acting, theater, or non-dance activities does not require approval under this policy.

SUMMER EXPECTATIONS

OBT School strongly encourages students to participate in at least two weeks of OBT's summer programming. For students in Levels 1–3P, consistent year-round training at OBT is especially important, as exposure to differing techniques at this stage can hinder progress during these formative years.

No audition is required for currently enrolled OBT School students to attend OBT's Summer Programs, Junior Intensive, or Summer Intensive. Students will be placed at the same level they are enrolled in during the Annual Session.

If a student plans to audition for or attend a non-OBT summer program, it is expected that families will communicate with the School Director before auditions or enrollment to ensure the training aligns with the student's goals.

PICK-UP & DROP-OFF

Drop-off & Pick-up: Creative Movement, Pre-Ballet & Primary

- **Parking:** Use Bancroft St or nearby streets.
- **Arrival:** Arrive 5–10 min early (no earlier than 10 min) and escort your child into the lobby. Students arriving more than 5 min late may be admitted at the teacher's discretion.
- **Parent Access:** Parents may drop students at the door or wait in the lobby. No entry into studios except during Observation Week.
- **Preparation:** Students should arrive in dress code, wearing street clothes on top. Belongings stay in the lobby; dressing rooms are off-limits. Dress code details are on OBT's School Status Connect. .
- **Class Entry:** Students will be escorted from the lobby by a teacher or assistant. Late arrivals must check in with staff.
- **During Class:** Families may stay in the lobby or explore local shops/eateries. No class observation outside of Observation Week.
- **Pick-up:** Students are returned to the lobby by their teacher and released to guardians at the front door. Please be on time.

Reminder: OBT's lot is not available for drop-off/pick-up parking.

Drop-off & Pick-up: Levels 1 – OBT2

- Drop off at the front door. If there's a line, pull forward, stop, and let the student exit in front of the vehicle.
- Do **not** let students exit early or walk behind cars. If unsure, park off-site and escort your child.
- Students must check in/out with staff at the front desk.
- **Levels 1–2:** No locker room access. Arrive dressed in uniform with street clothes over.
- Students must verbally check out with staff and be met by a parent/authorized pickup unless written permission is on file. No exceptions.
- For alternative pickups, send a signed note or email. To make permanent changes, email: **schoolofobt@obt.org**. Students will not be released without prior notification.

Late Pick-up Policy

Students must be picked up within 15 min of class end. After 30 min, a \$25 fee per 30-min increment applies. Call **(503) 227-6890** if delayed (calling does **not** waive the fee). This applies to all OBT School classes, rehearsals, and performances.

DRESS CODE

General Expectations:

Our dress code is an important part of ballet training and reflects long-standing practices across professional schools. It helps create an environment grounded in equity, focus, and respect for the art form. Dressing uniformly allows faculty to clearly see the body in order to support alignment, technique, and the development of a classical line. It also encourages discipline and helps students prepare both physically and mentally for class

- Students are expected to follow the dress code for all OBT classes, regardless of location.
- If a student arrives out of dress code, they may be asked to observe or adjust before participating.
- Dress code reminders will be shared with the goal of supporting each student's success.
- Ongoing concerns may lead to a conversation with School staff to ensure alignment and understanding.
- OBT School supports religious and cultural dress considerations. Families are encouraged to contact the School Director to discuss appropriate options.

Supplies:

- **Junior and Senior Intensive students:** Journal, pencil or pen, ½ inch thick yoga or Pilates mat labeled with their name, 3 different strengths of TheraBand's (light, medium, heavy).
- **Annual Session students:** Journal, pencil or pen, 3 different strengths of TheraBand's (light, medium, heavy). Level 2 students should bring a small hand towel.

Creative Movement/Creative Ballet:

- Any solid color leotard with or without attached single layer ballet skirt (no sparkles, tutus, or tiaras).
- Black fitted leggings or bike shorts, fitted solid color t-shirts.
- Flesh tone, black, white, or pink tights.
- Ballet slippers (no drawstrings, canvas, black, flesh-tone, white, or pink).

Pre-Ballet:

- **Pointe track:** Wear Moi CABRIOLE leotard (Pink or Mint), Skin Tone or Pink Tights (matte, footed, non-seamed), Skin Tone or Pink Canvas Ballet Slippers (no drawstrings, split-sole).
- **Flat track:** White leotard (any brand, any style), Black Bike Shorts or Leggings (tights optional), White Canvas Ballet Shoes (no drawstrings, split-sole), Thin White Crew Length Socks (no tube socks).
- **Non-Binary option:** Wear Moi CABRIOLE leotard (Pink or Mint), Black Bike Shorts or Leggings (tights optional), White Canvas Ballet Shoes (no drawstrings, split-sole), Thin White Crew Length Socks (no tube socks).

Primary & Primary A:

- **Pointe Track:** Wear Moi CABRIOLE leotard (White), Skin Tone or Pink Tights (matte, footed, non-seamed), Skin Tone or Pink Canvas Ballet Slippers (split-sole), Light Pink Raindance #62ADJ ¾ inch alignment belt.
- **Flat Track:** White leotard (any brand, any style), Black Leggings (tights optional), White Canvas Ballet Shoes (split-sole, no drawstrings), Thin White Crew Length Socks (no tube socks), Black elastic belt to hold up tights (not a "Dance Belt"), Optional Skin Tone or Black dance belt (any brand, any style).
- **Non-Binary option:** Wear Moi CABRIOLE leotard (White), Black Bike Shorts or Leggings (tights optional), White Canvas Ballet Shoes (no drawstrings, split-sole), Thin White Crew

Length Socks (no tube socks).

Dress Code Details for Pointe Track Students Levels 1-6:

Leotards, skirts, and tutus:

- **Junior and Senior Summer Intensives:** Traditional style, any single solid color, unadorned, no lace or mesh, no zippers or rhinestones, no crisscross straps, halters, or cut-out backs, no different color trim. Skin-toned or pink tights (matte, no holes). Short black wrap skirts are allowed for select classes. Short black wrap skirts or black bullet point skirts are allowed for select pointe and repertory classes.
- **Annual Session Pointe Track:** Each level has a required leotard color and brand. One style is required to have for performances and observations, optional additional styles listed (choose what fits and feels best). Leotards may not be modified to change the leotard line in any way. Any modifications to strap length must be done so in a way that is concealed.
- **Level 1: Leotard-** Color Lilac, Wear Moi Leotard #CABRIOLE required and second option PIROUETTE. **Belt:** Color Dark Purple Raindance #62ADJ ¾ inch alignment belt.
- **Level 1A:** Purple (special order), Wear Moi Leotard #CABRIOLE or PIROUETTE-Lilac, Raindance #62ADJ ¾ inch alignment belt.
- **Level 2:** Leotard- Color Ballet pink, Wear Moi Leotard #CABRIOLE required and second option PIROUETTE.
- **Level 2A:** Leotard- Color Fuchsia, Wear Moi Leotard #CABRIOLE required and second option PIROUETTE.
- **Level 3: Leotard-**Color Sky, Wear Moi Leotard #, FAUSTINE required, other options CANDIDE, EMERAUDE. **Skirt:** Color Sky Blue, Wear Moi ALEGRO Wrap skirt.
- **Level 3A: Leotard-** Color French Blue, Wear Moi Leotard #FAUSTINE required, other options CANDIDE, EMERAUDE. **Skirt-** Color French Blue, Wear Moi ALEGRO Wrap skirt.
- **Level 3P: Leotard-** Color Navy, Wear Moi Leotard # FAUSTINE required, other options CANDIDE, EMERAUDE. **Skirts:** Color Navy, Wear Moi ALEGRO Wrap skirt, and So Danca Color Black, Long wrap skirt, style options Cordelia SL235 or Evelyn SL227.
- **Level 4: Leotard-**Color Prune, Wear Moi Leotard #FAUSTINE required, other options CABRIOLE, EMERAUDE. **Skirts:** Color Prune Wear Moi ALEGRO Wrap skirt, and So Danca Color Black, Long wrap skirt, style options Cordelia SL235 or Evelyn SL227.
- **Level 5: Leotard Training:** Color Dark Grey, Wear Moi # FAUSTINE required, other options CONCERTO, ABBIE.
 - **Leotard Performances:** Color Black Wear Moi #GALATE Leotard

- **Skirts and tutus for training, rehearsals and performances:** Dark Grey, Wear Moi ALEGRO Wrap skirt, So Danca Color Black, Long wrap skirt, style options Cordelia SL235 or Evelyn SL227, Suffolk Platter Tutu White, Black Mirella #MS12 wrap skirt
- **Level 6: Leotard Training:** Color Light Grey, Wear Moi # FAUSTINE required, other options CONCERTO, ABBIE.
 - **Leotard Performances:** Color Black Wear Moi #GALATE Leotard
 - **Skirts and tutus for training, rehearsals and performances:** Light Grey, Wear Moi ALEGRO Wrap skirt, So Danca Color Black, Long wrap skirt, style options Cordelia SL235 or Evelyn SL227, Suffolk Platter Tutu White, Black Mirella #MS12 wrap skirt

Tights and Shoes Pointe Track:

- Any ballet brand skin tone or pink tights, matte (not shiny/Lycra), no holes, footed, non-seamed. Tights must be worn under the leotard and fully cover the feet, including the heels. Tights must match the shoes.
- If a bra is needed, wear one with concealed straps that aren't visible under the leotard. Underwear should not be worn with the leotard, except in approved cases.
- Canvas, no drawstrings ballet slippers, must match the color of the tights.
- Pointe shoes readiness is determined by the School Director and School Faculty. Dyed pointe shoes and ballet slippers are permitted if supplied from the OBT costume shop. All pointe shoes brands are permitted except Gaynor Minden.

Dress Code Details for Flat Track Students Levels 1-6:

Leotards and Shirts Flat Track:

- **Junior and Senior Summer Intensives Flat Track:** Male-identifying students may wear solid-colored leotards or fitted shirts tucked in (cap-sleeved or tank top).
- **Annual Session Flat Track:**
 - **Level 1-2:** White short sleeve leotard (any brand).
 - **Level 3-6:** White, Wear Moi HORACIO V-Neck microfiber s/s leotard.

Tights, Shoes, and Accessories:

- **Junior and Senior Summer Intensives Flat Track:** Black footed tights with black slippers or Black tights white socks and white shoes
- **Annual Session Flat Track:**

- **Levels 1&2:** Black footed or convertible tights with a white leotard worn under the tights.
- **Levels 3-6:** Grey, Wear Moi HIDALGO microfiber convertible tights.
- Black elastic belt or dress belt is required on the outside of tights for all male-identifying students.
- Skin Tone or Black dance belt (any brand, any style) required for levels 1 and above.
- Thin white crew-length dance socks (no tube socks) – All levels.
- White canvas ballet shoes, no drawstrings (All levels).
- Dyed ballet slippers are permitted if supplied from the OBT costume shop.

Dress Code Details for Non-Binary Students Levels 1-6:

- Non-Binary dancers may choose to wear Flat or Pointe track dress code or may contact the School Director if an alternative option is needed.

Extra-Curricular Classes all Tracks:

Flamenco and Character classes:

Summer Intensive: Levels 1-6

- **Pointe Track:** Black 1.2-inch character shoes, black character skirt mid-shin length, class leotard and class tights.
- **Flat track:** Men's black Latin-Classic Series Ballroom shoes or character shoes, optional black vest, class leotard, tights and socks.
- **Non-Binary track:** May choose either Pointe or Flat track options.

Annual Session: Levels 2-6

- **Pointe Track:** Black, Sansha #TE5C Canvas character shoes and Black, Body Wrappers #0511(kids) or #511(adult) character skirt, class leotard and class tights.
- **Flat track:** Men's Latin-Classic Series Ballroom Shoes (Style Number 915108) optional black vest, class leotard, tights and socks.
- **Non-Binary track:** May choose either Pointe or Flat track options.

Irish Step classes: Ballet attire.

Contemporary, modern, improv and composition, strength and conditioning (Yoga, Gyro, Fitness) classes:

- **Summer Intensive:** All black, any brand ankle length leggings and skintight black top permitted.
- **Annual Session:**
- **Pointe Track:** Black, Eurotard #10333 (adult) cotton leggings, Stelle Seamless Long Sleeve skintight Top Black, no visible branding.
- **Flat track:** Eurotard #10333 (adult) cotton leggings, Black Bloch #MT011 Fitted Muscle Top.
- **Non-Binary track:** May choose either Pointe or Flat track options.
- Flesh tone ballet slippers, black socks or bare feet, at the discretion of the teacher.

Nique (annual session only):

- **Pointe Track:** Class Leotard and Black Capezio #SE1096C/W, Studio bike short, Bare legs and flesh tone ballet slippers.
- **Flat track:** Black Capezio #SE1096C/W, Studio bike short and Black Bloch #MT011 Fitted Muscle Top.
- **Non-Binary track:** May choose either Pointe or Flat track options.

Hip-Hop:

- Clean, non-marking sneakers, baggy, solid colored and non-graphic clothing is allowed and will be worn over the leotard and tights to avoid exposed skin. Please note obscene language or depictions on clothing are strictly prohibited. Black contemporary clothing encouraged.

Seminars and Lectures:

- Warm-up clothing may be worn over the leotards and tights. Obscene language or depictions on clothing are strictly forbidden.

Warm-ups:

- Warm-ups are only permitted before and after class and rehearsal. Please remove all warm-ups prior to the rehearsal or the first combination beginning. Fitted warm-ups are allowed for theater warm up classes only or when observing a class. If a warmup item is needed due to help with an injury, prior instructor approval is needed.

Religious or Cultural Accommodations:

- We are supportive of any religious or cultural dress code preferences. Please contact the

School Director to discuss an appropriate option that best suits the needs of the student and family.

Hair:

- All hair is required to be pulled back into a neat bun if possible and fastened securely using a rubber band, multiple pins and a hair net that matches the color of the student's hair. No French twists.
- Students identifying as male or non-binary with long hair must wear hair in ponytail, single braid, or bun. Bangs must be pinned back away from face.
- Short hair needs to be fastened away from face. Bangs must be pinned back away from face. Head bands must match the student's hair color and is only permitted if needed to secure short hair.
- Students/ parents must be responsible for the necessary supplies to have their hair done before class time. No headbands, bandanas, bows, scrunchies, donuts, or other headwear which interferes with or distracts from class.
- Hair may be worn in a ponytail or braid in designed classes at the discretion of the teacher. (Ex. Pilates, Modern, Strength & Conditioning, Improvisation, Contemporary, and Composition). Bangs must still be secure off the face.
- Unnatural hair color is permitted but must be removed prior to theater rehearsals, observation classes, performances and photo shoots.

Jewelry, Nails, Tattoos:

- No jewelry, watches, necklaces, chokers, anklets, watches, fit bits, bracelets, or rings. Exceptions can be made for health, cultural, and religious purposes but must be approved by the School Director.
- Visible permanent or temporary tattoos are not permitted for theater rehearsals, performances and photo shoots.
- Facial Jewelry (Ex. Nose rings and studs, eyebrow and lip piercing, etc.) is not permitted for any classes, rehearsals, or performances. If a student is newly pierced, a clear, flat stud may be worn.
- Students are permitted to wear small stud-type earrings as long as they are a singular point attached to a post, max 2 per ear. Not permitted for theater rehearsals, performances and photo shoots. No hoop earrings of any kind are permitted.
- Nails are to be kept short (max length of ¼ inch) for safety purposes. Nail polish is permitted for class, but no nail adornments. (ex. Jewels) No Nail polish for theater rehearsals, observation classes, performances and photo shoots.

Free Dress:

- Observed only on pre-determined days to be communicated out in advance. Free dress only applies to wearing a different colored leotard for Pointe Track or non-binary students, tights must still be worn under the leotard and into the shoes. Different colored shirts for Flat Track students may be worn, no shorts or cut off tights. Pointe Track students may wear a short to mid-length ballet skirt of any color. All other dress code guidelines still apply including hair, nails, tattoos, jewelry.

OBT School equally supports the following dance apparel/footwear stores that carry our dress code items:

- **Dance Togs:** 3835 SW Hall Boulevard, Beaverton, OR 97005, (503) 644-7545, dancetogs.net
- **The Leotard:** 2432 NE MLK Boulevard, Portland, OR 97212, (503) 284-9244, theleotard.com
- **Portland Dancewear:** 9225 SW Hall Blvd., Tigard, OR 97223, (503) 292-1539, portlanddancewear.com

Hygiene

Students are expected to wear deodorant before class. Perfume is not permitted at OBT. Hygiene concerns will be addressed privately. Dress code items should be laundered regularly. Having multiples of each item is recommended.

Cloth canvas ballet shoes can be machine washed on a cold, delicate cycle with liquid detergent and air-dried. Pointe shoes should be aired out regularly.

BUILDING & CLASSROOM ETIQUETTE

Gym Use

OBT School students may use the OBT Gym as part of their training with a signed waiver. OBT students 18 years of age or older are able to sign for themselves; students under 18 need a parent/guardian signature. All students who elect to use the gym are able to do so under the following guidelines:

- Eligible Students: Level 4, 5, and 6 flat-track dancers, and Level 6, pointe-track dancers.
- The gym may only be used when not in use by OBT Company members or staff. Please ask the OBT School staff for a current schedule of availability.

- Students must wear proper gym attire and footwear.
- Equipment must be used safely and returned after use.
- No food or drink (water only) in the gym.
- Unsafe behavior or misuse of equipment will result in loss of gym access.

Locker Rooms

Locker rooms are for upper-level students and intended for changing only. Access may vary each year depending on enrollment numbers at each level. Locker rooms are not supervised, and students are not allowed to gather or socialize in these areas.

Food is strictly prohibited from locker rooms. Food or drink may not be stored in lockers overnight.

If inappropriate behavior is reported, an investigation will be conducted. Depending on the results of the investigation, OBT School reserves the right to apply disciplinary action for all parties involved, up to and including loss of locker room privileges and removal from OBT School.

On the first day of class, students will report to the School Registrar for locker assignments and to provide their lock combination. Students are required to purchase combination locks before the arrival of the first day of classes. Only combination locks may be used, with turn-dial Master locks preferred. Keyed locks and Word Locks are not allowed. If the lock combination changes, students must notify the school immediately.

If for any reason OBT has reason to believe something in a locker is in violation of safety, OBT will request the locker to be opened with a member of staff and the person assigned to the locker. A \$50 removal fee will be charged if OBT School staff are required to cut or remove a lock.

Lockers are to be used for personal items such as street clothes, shoes, jackets, purses, jewelry, wallets, electronics, and phones. Illegal substances, tobacco, marijuana products and weapons are strictly prohibited. Any violation will result in immediate expulsion with no refund of tuition.

Dance bags with pointe shoes or supplies may be brought into the studio and stored along the wall, not under the center barres. Do not leave personal items unattended in locker rooms or common areas. All valuables must be locked in assigned lockers, left at home, or given to a family member. OBT School is not responsible for lost, damaged, or stolen belongings. Any damage or loss should be reported to staff immediately.

Locker checkout will take place on the last day of the Annual Session. Lockers must be emptied and cleaned both inside and out.

Storage Cubbies

Students in all levels, from Creative Movement to the upper levels, have access to designated cubbies located throughout the lobby and hallway. Each level is assigned a specific group of cubbies for storing belongings during class time. Cubbies are open and not secure, so valuables should be stored in lockers (if available) or kept at home.

Ice Bins

Only students in Levels 4 and up may access the ice bin without permission. All other students must receive staff approval before obtaining ice.

All injuries, regardless of severity or need for ice, must be reported to OBT School staff immediately.

Restrooms

Students must come prepared for class and avoid using the restrooms as a changing space, out of consideration for staff, students and dancers needing to use the facilities.

Common Areas

These spaces are for warm-up, quiet socializing, class prep, and cool-down. Food may be consumed and must be disposed of properly. Keep noise to a minimum; students asked repeatedly to lower their volume may be separated from the group, and parents may be contacted.

Electronic Devices

Devices (phones, tablets, laptops, etc.) may only be used for schoolwork, ballet-related tasks, or vital communication with parents. Entertainment use, gaming or social media, taking photos or recording of any kind is strictly prohibited. If inappropriate content is viewed at OBT, disciplinary action will be taken and may result in immediate dismissal from OBT School. OBT offers unsecured guest Wi-Fi for appropriate use.

All devices must be silenced and stored in lockers or cubbies. They are not permitted in the studio. Disruptive devices will be confiscated by OBT School Staff and returned at the completion of class. In the event of an emergency, parents, families and guardians are encouraged to contact reception, and someone will collect the student from the appropriate studio.

Unauthorized use of devices may result in disciplinary action, up to and including removal from OBT School.

Student Classroom Etiquette

These guidelines ensure a safe, respectful, and professional environment for all students at Oregon Ballet Theatre. All students are expected to follow them in classes, rehearsals, and performances.

Entering Spaces

- Sign in and out properly for every studio and theater.
- Greet staff with appropriate eye contact and their preferred name.
- Keep hallways clear for staff and student transitions at all times. Move efficiently, store belongings neatly in your designated cubby or locker, and avoid blocking pathways. Voices in hallways should remain at a quiet “library” level to avoid disrupting classes, rehearsals, or administrative staff who are working nearby. Please remember that sound travels easily through studio walls—hallway conversations should reflect the professionalism and focus of our school environment.
- Dance bags must be kept tidy and fit in lockers or cubbies provided.
- Do not leave belongings anywhere else in the building unless you are actively using the studio for class.
- No cell phones in hallways. Phones must be kept in cubbies or lockers. Phones are only to be used for parent communication or repertory study.
- Come prepared with combinations and choreography retained at an age- and level-appropriate standard. Students are expected to remember choreography and apply corrections from class to rehearsals in order to progress. Regular practice at home is both expected and encouraged.
- Homework may be done on electronics only when actively working.

Before & After Class

- Prepare your body and mind for class by being quiet in the hallway and using before-class time for stretching and strengthening.
- Restroom breaks must be taken before class begins. During class, restroom use should be as limited as possible to prevent missing important instruction or choreography. If an urgent need arises, dancers must request permission respectfully. Upon returning, students should wait quietly at the door until acknowledged by the instructor before rejoining class. Training the body to hold restroom needs during designated dance times is an important part of developing focus, discipline, and physical readiness for performance opportunities. These guidelines ensure that learning time is maximized, and the studio environment remains focused and uninterrupted.
- Bring all the dance clothing and supplies needed, including pointe shoes if applicable.
- Arrive early, at least 15 minutes, to be ready promptly at the start of class, focused and prepared for work.
- If a teacher is tardy or the studio is open early, use the time to prepare class or rehearsal content.
- Warm up while waiting for class to begin.

- Always respect personal space and boundaries. Do not touch classmates or another person's body without explicit permission or teacher direction. Physical contact should occur only when instructed by a teacher for educational purposes. Always treat peers, faculty, and staff with consideration, respect, and professionalism.
- Use a dance journal to track corrections and notes. Ballet training requires deep personal commitment, approximately 99% from the student and 1% from the instructor. Teachers provide structure, education, and guidance, but true progress depends on the dancer's consistency, focus, and daily effort both in and outside of class.

During Class Expectations

- Stop conversations when instructors enter the studio or the stage.
No talking out of turn. Raise your hand to speak, ask questions, or comment, and wait to be called on unless it is an emergency.
- Do not ask the teacher how long the class will take, when class ends, or what time it is.
Greet and thank teachers and pianists with a bow or curtsy before, during, or after class when prompted.
- When transitioning from one side to the other during barre exercises, it always turns toward the barre.
- Water bottles are required for every class and rehearsal lasting over one hour. Only spill-proof, filled bottles may be brought into the studio to prevent disruptions and spills. Dancers may refill their bottles during designated breaks only. Water bottles should remain neatly placed near the barre or studio wall to maintain safety and order during class.
- Actively participate in barre work while holding the ballet barre with one or two hands for the required duration of barre exercises.
- Maintain posture and body language that demonstrate openness, readiness, and respect for the work. Stand tall, attentive, and engaged—never with arms crossed, hands on hips, or slouching. Avoid leaning against walls, barres, or mirrors unless specifically directed to do so by the instructor. Dancers are expected to remain physically and mentally present throughout class, showing alertness and willingness to learn through both demeanor and focus.
Remain standing and physically engaged for the duration of class, with posture demonstrating readiness to work and participate. Seated rest is only permitted if directed by the instructor.
- Maintain strong spatial awareness and always move safely and efficiently through the studio.
Be conscious of other dancers' proximity during barre, center work, and across-the-floor exercises. Respect shared space, avoid collisions, and make necessary adjustments for formations or corrections quickly and quietly.
- Applaud at the end of all demonstrations. No snapping or laughing at others.
- Enter and exit the studio only with instructor permission.
- If returning from the bathroom, wait at the door until acknowledged or music stops so as not to distract or harm the dancers.
- If you miss a class or rehearsal, you are still responsible for the content and must catch up with your peers.
- Rotate barre spots throughout the year.
- Follow line and spacing instructions during center work carefully.

- Apply teacher corrections promptly and consistently.
- Alert instructors to injuries or required modifications before class.

Dress Code & Personal Care

- Follow dress code for every class and rehearsal.
- Wear deodorant and clean clothing.
- No perfume or lotion.

Student Conduct

- Use only respectful communication with classmates, faculty, and staff.
- Do not correct classmates, this is the responsibility of the instructor only.
- Do not exclude other students from activities, rehearsals, or social participation within the school community. Inclusion and kindness are essential to a healthy learning environment. Dancers should engage with all peers respectfully and work collaboratively in class, rehearsals, and backstage settings. Every student contributes to the shared spirit and professionalism of Oregon Ballet Theatre School.
- Students are an extension of OBT School and should represent the organization in a positive manner in class, performance, and all rehearsals.

Companion Section: Physical & Engagement Expectations

Purpose

This section summarizes the physical, and engagement demands of ballet classes and rehearsals for all students that address Barre Work, Standing & Activity Level requirements.

- Hold the ballet barre with one or two hands, as directed, for the required duration of barre work—ranging from 45 minutes to 3 hours depending on class level.
- Expected duration: 45 minutes (Pre-Ballet and Creative Movement) to 3 hours without a long break.
- Maintain posture demonstrating readiness to work and participate.
- Seated rest only when instructed by the teacher.

Studio Navigation

- Maintain spatial awareness and move safely and efficiently through the studio.

Emotional Expectations & Resilience

Ballet requires professionalism, mental flexibility, and emotional control. Students must demonstrate maturity in the following areas:

- Navigate disappointment about casting, level placement, and class positioning with grace.
- Continue to participate fully after receiving corrections or decisions that may feel discouraging.
- Manage emotional responses privately and respectfully, without disrupting class or rehearsal.
- Follow instructions immediately if asked to sit out to regain focus or recenter behavior.
- Stay supportive of peers, regardless of casting or opportunities awarded.
- Avoid gossip, whispering, or negative commentary about casting decisions or peers' abilities. Celebrate others' successes with kindness and professionalism.
- Keep facial expressions neutral and receptive when receiving corrections or feedback.
- Demonstrate resilience by returning to work quickly after moments of frustration.
- Communicate with teachers privately about concerns when appropriate, not during instruction.

ACKNOWLEDGMENT

This OBT School Handbook (the "Handbook") describes important information about OBT, and I understand I should consult the School Director or Director of People and Culture regarding any questions not answered in the Handbook. I have entered my relationship with OBT voluntarily. Accordingly, either OBT or I can terminate the relationship at will, with or without cause, at any time, subject to applicable state and federal laws.

I understand the information, policies, and benefits described here are subject to change, and I acknowledge revisions to the Handbook may occur. I understand that any revised information may supersede, modify, or eliminate existing policies.

I have received the Handbook, which I understand is my responsibility to read. I agree to comply with the policies contained in this Handbook and any revisions made to it.

Student Name (Print)

Student Signature

Date

*If Student is under the age of 18 parental acknowledgment is required

Parent Name (Print)

Date

Parent Signature

Date

School Director Acknowledgement

Date

Human Resource Acknowledgement

Date