



School of Nashville Ballet
Professional Division
Policies and Procedures

Introduction

Welcome to the Professional Division of School of Nashville Ballet. The following policies and procedures will answer questions that you may have about your duties as a dancer. Please read it carefully and use it as a reference throughout the year. Should a problem arise that you cannot find an answer to, please stop by the front desk, and we can direct you!

Open-Door Policy

Nashville Ballet maintains an open-door policy for all dancers that wish to meet with a faculty member or administrative staff member. Due to teaching and scheduling constraints, appointments are required via email. Please email mzapp@nashvilleballet.com to request an appointment, your email must include the person you wish to meet with and subject.

Contact Information

I HAVE QUESTIONS ABOUT...	I SHOULD CONTACT...
Artistic Questions - Placement, class structure, injury, illness, career questions, progress reports, casting questions	Anais Chalendard achalendard@nashvilleballet.com
Administrative Questions - General inquiries, housing, assignment questions, absences, Laurel Springs, Belmont University partnership, SNB job opportunities, and other resources	Mia Zappacosta mzapp@nashvilleballet.com
Enrollment and Tuition Questions – Payments and payment plans, enrollment confirmation, and card issues	Lara Kennedy lkennedy@nashvilleballet.com
I am running late to class!	School Associate (front desk) (615) 297-9266 ext. 910 school@nashvilleballet.com
Intensive Questions – Summer Intensive, Contemporary Intensive, Winter Intensive	intensive@nashvilleballet.com
Nutcracker Questions – Sign up, casting, rehearsal schedules	youthcast@nashvilleballet.com
I am running late to a <i>Nashville's Nutcracker</i> rehearsal!	<i>Nashville's Nutcracker</i> Youth Cast Hotline (615) 297-0287
I will not be in class.	Visit http://nashvilleballet.com/pdportal Password: PD2324 Submit a report through the Absence Form.
I would like to make a PT appointment. Who does Nashville Ballet recommend?	Susan Underwood Physical Therapy (615) 298-8021

Nashville Ballet Mission:

We create, perform, teach and promote dance as an essential and inspiring element of our community.

School of Nashville Ballet Mission:

School of Nashville Ballet provides exemplary dance education for children, youth, and adults. The school is dedicated to human development, inclusivity, and excellence in dance through the fundamental foundation of classical ballet, where all students discover and develop an admiration for dance.

Academy Mission Statement:

The Academy provides exemplary dance education for youth, with a heightened focus and commitment within a classical ballet syllabus and methodology of School of Nashville Ballet. The Academy is dedicated to human development, inclusivity, and excellence in dance through the fundamental foundation of classical ballet training. Academy students discover and develop an admiration for dance while dedicating their studies at an elevated level for their individual goals within the dance community.

Values:

Artistry, Excellence, Strength, Passion and Athleticism

Principles of Technique (Aesthetic Values):

Symmetry, Harmony, Verticality, Length, Counter-Spiral Lines, Expansion
The physical embodiment that WE are artists. We are servants to the Art.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, disability status, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

Calendar and Important Dates

The calendar is subject to change. Please refer to any email communications and the portal for updates throughout the year.

AUGUST

8/12/23 Professional Division Orientation

8/14/23 First Day of Classes

8/25/23 **No Classes**, Instructor In-Service

SEPTEMBER

9/4/23 **No Classes**, Labor Day

9/22/23 SNB Trip to TPAC for Fall Company Performance of *Firebird*

OCTOBER

10/31/23 Halloween, Non-restrictive Costumes Encouraged!

NOVEMBER

11/3-11/4/23 Fall Showcase Performances

11/11/23 **No Classes**, Instructor In-Service

11/20-11/22/23 Fall Meetings with Faculty

11/23-11/25/23 **No Classes**, Thanksgiving Break **(THERE WILL BE REQUIRED NUTCRACKER REHEARSAL MONDAY THROUGH WEDNESDAY)**

DECEMBER

12/8/23 Last Day of Fall Semester

12/8-12/24/23 Nutcracker Performances

12/25-1/8/24 Winter Break

JANUARY

1/3-1/6/24 Winter Intensive

1/8/24 **First Day of Classes**

1/15/24 **No Classes**, Martin Luther King Jr. Day

FEBRUARY

2/9/24 SNB Trip to TPAC for Spring Company Performance of *Attitude*
TBD Spring Faculty Meetings

MARCH

3/4-3/9/24 **No Classes**, Spring Break
3/20-3/22/24 Contemporary Showcase Preview

APRIL

4/20/24 SNB Trip to TPAC for Spring Company Performance of *Romeo and Juliet*

MAY

5/13/24 Last Day of Classes
5/14-5/23/24 Tech and Dress Rehearsals for Spring Showcase
5/17/24 SNB Trip to Live in Studio A
5/24-5/26/24 School Performances at Ingram Hall

Contemporary Showcase Date TBD

PD Dancer Portal

This web page contains all dancer information and resources including schedules, contact information, absence reporting, uniform, and more. Please check this often for updates. All absences should be reported through this page. Visit <http://nashvilleballet.com/pdportal> and use the password **PD2324** to access the Dancer Portal.

Orientation

There will be a mandatory orientation for all Professional Division dancers (including returning dancers) on Saturday, August 12 at 4:30 p.m.

Attendance

- Attend full class schedule as assigned.
- Regular or excessive absences may result in reassignment to the Academy.
- In the event of illness or absence, you must visit <http://nashvilleballet.com/pdportal> (password: PD2324) and submit an absence report.
- In the event you are running late for class, please call (615) 297-2966 x 910 to notify the front desk.

- Unreported absences are considered unexcused and will affect your eligibility for performances.
- Requests for days off for travel or auditioning must be made in advance (**2 weeks**) and in writing using the absence form provided. Please do not make travel arrangements prior to receiving written permission from the Professional Programs Manager or Interim School Manager.

Check-In Policy

Please use your scan card to sign in at the beginning of the day. Your instructor will take roll and record your attendance in each individual class during the day as well.

Studio Policies

- Dancers are expected to act in a professional, respectful and mature manner.
- No phones in the studio
- No chewing gum, food or drink will be permitted in the studios except capped bottled water.
- Please throw trash away promptly. Do not leave food or trash in the kitchen or hallways.
- No dance bags in the studio. (water, pointe shoes, and other essential items for their next class may be at the front of the room.)
- Dancers should refrain from bringing valuables to the studios. **Nashville Ballet is not responsible for lost or stolen goods.** Lockers are available in dressing room.
- If a dancer is late, they should wait politely at the door until they are acknowledged by the teacher and curtsy or bow before entering the studio (same if they exit and re-enter the studio for any reason). If the dancer is later than 15 min they will need to sit out and take notes.
- All dancers are expected to have a dance journal in their bag for notes, choreography, and other needs.
- Dancers must not lean on the barres in between combinations.
- Dancers must be aware of proper classroom etiquette and should avoid standing with hands on hips, arms crossed in front of their bodies, yawning, and making sure that they respectfully acknowledge and perform corrections when given.
- When working in groups, the dancers should have respect for their fellow classmates and teacher and not chatter on the sides of the room which causes a distraction.
- **Dancers should not “mark” their arms in class as this will develop incorrect neuropathways and demonstrates poor work ethic. The dancers are still in the process of their training and must be mindful of this.**
- Dancers are expected to be personally responsible for their class material and must prepare mentally prior to the beginning of class. This skill is an essential part of training to be a professional dancer.
- Inappropriate language is not acceptable in studio or hallways.
- Smoking is not permitted. Nashville Ballet is a smoke & vapor free campus.

Additional Academy Classes:

To foster growth and increase studio time, PD dancers are encouraged to take additional Academy classes free of charge (this can include make up classes). Please see the PD portal for a list of Academy Classes.

Winter And Spring Review Meetings

In the winter and in the spring PD dancers will have the opportunity to sign up for meetings with School of Nashville Ballet leadership to discuss their progress, follow up on goals set at the beginning of the semester, and discuss new goals and plans for their future careers. Details will be emailed in advance.

School Closings

In the event of severe weather or loss of power, School of Nashville Ballet may cancel classes for a portion of the day or the entire day. Closing information will be posted on our web site, social pages, and announced via text alerts. Sign up for text alerts at <https://www.remind.com/join/snbdppd>

Lost and Found

Items found will be kept for 3 weeks and then donated. The lost and found is locked at all times. If you would like to check for an item in the lost and found, please ask the front desk staff, and they will assist you.

Enrollment and Tuition Policies

- Payment may be made by check or credit card. Payment plans are only available by approval of the Interim School Manager (mzapp@nashvilleballet.com) and through our automated system with a credit card.
- School of Nashville Ballet reserves the right to cancel a class due to lack of enrollment.
- Canceled classes will be prorated and refunded.
- Enrollment is for the entire year.
- **Tuition is non-refundable.** In the case of serious injury or illness, refunds may be considered on an individual basis. These refunds are not guaranteed and may be subject to a 25% administration fee.
- There is no proration for scheduling conflicts.
- Classes are not transferable to other dancers.
- Voluntary or involuntary withdrawal and missed classes are not considered eligible for refunds.
- Dancers with outstanding balances are not permitted to take classes until their accounts are current.
- Late payments will interrupt class participation.

Dancer Accident/Injury Procedures

Minor Accidents/Injuries

- Any injured dancer should report their injury(ies) to their teacher or the nearest faculty or staff member immediately. An Accident/Injury form must be turned in to the front desk, copies are available at the front desk.
- If deemed necessary, the teacher will administer First Aid.
- Minor accidents/Injuries will be reported to the School Administrative Director after class has ended. At this point a plan for the dancer to return to class/rehearsal will be put in place.

Serious Accident/Injury

- A Faculty or staff member who receives first report of any serious accident or injury will report immediately to the Professional Programs Manager and School Administrative Director. They will then contact the parents of the dancer(s) involved immediately. At this point a plan for the dancer to return to class/rehearsal will be put in place.
- If an injury is serious enough, i.e. there is suspicion of broken bones, head or eye injuries, or excessive bleeding, that dancer will be transported to the nearest hospital or dealt with as advised by parents/guardians.
- **All injuries need to be reported through the portal as well by the dancer.**

In the event of severe injury, parents/guardians will be immediately contacted concurrently with a call requesting an ambulance.

Injuries:

- In the case of injuries which preclude participation in class, we ask that dancers still attend class to observe and continue to learn from the instructor and peers. Dancers should take notes during the entirety of classes.

Sickness:

Please help us maintain a healthy environment and reduce the spread of illness. Students with a fever greater than 100 degrees, who have experienced vomiting/diarrhea, or have another contagious illness should not attend class until they are symptom-free for at least 24 hours and are no longer contagious. Please communicate the student's sickness and anticipated absence(s) to us via the School of Nashville Ballet Absence Reporter which can be found on the Academy Portal. See our COVID-19 policies located on the Academy Portal.

Health Policy:

- The school will monitor dancers' health as effectively as they can and promote a positive attitude towards weight, healthy eating habits and body image at all times
- All dancers keep to a healthy athletic weight to ensure that they are able to perform to their best ability
- Dancers who fall below their recommended norm may be putting their health at risk and therefore the school has the right to address the issue with effective and rapid intervention
- If the faculty of Nashville Ballet determines that a dancer's health is at risk:
 - The parent(s) and the dancer will be notified, and a private conference scheduled to discuss the issue and select appropriate action
 - If the dancer's condition does not improve, intervention and treatment from a trained professional will be strongly advised
 - If the dancer's health continues to decline, that individual will be unable to participate until the health is restored or will have their work load altered depending on the severity of each circumstance

Uniform

All Dancers are in black and pink/flesh tone for ALL company rehearsals.

Please see the two uniform options listed below.

Option One:

- Black Nashville Ballet branded leotard or any simple black leotard
- Pink/Flesh colored convertible tights, either Capezio Style #9 in Theatrical Pink or any tights that match your flesh tone
- Practice tutus are required by October 1; we recommend Tutu.com, Primadonna or Grishko
- Pointe shoes upon teacher approval
- Ballet shoes in pink or flesh tone as available
- Black nylon/cotton blend socks for contemporary class

Option Two:

- White Nashville Ballet branded leotard
- Grey convertible tights for ballet technique
- Black convertible tights or jazz pants for contemporary class
- White socks
- Black nylon/cotton blend socks for contemporary class
- White ballet shoes

Those that choose uniform option one are required to wear tights under their leotard and in their shoes for all classical classes. Appropriate tights (length and color) should be worn for all

rehearsals or alternate classes and will be determined by the artistic staff member running that class or rehearsal.

Warm-ups should be fitted and only worn when necessary. Hair should be neat and secured away from the face, and jewelry should be kept to a minimum. Please consider your pas de deux partner when wearing jewelry.

It is our expectation that you will wear professional work attire that is appropriate for your craft. We have board members, donors and guests in the building daily. Your attire should be considered neat, clean and professional should a visitor walk in at any time.

Uniform Resources

Nashville Ballet Front Desk

What? Leotards for both options and tights for option two.

Spell's Dancewear

What? Leotards, tights, shoes, etc.

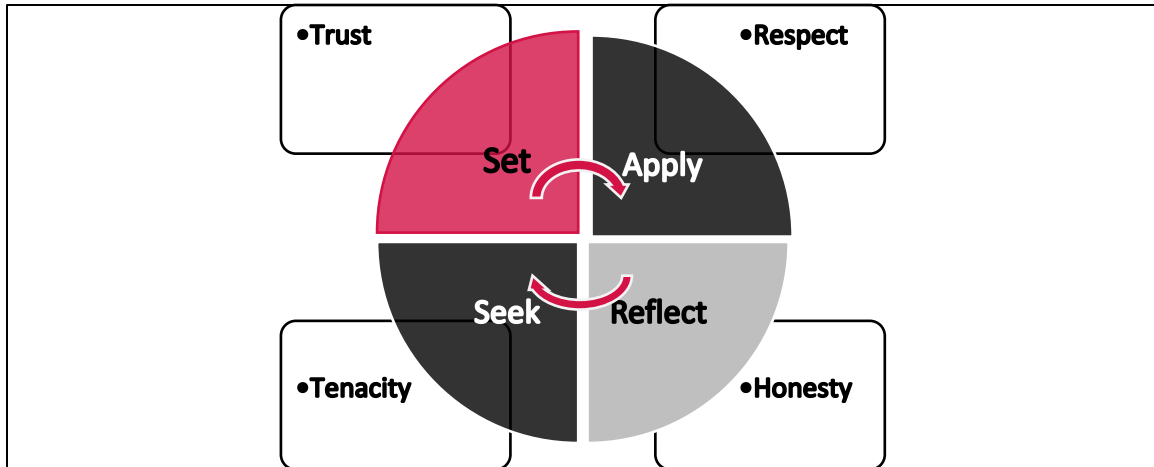
4231 Harding Pike #1, Nashville, TN 37205

Bellissimo Boutique

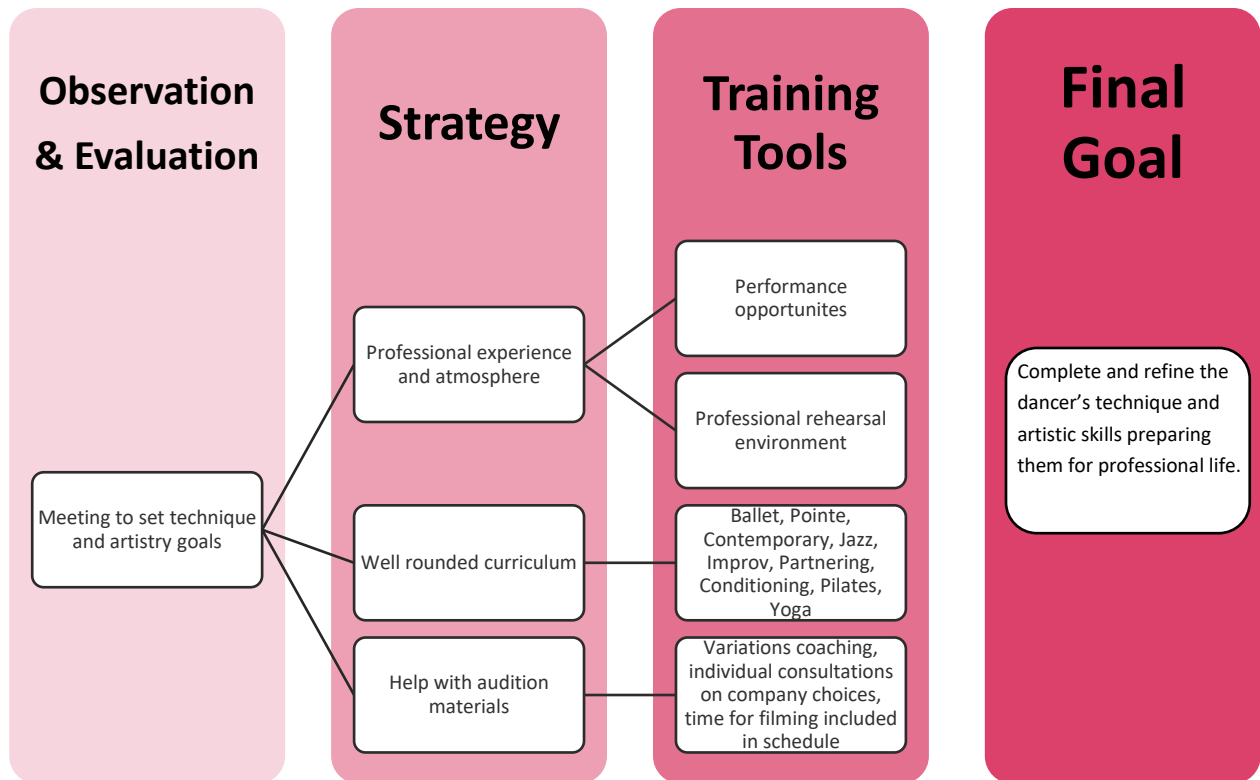
What? Leotards, tights, shoes, etc. We recommend here for pointe shoe fittings.

790 Jordan Road, Suite 108, Franklin, TN 37067

PROGRESS CYCLE



ACTION PLAN



Dancer Agreement (Signature)

I (sign full name below) have read the Handbook in its entirety and agree to the policies, procedures and processes outlined within. I acknowledge that failure to abide by these policies and procedures may result in reassignment to the Academy Division or expulsion from the program.

Dancer Signature: _____ **Date:** _____

Dancer's Printed Name: _____

Professional Programs Manager Signature: _____ **Date:** _____

Please sign and return to the front desk.