



Academy Handbook

Revised as of June 2019

Auer Academy of Fort Wayne Ballet, 300 E. Main St.
Fort Wayne, IN 46802

Fort Wayne Ballet

Mission & Structure

The mission of Fort Wayne Ballet, Inc. is to feed the spirit and spark the imagination through the highest caliber of dance education, performance experiences, and community engagement.

General Academy Information

Auer Academy of Fort Wayne Ballet is the official school of Fort Wayne Ballet, Inc. Enrollment at the Academy is open to students 3 years of age and older, regardless of race, nationality, or ethnic origin.

Administrative staff available during business hours.

(9:00am-5:30pm during academic year)

Telephone: 260-484-9646, Fax: 260-484-9647

**Meetings with faculty are available by appointment. Please contact the registrar or academy administrator to schedule a meeting. **

Registrar

registrar@fortwayneballet.org

Justin Amos, Academy Administrator

jamos@fortwayneballet.org

Christina Brinker, Chief Operating Officer

cbrinker@fortwayneballet.org

Curriculum

The academic curriculum is a safe but immersive curriculum, designed with childhood development (physical, cognitive, and emotional) concepts at the core. Our curriculum is based largely in the American Ballet Theater (ABT) National Training Curriculum. Their curriculum combines child psychology, child physiology, and dance education into a comprehensive and complete dance education curriculum. With a solid curriculum in place, we rely on staff and faculty to engage your child as an individual who will develop in his/her own time. A large majority of our staff are ABT Phase I certified instructors. and recently participated in Phase II training. Our faculty look forward to completing the curriculum and obtaining Phase III certification soon!

Pre-Ballet Division

As your young child grows, 3-6 year olds can enroll in the Pre-Ballet Division, a graduated creative movement program. Creative movement combines skill development and self-expression. All classes require the student to be the age of the class level by August 1st of the academic year the student is enrolling.

Pre-Ballet Classes:

| <u>Class Name</u> | <u>Age</u> | <u>Recommended Times/Week</u> | <u>Class Length</u> |
|---------------------|-------------|-------------------------------|---------------------|
| Joy of Dance | 3 years old | Once per Week | 30 minutes |
| Fun N Dance | 4 years old | Once per Week | 30 minutes |
| Creative | 5 years old | Once per Week | 45 minutes |
| Movement I | | | |
| Creative | 6 years old | Once per Week | 1 hour |
| Movement II | | | |

Uniform:

Girls- pastel tank or camisole leotard, white ankle socks, pink leather ballet slippers. Girls enrolled in Creative Movement I and II will also need a short, pink skirt for class.**

Boys- White shirt, black pants or shorts, white ankle socks, black leather ballet slippers.**

****All dress code items available through the Fort Wayne Ballet's Boutique.**

Lower School Division

The goal of the Auer Academy of Fort Wayne Ballet is to provide a complete structured curriculum that stresses a firm foundation of quality dance regardless of future plans in the dance field, and to nurture students' natural love of movement.

Ballet Technique Classes

| Class Name | Times/Week | Class Length |
|------------|------------|--------------|
|------------|------------|--------------|

| | | |
|-----------------|------------------------------------|--------|
| Ballet I | Two classes per Week (recommended) | 1 Hour |
|-----------------|------------------------------------|--------|

Uniform- White leotard with white ankle socks (Leotard Style #M207L*); pink leather ballet slippers.

| | | |
|-------------------|--------------------------------------|--------|
| Ballet IIA | Three classes per Week (recommended) | 1 Hour |
|-------------------|--------------------------------------|--------|

Uniform- Pink leotard with pink seamless tights (Leotard Style #M207L*); pink leather ballet slippers

| | | |
|-------------------|--------------------------------------|------------|
| Ballet IIB | Three classes per Week (recommended) | 1.25 Hours |
|-------------------|--------------------------------------|------------|

Uniform- Pink leotard with pink seamless tights (Leotard Style #M207L*); pink leather ballet slippers

| | | |
|--------------------|--------------------------------------|-----------|
| Ballet IIIA | Three classes per Week (recommended) | 1.5 Hours |
|--------------------|--------------------------------------|-----------|

Uniform- Forget Me Not (light blue) leotard with pink seamless tights (Leotard Style #M207L*), and a wide light pink elastic waistband (Hip alignment belt); pink leather ballet slippers **Young men please see Men's Ballet Technique Dress Code below.*

| | | |
|--------------------|-------------------------------------|-----------|
| Ballet IIIB | Four classes per Week (recommended) | 1.5 Hours |
|--------------------|-------------------------------------|-----------|

Uniform- Forget Me Not (light blue) leotard with pink seamless tights (Leotard Style #M207L*), and a wide light pink elastic waistband (Hip alignment belt); pink leather ballet slippers **Young men please see Men's Ballet Technique Dress Code below.*

Men's Ballet Technique Classes (In addition to curricular ballet classes)

| Class Name | Times/Week | Class Length |
|------------|------------|--------------|
|------------|------------|--------------|

| | | |
|----------------|-----------------------------|--------|
| Men's 1 | Once per Week (recommended) | 1 Hour |
|----------------|-----------------------------|--------|

Uniform - white t-shirt, black tights/pants, white socks, and black leather ballet slippers

| | | |
|----------------|-----------------------------|--------|
| Men's 2 | Once per Week (recommended) | 1 Hour |
|----------------|-----------------------------|--------|

Uniform - White t-shirt, black tights/pants, white socks, and black leather ballet slippers

***All style numbers listed are for Discount Dance's website.**

****All dress code items available through the Fort Wayne Ballet's Boutique.**

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Alternative Classes for Lower School

Tap – Ballet I or higher: Tap classes are the alternative dance class the Artistic Staff recommends first for students because of how it strengthens students' sense of rhythm, versatility, and teaches control of the ankles and feet. Tap shoes are required, so families incur that extra cost for this class.

Uniform: Bloch "TapFlex" lace up, split sole tap shoes (black), level appropriate uniform, with dance shorts or pants

Jazz – Ballet III or higher: This alternative dance form encourages students' flexibility and self-confidence. Many enjoy the more current music. The Academy stresses the technique of theatre jazz versus "popular" jazz. The student finds greater success if they are 12 years or a Ballet III level.

Uniform Ladies: Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD*), black Capri Pant (Style #TH5521*), and black jazz oxford shoes.

Uniform Men: Class dress code with black oxford jazz shoes and black jazz pants.

Modern – Ballet IV or higher: Many styles and techniques comprise modern dance. Considered an alternative dance form to classical ballet, it involves a kinetic exploration of movements that lead to a more complete dancer.

Uniform: Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD*), black Capri Pant (Style #TH5521*), bare feet

Uniform Men: Black Tights, white or black athletic fit T shirt, bare feet

Performance Opportunities

- Youth Company (YC): Typically open to dancers Ballet III and up or at the instructor's discretion. They perform their Family Series throughout the year, as well as at various festivals or community events. These students are automatically cast in *The Nutcracker* and do not have to audition. They may have more than one role or be in both casts, meaning performing in four in-theatre performances.
 - **Uniform for Women:** White leotard with pink seamless tights (Leotard Style #207L); leather ballet slippers
 - **Uniform for Men:** White t-shirt, black tights/pants, white socks, and black leather ballet slippers

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**All dress code items available through the Fort Wayne Ballet's Boutique.

Upper School Division

Ballet Technique Classes

Class Name _____ Required Times/Week _____ Class Lengths -1.5 Hours

Ballet IV Five classes per Week (Recommended)

Uniform- Lilac leotard with pink seamless tights (Leotard Style #M207L*), and a wide light pink elastic waistband (Hip alignment belt); pink leather ballet slippers

Ballet V Five Times per Week (Recommended)

Uniform- Navy leotard with pink seamless tights (Leotard Style #M207L*), and a wide black elastic waistband (Hip alignment belt); pink leather ballet slippers

Ballet VI Six Times per Week (Recommended)

Uniform - Blackberry leotard with pink seamless tights (Leotard Style #M207LD*), and a wide black elastic waistband (Hip alignment belt); pink leather ballet slippers

Men's 3 Once per Week (1 hour class) (Recommended)

Uniform - White t-shirt, black tights, white socks, & black leather ballet slippers

****Ballet IV, Ballet V, and Ballet VI are considered to be 1 to 2 year programs. It is common for students to stay in these levels a total of 2 years prior to being moved up.**

Alternative Classes for Upper School

Jazz – Ballet III or higher: This alternative dance form encourages students' flexibility and self-confidence. Many enjoy the more current music. The Academy stresses the technique of theatre jazz versus "popular" jazz.

Uniform Ladies: Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD*), black Capri (Pant Style #TH5521*), and black jazz oxford shoes.

Uniform Men: Class dress code with black oxford jazz shoes and black jazz pants.

Modern – Ballet IV or higher: Many styles and techniques comprise modern dance.

Considered an alternative dance form to classical ballet, it involves a kinetic exploration of movements that lead to a more complete dancer.

Uniform- Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD*), black Capri Pant (Style #TH5521*), bare feet

Uniform Men: Black Tights, white or black athletic fit T shirt, bare feet

Tap – Ballet I or higher: Tap classes are the alternative dance class the Artistic Staff recommends first for students because of how it strengthens students' sense of rhythm, versatility, and teaches control of the ankles and feet. Tap shoes are required, so families incur that extra cost for this class.

Uniform: Bloch "TapFlex" lace up, split sole tap shoes (black), level appropriate uniform, with dance shorts or pants

***All style numbers listed are for Discount Dance's website.**

****All dress code items available through the Fort Wayne Ballet's Boutique.**

Examinations

Our syllabus is structured with a balance of honoring the traditions of classical dance, meeting the needs of the developing child, and providing a safe space for blossoming artists to grow. An examination process establishes a clear and concise assessment of our faculty and student progress with the syllabus over the course of the academic year. Yearly examinations are held to ensure the excellence of each teacher's class/level. **Examinations are held for Ballet V, VI and Pre Pro.** We will begin a voluntary examination process for American Ballet Theatre's National Training curriculum this year for lower levels as well.

Transfer Student Placement

Depending on experience students usually take a placement class and afterwards, Faculty make recommendations on their placement within the curriculum. Academy Faculty will continue to watch students' development and adjust their placement if needed.

Open Division

Open Adult/Teen Ballet -

The goal of the Open Adult/Teen program is to expose adults to ballet as an art form, all while learning control and toning of the body. The Academy offers classes for the adult with no previous experience, as well as for the advanced adult student or past professional. Flexible enrollment options are available as adult students' lives vary in time availability and family responsibilities.

Open Division Uniform – Comfortable, form-fitting exercise clothing that allows full range of motion.

Pre-Professional Program:

Pre-Professional Levels 1 and 2 (Pre Pro 1 & 2):

These students take ballet classes 6 days a week, 4 alternative dance classes per week, and 1 academic class. Pre Pro students must attend an approved Summer Intensive study program of at least 3 weeks.

Pre Professional 1

Uniform: Burgundy leotard w/ pink seamless tights (Leotard Style #M207L*), a wide black elastic waistband (Hip alignment belt); pink leather ballet slippers.

Pre Professional 2

Uniform: Royal blue leotard w/ pink seamless tights (Leotard Style #M207L*), a wide black elastic waistband (Hip alignment belt); pink leather ballet slippers.

Pre Professional Men

Uniform: White t-shirt, black tights, white leather ballet shoes.

Pre Pro Character

Uniform Women: Level appropriate uniform with Black Natalie elastic waist character skirt with the length to hit just below the knee; Character Shoes: Black with Cuban heel.

Uniform Men: White shirt, black jazz pants, black character shoes.

Pre Pro Jazz

Uniform Ladies: Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD at Discount Dance), black Capri Pant (Style #TH5521), and black jazz oxford shoes.

Uniform Men: Class dress code w/ black oxford jazz shoes & black jazz pants.

Pre Pro Modern

Uniform Women: Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD*), black Capri Pant Style #TH5521 or Natalie Capri, bare feet.

Uniform Men: White t-shirt, black tights, white socks, bare feet

Pre Pro Musical Theater

Uniform Women: Black Mirella Pinch Front Seam Camisole Leotard (Style # M210LD at Discount Dance), Character Shoes: Black with Cuban heel.

Uniform Men: Class dress code w/ black oxford jazz or character shoes & black jazz pants.

Performance Opportunities

Performances serve a variety of functions in our organization. Performing is a showcase for skills, talents, and accomplishments of local artists. In Academy-related productions, performing should be a continuation of the educational process.

End of Year Performance

Students are eligible for participation in an end of the year Academy Showcase. **Dancers' accounts must be at a ZERO Balance by May 1st in order to participate in the End of Year Performance.** This performance highlights the material they learned during the year and introduces them to the performance experience. It is a voluntary experience and students are not penalized if they are unable to participate. Students participating in the Showcase must adhere to the following requirements:

- Students' account must be current. This means that their account must be at a zero balance by May 1st in order to participate in the Academy Showcase.
- Students in the Pre-Ballet program who have more than four (4) unexcused absences are ineligible to participate in the Academy Showcase. (Make up classes will cancel out a missed class.)
- Students in Ballet I and above who have more than two (2) unexcused absences are ineligible to participate in the Academy Showcase. This is 2 absences for their ballet level and 2 absences per alternative dance class. (Make up classes will cancel out a missed class.) Please speak with our Academy Administrator for make up opportunities.
- Students participating in the Academy Showcases girls will wear pink tights (for girls) and the color leotard appropriate for their level with a class skirt or a tutu. Boys will wear their classroom dress code.

Performance Opportunities Continued

The Nutcracker

Fort Wayne Ballet presents 14 performances of *The Nutcracker* every season for our community. With two casts and about 170 roles (including understudies), it is a Herculean task to mount the production with professional quality. Families will find the audition date for *The Nutcracker* on the Academy Schedule and information will come separately about this opportunity.

- Pre-Professional Levels and Youth Company: No audition required, automatically cast.
- Ballet Levels II A-VI: Audition required, roles cast based on ability, technical mastery, and casting needs.
- **Roles for small children**: These roles are costume size & often hair length dependent. For those families who have children in Creative II or Ballet I: if you are interested in your child participating please watch for the informational letter to come out late August and keep the day of the audition open for your family. Casting is non-negotiable.



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Rules & Expectations

Registration

A \$40.00 registration fee is required to register a student in the Auer Academy classes. Additional children of the same immediate family pay \$15.00. As we do have a limit on class sizes, this registration fee will hold their spot in their class(es). ALL boy students pay \$50.00 registration fee regardless of the number of children enrolled per family.

These registration fees include a ticket voucher or discount code for one (1) student ticket to a performance during the academic year.

Classroom Etiquette

Students are expected to be courteous and attentive in class. They will be asked to leave if they become too disruptive. Negative behavior is not tolerated, though faculty will partner with parents to understand and to obtain positive behavior.

Attendance:

1. Students must check in at the front desk when arriving for classes.
2. **LATE POLICY:** It is essential that students come to class on time. Lack of proper warm-up at the beginning of class can cause injury. **Students more than ten (10) minutes late to class will be asked to sit and observe.** This prevents unnecessary absences.
3. Fort Wayne Ballet cannot be responsible for the safety of students leaving the building with or without parental permission.
4. Students are encouraged to make up all classes missed. Missed classes may be made up within the current academic year.
5. **Excessive absenteeism (excused or unexcused) may lead to exclusion from performances or Company at the discretion of the Academy Principal or Artistic Director.**

Excused Absences:

An excused absence is one the student does NOT need to make up in order to participate in the End of Year Showcase. Excused absences include:

1. Death of a family member.
2. Hospitalization of dancer.
3. Religious obligation.
4. Dancer has a fever or the flu.
5. Mandatory school obligation.

Rules & Expectations Continued

Class Make-up Policy:

Pre-ballet/Ballet classes: Students can attend a different class in their level or below to make up a ballet class. For example, a Ballet III student can take another Ballet III class or a Ballet IIB class to make up an absence.

Ballet students in level V and above may also make up classes during the Garrett-Keyser-Butler class which is held 8:00 – 9:10 a.m. Monday through Friday. These make up classes must be coordinated with the registrar or academy administrator prior to the student attending the class.

Alternative Dance Classes:

1. Students can make up an alternative dance class by taking a lower level class in the same discipline. (Ex. Taking Tap I to make up a Tap II absence).
2. Students can take an extra ballet technique class to make up an alternative class. Ballet classes can always make up an alternative dance class.
3. Students in introductory alternative classes can also observe a higher level class of the same alternative class.

Emergency Closings

In the event of inclement weather, Auer Academy of Fort Wayne Ballet will remain open for classes unless there is a Level 2 or 3 Snow Emergency for Allen County, Indiana.

<https://www.in.gov/dhs/traveladvisory/>

As always, we urge you to exercise prudence as you will have the better sense of the road conditions in your areas. Please email the registrar@fortwayneballet.org if weather conditions will impede your child from attending class to ensure we are notified.

No Smoking

The Auer Center for the Arts and Culture is a smoke free facility.

Volunteer Hours

- Fort Wayne Ballet relies heavily on volunteers to assist with productions and special events. As an academy parent, you are in a unique position to help us. You understand our needs and how your time and talents directly benefit Fort Wayne Ballet and its students.
- **We are ask each Academy Family to contribute at least 10 hours of volunteer time.**
- If you are unable to commit to the 10 hours of volunteering, you may make a donation of \$50.

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Please see Academy Administrator, Justin Amos.

Male Students and Students on Scholarship

- **ALL** male students enrolled in the year-round academy program must complete a scholarship application prior to registration. These can be found online or at the ballet offices. Please complete and return to the Registrar.
- **ALL** boy students must pay a \$50.00 registration fee to hold their place in the class.
- **ALL** male students or students on scholarship must complete volunteer hours as a part of their scholarship agreement. Scholarship or male students in Ballet I or Pre Ballet must complete 12 hours volunteer time per semester or 24 for the academic year. Scholarship or male students in Ballet IIA or above must complete 25 volunteer hours per semester or a total of 50 volunteer hours within the academic year.

Auer Center for Arts and Culture

Arts United has asked that all children under 12 years old be accompanied by an adult while in the Auer Center of Arts and Culture. Please keep a watchful eye as this is a public space and we share the building with other tenants. No running, please.

For security reasons students must not wait outside. We are downtown and this is a public space; please help us as we strive to ensure your child's safety. Thank you for your understanding and cooperation. The Auer Center for Arts & Culture closes at 9:00pm M-F; 6pm Saturdays. **Students left after classes end and the Academy closes will be charged \$15.00 for every fifteen minutes for a staff member to remain in the building. Fort Wayne Ballet faculty and staff are not responsible for driving a child home and a liability issue so.**

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Conduct Constituting an Interference with Purposes of Fort Wayne Ballet

Any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or material interference in carrying out the purposes of Fort Wayne Ballet, Inc., will result in disciplinary action to the student. Also, any conduct which would be grounds for suspension or expulsion from an Indiana public school would be grounds for suspension or expulsion from the Auer Academy of Fort Wayne Ballet.

Disciplinary Action

- I. Reprimand by instructor
- II. Action by Academy Principal resulting in probationary status
- III. Suspension: the temporary exclusion of a student from participation in a specific number of Academy classes or activities, following these procedures:
 - A. The Artistic Director will investigate alleged misconduct
 - B. The Artistic Director will hold a conference with student and/or parent
 - C. The Artistic Director will record, file and report to Academy liaison the offense and action taken
 - D. Conferences and hearing should be composed of the following:
 1. Oral and written statement of charges
 2. Summary of evidence
 3. Opportunity for student to explain misconduct

Due Process

If a student or parent believes students are being improperly reprimanded, treated, or subjected to an unjust rule or standard, they should follow the appeals process:

1. Contact the Registrar to set up an appointment with the Faculty member and Academy Principal. If not satisfied,
2. Contact the Registrar to make an appointment with the Artistic Director and Academy Principal. If not satisfied,

3. Contact the Executive Committee liaison from the Board of Trustees, who will act as an ombudsman. Explain in writing both the concern and the attempts to resolve the issue and request for a hearing (you may mail this request to the Fort Wayne Ballet Board of Trustees, Attention Academy Liaison, 300 E. Main St. , Fort Wayne, IN 46802), or deliver it in person.
4. The Academy Liaison will respond to the request within 10-15 days, notifying student and/or parent that the request for a hearing was received. A hearing date will be scheduled with student and/or parent, the Artistic Director, the instructor, the Academy Liaison and any representative of either party, if designated.

Expulsion: The separation of a student from or denial of admission to, the Academy for any of the reasons designated:

- A. The Artistic Director will determine grounds for expulsion and present them to the Academy liaison, and together they will investigate.
- B. The Director and liaison will file written charges with Executive Board.
- C. The Executive Board will arrange a hearing to determine appropriate action.

Harassment Policy

Board Approved on December 13, 2005

In promoting dance and the requisite skills, the Faculty, administrators, students and their parents must practice civility, good manners, courtesy, consideration for the abilities and talents of others, and good community. Consequently, behavior that degrades or is contrary to these aspects of learning, performance, and community have no place at Fort Wayne Ballet. The following statement is intended to identify unacceptable behavior:

Fort Wayne Ballet has **no tolerance** for any statements, behaviors or actions of a threatening nature, weapon possession, use of profanity or obscenity, intimidation or other behaviors by any student, parent, staff person, faculty, or other individual that might pose a threat to the well-being of any person, whether such behaviors occur on

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Fort Wayne Ballet grounds or in Fort Wayne Ballet's facility, or at any other place where an educational, performance, or outreach function is occurring and Fort Wayne Ballet students, parents, staff, faculty and others are present.

Harassment Policy Continued

The policy applies to Auer Center for Arts and Culture premises before, during and after Fort Wayne Ballet hours; anytime Fort Wayne Ballet buildings or grounds are used by a Ballet group; off Ballet grounds at any Ballet function or event; when traveling to and from a Ballet activity, function or event; or at any time or place which may affect an educational, performance or outreach function or could be identified with Fort Wayne Ballet. All potential safety concerns will be investigated thoroughly with appropriate action taken, up to and including discipline, expulsion of the offending party and/or dancer of the offending party, and criminal justice intervention. This is not an area for practical jokes or offhanded comments. Events in recent years have demonstrated the importance of investigating thoroughly any potential safety concerns.

If you become aware of a threatening situation, you must report it promptly to one of the following:

Academy Principal

Fort Wayne Police Department

Chair, Board of Trustees

General Rules

Do what's right.

Do your best.

Treat others the way you want to be treated.

If each of us follows these three basic rules in each of our interactions throughout the school year, Fort Wayne Ballet will truly be a place where students can reach their fullest potential.