

# PARENT AND STUDENT HANDBOOK

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*Joffrey Academy of Dance, Official School of The Joffrey Ballet, is the only training program owned, operated or endorsed by The Joffrey Ballet. The Joffrey Ballet is not affiliated with any other dance training or school program, including the Joffrey Ballet School in New York. The Joffrey Academy, located in the Exelon Education Center at Joffrey Tower in Chicago, Illinois is the only school that follows the organizational mission, training syllabi, and artistic vision of The Joffrey Ballet. No other program, including those holding the Joffrey name, is sanctioned by The Joffrey Ballet. For more information, please contact Academy Reception at 312.784.4600.*

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## INTRODUCTION

The Joffrey Academy of Dance, Official School of The Joffrey Ballet, is committed to providing a world-class education built on a foundation of classical ballet to students of all ages, levels and backgrounds who have a desire to dance. With the talents cultivated at the Joffrey Academy, students can pursue careers as professional dancers at companies throughout the world, higher education opportunities in dance, or success in other fields. Through the Joffrey Academy's programs, students develop a diverse set of skills including artistry, creativity, discipline and confidence, among others. The Joffrey Academy's high-quality, educational programming forms future audiences and support for the Joffrey and builds the organization's reputation worldwide.

As the official school and only training program of The Joffrey Ballet, we believe that the Academy should be a reflection of the Joffrey Company – America's preeminent ballet company. Following Robert Joffrey's vision for training, the Academy is rooted in classical ballet. Taking from the English, Russian and French techniques, amongst others, the Academy's curriculum gives students a well-rounded and comprehensive dance education, fully preparing them for today's dance world. The Academy's training syllabi have been carefully crafted and reviewed by Ashley Wheeler and the Academy Artistic Team. The training offered at the Academy generates technically strong, artistically creative and well-versed students who will excel in their future careers.

Located in the heart of Chicago's theater district, the 20,000 square foot Exelon Education Center, which is home to the Academy, boasts state-of-the-art studios in Joffrey Tower. The Joffrey Academy received the distinguished honor of being named *Outstanding School* in 2010, 2012, 2015, and 2016 by the Youth America Grand Prix, the world's largest international student ballet competition. The Joffrey Academy also received the *Boeing Game Changer Award* in recognition of its efforts to make dance accessible to all.

## RULES AND REGULATIONS

The following rules have been put in place to ensure the environment at the Joffrey Academy of Dance is safe for all students and staff, and is conducive to students' learning and development. **Note that these rules and regulations apply to normal operations at Joffrey Tower. During the COVID-19 pandemic, the Joffrey Academy of Dance is abiding by additional protocols and guidelines set forth in the [Academy Reopening Guidelines](#) in addition to rules and regulations below.**

- Students and parents should abide by all rules set forth by the Joffrey Academy of Dance, Official School of The Joffrey Ballet and should maintain a professional attitude.
- The Joffrey Academy of Dance adheres to the laws of the State of Illinois, including those regarding alcoholic beverages, smoking (including vaping), illegal drugs (including THC), vandalism, theft and firearms. **Any student or parent in violation of these or any other Illinois State laws may be subject to disciplinary action, expulsion and possible legal action.**
- Possession or use of any weapons on Joffrey property is not permitted, regardless of possession of a concealed weapons permit. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.
- The Joffrey Academy of Dance maintains the right to assess charges for any damage done to property of The Joffrey Ballet including costumes.
- Any student who consistently violates rules set forth by the Joffrey Academy of Dance may be dismissed from the program without refund.

## JOFFREY ACADEMY INFORMATION AND POLICIES

**Joffrey Academy Administrative Office Hours\*:**  
**Joffrey Academy Reception & Building Hours\*:**

Monday-Friday 8:30am – 5:00pm  
Updated each semester on [joffrey.org/academy](http://joffrey.org/academy)

\*Hours subject to change

**Elevator Hours:** The elevator will lock 15 minutes after the last scheduled class.

### Registration

A \$40 non-refundable and non-transferrable registration fee for each class applies to all students in the Children's and Youth Divisions. A \$100 non-refundable and non-transferrable annual registration fee applies to all students in the Pre-Professional Division. A \$500 non-refundable and non-transferrable annual registration fee applies to all students in the Conservatory and Trainee Programs. A \$100 non-refundable and non-transferable registration fee applies to all students in the Summer Intensive Programs. Classes in the Adult Open Division are held on a drop-in basis and do not require registration, except for Enrollment Series classes.

Priority registration for students that were enrolled in the previous semester is available one week prior to registration for new students. Since the summer session is optional for Children's and Youth Divisions, students enrolled in Spring and Summer sessions will have priority registration for the Fall Session. Classes each semester will be filled on a first come, first served basis. Acceptance or placement in a specific level does not guarantee a spot.

Class Registration can be completed online at <https://online.spectrumng.net/Joffrey>. All current Academy families have an account already created. You must log into your account with you assigned username in order to register through the website. If you have forgotten your username or password, please email or call the Reception desk. Please call the Reception desk to edit birthdates or add other students to an account.

All registration materials and forms including the agreement to participate, release waivers, and medical forms must be filled out and updated each year before classes begin. Participation in a program is contingent upon submission of all necessary forms. The Joffrey Academy of Dance reserves the right to ask students not to participate if required registration forms have not been received.

### Communication

**Email is the primary form of communication for the Joffrey Academy.** Emails are sent to the primary account holder's email on file. Any requests to update your email on file can be sent to [reception@joffrey.org](mailto:reception@joffrey.org).

### Inquiry Forms

The following communication policy has been established to encourage communication between students, parents and the Joffrey Academy staff and faculty. Students or parents who have questions regarding dance classes, the dance curriculum, or an individual student's progress are encouraged to fill out a Student/Parent Inquiry form and return it to Joffrey Academy Reception. The Academy Staff will make reasonable efforts to communicate with the family within three business days of its receipt. Unfortunately, since the Academy Faculty normally teach several classes in a row, communication with the faculty in person between classes is difficult. Therefore, all questions for the faculty should be directed to Joffrey Academy Reception initially and, when appropriate, faculty will be consulted for a response.

### Letter Requests

Requests for letters from the Joffrey Academy of Dance should be submitted using the Letter Request Form which is available at Joffrey Academy Reception. Letters can be requested for scholarship applications, college/school recommendations, proof of participation, early dismissal, or explanations of classes and/or programs. Requests must be submitted at least two weeks before the letter is needed.

### Class Cancellation

All classes in the Children's, Youth, and Pre-Professional Divisions require a minimum of five students enrolled per class. An assessment will be made after the third week of each semester with regard to enrollment.

Classes with low enrollment are subject to cancellation after the third week of each term. All classes in the Adult Open Division with consistently low attendance are subject to cancellation.

In the event of a class being cancelled, we strive to give the students in the Children's, Youth and Pre-Professional Divisions at least 24 hours of notice. For the Adult Open Division, most class cancellations will be announced on [JOFFREY.ORG/adultclasses](http://JOFFREY.ORG/adultclasses) and some schedule updates may be emailed to all Adult Open Division students. The Academy does its best to avoid last minute cancellations, however they may occur. For the most current information about classes being offered, please visit [JOFFREY.ORG/adultclasses](http://JOFFREY.ORG/adultclasses).

The Joffrey Academy of Dance maintains a policy of offering no refunds, credits, or transfers. If a class is cancelled, students are encouraged to make up any missed classes.

### **Inclement Weather**

The Children's, Youth, Pre-Professional, and Adult Divisions follow Chicago Public School weather closings. The Conservatory, Trainee, and Studio Company programs should check their emails for class cancellations related to weather. In case of extreme weather conditions, it is the responsibility of students and their families to contact the Joffrey Academy or check online for the most updated information regarding class schedules and cancellations. All inclement weather closings will be reported in the Joffrey Academy Reception voicemail at 312.784.4600 and online at [JOFFREY.ORG/academy](http://JOFFREY.ORG/academy). The Academy will also make every effort to send a courtesy email to affected students.

The Joffrey Academy of Dance will not add classes or extend the calendar school year to make up for classes missed due to inclement weather or unexpected school closings. No refunds or credit will be given for classes missed due to inclement weather. Students are encouraged to make up any missed classes.

### **Student Check In/Check Out Policy**

All students need to check in at Joffrey Academy Reception before they are permitted to go to class.

For In-Person Classes:

Parents of students 9 years old and younger may accompany their students past Reception and escort them to classes. We ask that parents do not remain in the halls by the studios or look into the studio windows during class. We kindly request that parents exit through Reception after they have escorted their student to class. Parents are asked to wait for their children in the Deborah G. Beitler Parents' Lounge or the 3rd floor lobby just off the elevator bank if they would like to wait inside Joffrey Tower. If the lounge is crowded, we suggest Block 37 across the street. There is plenty of seating available with no purchase necessary. Parents are not allowed in the studios before or after class except during Parent Observation Week.

Any student with extenuating circumstances preventing him/her from leaving Joffrey Tower immediately after class should contact Joffrey Academy Reception regarding alternative options. If a student has not been picked up within 30 minutes following the end of class/rehearsal, the family will be charged \$20 for every 15-minute period that passes after the 30-minute grace period. If a receptionist has not been able to contact the parent/guardian of the student within 90 minutes of class/rehearsal ending, the receptionist will call the police. Students are not permitted in any studio when a receptionist is not present.

### **Attendance and Punctuality**

Students are required to attend all classes for which they are enrolled promptly and regularly. Excessive absences may hinder the promotion of a student and/or result in dismissal from a program and/or loss of scholarship. A meeting may be requested with parents of students with multiple absences.

Students who arrive late to class miss the necessary preparations to ensure they are sufficiently warm, which prevents injuries. If a student enters the studio more than 10 minutes late, they may be asked to sit and observe. Students may not be permitted to participate in subsequent classes or rehearsals if they do not fully participate in their technique class.

Students are not permitted to leave class early. In extenuating circumstances, parents should contact Academy administration to receive permission for a student to be excused early. Any student who must leave class early due to illness should notify their instructor and Reception before departing.

### **Absences**

All absences should be reported by calling the Attendance Hotline at 312.784.4698 or emailing [reception@joffrey.org](mailto:reception@joffrey.org) with the student's name, the class or level the student attends, date, and reason of absence. The Joffrey Academy of Dance asks that students stay home if they have a contagious illness. If your child is sick or injured and will miss a prolonged series of classes, please provide us with an applicable doctor's note. If there are extenuating circumstances affecting your child's attendance, we ask that you let us know so we can schedule a meeting or brief check-in.

In the case of extreme injury for students in the Pre-Professional Division, Conservatory Program, Trainee Program, and Studio Company, students may be granted a leave of absence with the Artistic Team's permission. The details of this leave of absence must be discussed directly with the Artistic Team and Academy Director.

All students in the Conservatory and Trainee Programs must submit a Request Off Form for every planned absence or contact Joffrey Academy Reception regarding emergencies.

### **IIA and Pre-Professional Repertoire Attendance Policy**

To maintain the safety and health of the dancers, as well as the artistic quality of Academy productions, the following Repertoire Attendance Policy has been put into place for Ballet IIA (Spring Semester only) and the Pre-Professional Division.

- Students may not miss more than 2 classes in repertoire. Students missing more than 2 repertoire classes will be made understudies for the performance and are not guaranteed a performing role.
- Every 2 instances a student is sitting out watching a repertoire class will be considered one absence. Exceptions will be made for injuries with doctors' notes. Students sitting out for more than 4 instances will be made understudies for the performance and are not guaranteed a performing role.
- During Production week, students may not miss any classes or rehearsals.
- We understand special circumstances may arise, and those will be considered on a case by case basis. An inquiry form and parent/faculty phone call should be scheduled to discuss such circumstances.

### **Make Up Classes (In-Person Classes Only)**

Each student in the Children's, Youth, and Pre-Professional Divisions is permitted to make-up a maximum of three (3) classes each semester. Makeup classes are allocated to each student, not each class, i.e. students enrolled in more than one class are still only permitted a maximum of 3 makeups. Classes that are cancelled by The Joffrey Academy due to inclement weather can be made-up in addition to the three permitted make-ups. This does not include scheduled days off for the Joffrey Academy such as Winter Break or Spring Break. Make up classes must be completed within the same semester at the student's level or the level immediately below in any division in which the student's age is appropriate. The Joffrey Academy strongly recommends that all absences be made up during the week following the absence. Make-up classes are not permitted during Parent Observation weeks. No refund or credit is given for missed classes, regardless of the reason.

### **Parent Observation Week**

Parents are welcome to observe classes during the designated Parent Observation week(s) each semester. During these weeks, parents may observe Children's, Youth, and Pre-Professional Division classes. The Joffrey Academy asks that parents arrive on time and stay for the whole class. Parents may be permitted to videotape technique classes and take photos during Parent Observation weeks, pending permission from the instructor. For the privacy of the students and families, we ask that families do not post any photos or videos on their social media. Makeup classes are not permitted during Parent Observation Week(s).

## **Evaluation and Placement**

Students are constantly evaluated during class throughout the semester. Students in the Children's Division, Youth Division, Pre-Professional Division, and Joffrey Conservatory will receive written evaluations twice each year: once at the end of the first semester and again at the end of the second semester. Written evaluation results will be emailed to each family. Faculty may recommend advancement of a student at any level during the course of the year. Placement recommendations are made by faculty and all placement decisions made by the Academy Artistic Team are final. Students and parents can request a meeting with faculty or artistic staff at any time during the year by filling out an Inquiry Form.

## **Pointe Work**

Pointe work is essential in preparing a young dancer for advanced ballet training. Only the Artistic Team and faculty can determine when a student is ready to begin this aspect of classical training. Strong feet, ankles, legs, and body control are the keys to physical readiness. Comprehension of classical ballet technique is an essential component for recommendation for pointe work. Students should not purchase pointe shoes prior to being evaluated to take pointe.

It is strongly recommended that students ages 7+ take two ballet technique classes per week if they would like to be considered to take classes on pointe. Classes on pointe may be permitted for Adult Open Division students only at the discretion of the faculty and Academy Artistic Team and in intermediate and advanced levels. Pointe work will not be permitted at beginning ballet levels. Adult Intro to Pointe is not a drop-in class. Students must register for the full session and be approved for pointe prior to registering.

## **Private Lessons**

Private lessons are offered to the Joffrey Academy of Dance students at the discretion of the Academy Artistic Team and are dependent upon regular attendance in the classes in which the student is already enrolled. Students or parents can pick up a Private Lesson Request Form from Joffrey Academy Reception. The price of the lesson will include a studio rental fee of \$30 per hour as well as the faculty member's rate for private lessons, which generally ranges from \$40-\$100 per hour. The Artistic Director does not teach private lessons. Observation and video recording of private lessons is not permitted.

## **Participation in Competitions, Festivals, etc.**

The Joffrey Academy of Dance students may be invited to participate in prestigious dance competitions, festivals, etc. Participation in such events is at the discretion of The Joffrey Artistic Team. Annual tuition does not cover competition/festival expenses and each student will be responsible for any competition fees, travel, accommodations, costumes and any other expenses. To guarantee a high level of artistry and proper representation of the Joffrey Academy of Dance, all students must receive the Artistic Team's approval for any variation they might present on behalf of the Joffrey. Students whose variations do not have such approval may participate as independent competitors.

## **Guesting**

Students in the Pre-Professional Division who have been asked to appear in an outside production should inform the Head of Pre-Professional Programs about their participation. While most opportunities will be approved, guesting may affect classwork so faculty must be informed. Students in Studio Company, Trainee, and Conservatory programs must submit a time off request form for approval.

## **Parking**

The area in front of Joffrey Tower is a non-standing zone and active bike lane. Very limited street parking is available on Randolph Street. Parking is available in the InterPark Self-Parking lot at 20 East Randolph Street (corner of Randolph and Wabash). Daily discounted parking validation is available at Joffrey Academy Reception. For families who use the parking garage frequently, packs of ten pre-paid parking passes can be purchased at Joffrey Academy Reception. These pre-paid passes are valid on the weekdays 3pm through midnight and all day Saturday and Sunday. Any issues with parking passes or validations should be directed to the parking garage manager. Expiration dates are printed on the front of each parking pass.



## **Study Lounge**

The area across from the stairwell on the 3<sup>rd</sup> floor is reserved for homework and study sessions. Please be considerate of those working and refrain from loud conversations and cell phone usage in this area.

## **Lockers and Dressing Rooms (Currently closed during COVID-19 pandemic)**

Students are welcome to use the dressing rooms within the Exelon Education Center. Additionally, an all-gender restroom and locker room is available on the 3<sup>rd</sup> floor of Joffrey Tower. Students should inquire at Joffrey Academy Reception about the location of restrooms and changing areas. Since there are a limited number of lockers, only Studio Company, Trainees, and Conservatory students are assigned a personal locker for the duration of each academic year and are entitled to leave their belongings in this locker overnight. The Joffrey Academy of Dance may establish locker sharing if necessary. All others may use any available locker only for the duration of the classes taken on any given day. In this case, all items and locks must be removed at the end of the classes taken. The Joffrey Academy of Dance reserves the right to cut off locks from any locker if they are left overnight or if there are concerns about the contents of the locker. Lockers are property of The Joffrey Ballet and the Joffrey reserves the right to inspect lockers.

## **Lost and Found**

The Joffrey Ballet and the Joffrey Academy of Dance are not responsible for any lost or stolen items. Any item found at the Joffrey Academy of Dance should be taken to Joffrey Academy Reception. Each evening, the cleaning crew will pick up any items left in the hallways or studios and turn them in to Reception.

We strongly encourage our families to write the students' first initial and last name in their belongings. If a name is labeled on the items, Reception will contact the family to claim the item. If no name is indicated, lost items will be kept at Reception for the remainder of the Semester. At the conclusion of each semester, the Academy will dispose of or donate any remaining unclaimed items. To inquire about a lost item, please contact Joffrey Academy Reception at [reception@joffrey.org](mailto:reception@joffrey.org) or by calling 312.784.4600 at your earliest convenience.

## **Physical Therapy Room and Pilates Equipment**

Students are not allowed to use the Physical Therapy room or equipment without being supervised by a therapist as part of The Joffrey Academy Physical Therapy program. Students are not allowed to use the Pilates equipment without being supervised by a member of the faculty as part of a private lesson.

## **First Aid**

In the event a student is injured, a first aid kit is available at Academy Reception. An ice machine and plastic bags are available on the Academy level across from Studio D. It is the responsibility of students using ice to throw away the plastic bags after use. In the case that the ice machine is out of order, a limited amount of reusable ice packs are available at Reception. Ice packs need to be checked out from and returned to Reception the same day. Please note that the Joffrey Academy of Dance is not able to distribute any over-the-counter or prescription medications.

## **Cell Phones**

Students should leave cell phones on silent or off at all times within the Exelon Education Center. Students may not check cell phones during class, but are permitted to use cell phones between classes. If you need to get a hold of your student during class for an emergency, please call Reception.

## **Food**

No food, gum, or other snacks and drinks are allowed in the studios or dressing rooms. Chewing gum will not be permitted during class. Students may only bring bottled water into the studios. Water bottles should be kept on the side of studio and not at the barre. Students and parents are not allowed to bring food to share with the class and we ask that parents send students with non-messy, nut-free snacks if needed.

### **Yoga Mats (Currently not available during COVID-19 pandemic)**

Yoga mats are available for all Yoga, Pilates, and Conditioning classes. Clean yoga mats are located behind Reception. Students are required to clean their mats with sanitary wipes provided in Studios D and E. Clean mats should then be returned to Reception.

### **Student Etiquette**

The Joffrey Academy of Dance has a high standard of professional behavior. Proper etiquette for a dancer will not only enhance their study at the Academy, but will carry over into their academic life and professional future. Students are expected to be prepared for class, focused and dedicated in the classroom, and productive with their time before and after class. The hallways should remain quiet. Students should be dressed and ready when the instructor enters the studio. There should be no talking in class or rehearsal, unless there is an inquiry for the instructor.

The Joffrey Academy expects students to be supportive of each other and work as a team to create a positive atmosphere in the classroom. Gossip, bullying or any other degrading behavior will not be tolerated. Students of the Joffrey Academy of Dance represent the school and the company and are expected to demonstrate respect and professional behavior.

### **Parent Etiquette**

The Joffrey Academy fosters an atmosphere of respect and professionalism. The Academy expects all faculty, staff, students and parents/guardians to behave in a considerate and courteous manner toward each other at all times. Students or parents who wish to discuss an issue or policy with a teacher or administration should request an inquiry form to schedule a meeting or phone call. Issues between individuals will be discussed calmly and respectfully. The Academy will not tolerate disrespectful or confrontational behavior toward faculty, staff or another family. If a situation arises when parents/guardians or students behave in an aggressive or disrespectful manner, it will be addressed privately, and the family may be asked to leave the Joffrey Academy and un-enroll from classes.

### **Social Media**

Social media (Facebook, Instagram, Twitter) is critical to engage, educate and promote The Joffrey Ballet, Joffrey Academy, and Joffrey Community Engagement. We encourage families to follow and share Joffrey Ballet posts and to use the Joffrey's hashtags whenever possible: **#joffreyballet #joffreyacademy #joffreyce**. Please be mindful of what you post on social media. The Joffrey Ballet reserves the right to remove any posts that are deemed inappropriate or not in line with the Joffrey guidelines.

Note that the Joffrey Academy of Dance is the Official School of The Joffrey Ballet, and unaffiliated with any other Joffrey dance training program, including the Joffrey Ballet School in New York. As such, any posts should be tagged to **@joffreyacademy**, and not Joffrey Ballet School.

### **General Guidelines**

- Please do not post or share posts using objectionable language, inappropriate photos, etc.
- Remember your commitment to promoting the Joffrey. If an item is questionable, in terms of secrecy (unreleased information, event dates, project names, programs under development, etc.), it may be better to err on the side of caution before releasing knowledge to the group. If you have specific questions, be sure to clear them with the Academy Director before posting.
- Please do not disparage artists, organizations, or individuals. No personal attacks (hostile, derogatory or deliberately insulting comments toward a specific individual or group).
- No spamming.
- No flaming (posting comments intended to induce an angry response).

### **Incident Reports and Grievances**

Students and parents/guardians should fill out an Incident Report Form if they believe their rights guaranteed by the State or Federal Constitution, statute, or the Joffrey Academy policy have been violated or have a complaint regarding something that has occurred at the Joffrey Academy of Dance. Incident Report Forms can

be obtained at Joffrey Academy Reception. The Academy Director will attempt to resolve complaints without resorting to the grievance procedure and will address the complaint promptly and equitably.

### **Filing a Complaint**

A person who wishes to avail him/herself to the grievance procedure can file a complaint with the Academy Director by submitting an Incident Report Form. The Academy Director may request the Complainant to provide a supplemental written statement regarding the nature of the complaint and may require a meeting with a student's parent(s)/guardian(s).

### **Investigation**

The Academy Director will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Academy Director will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which the student is involved. The complaint and identity of the Complainant will not be disclosed except as required by law, as necessary to fully investigate the complaint, or as authorized by the Complainant. Within 30 business days of the complaint being filed, the Academy Director will file a written report with the President and CEO.

### **Decision and Appeal**

Within five business days after receiving the Academy Director's report, the President and CEO will send his or her written decision to the Complainant as well as the Academy Director.

Within 10 business days after receiving the President and CEO's decision, the complainant may appeal the decision to the Board by making written request to the Academy Director. Within 30 business days the Board shall affirm, reverse, or amend to the decision or direct the Executive Director to gather additional information. Within five business days of the Board's decision, the President and CEO will inform the Complainant of the Board's action.

### **Drug Testing**

#### **Overview**

The procedure for random drug testing of students participating in Joffrey Academy of Dance programming is accomplished in conjunction with an independent drug testing Vendor selected by the President and CEO. The Vendor will be provided by the Joffrey Academy a list of Pre-Professional and Trainee participants over the age of fourteen and in turn will randomly select up to 5% of these students for drug testing at up to weekly intervals. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Joffrey by the MRO. Specimens are collected as split specimens.

#### **A Statement of Need and Purpose**

Recognizing that observed and suspected use of illegal and/or controlled substances by students is increasing, a program of deterrence will be instituted as a proactive approach to a truly drug free environment. Students using illegal and/or controlled substances pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal and/or controlled substances; (3) to encourage students who use illegal and/or controlled substances to participate in treatment programs; and (4) to recognize that participation in Joffrey Academy programs is a privilege and participants should hold themselves to the highest standards. The program is designed to create a safe, drug free environment for students and assist them in getting help when needed.

#### **Confidentiality of Results**

All drug test results are considered confidential information and will be handled accordingly. The Vendor will provide Joffrey with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

## **Procedures in the event of a positive result**

Students whose tests indicate a positive result will be subject to disciplinary action, up to and including dismissal from the program.

## **TUITION AND FINANCIAL INFORMATION**

### **Tuition Policies**

#### *Children's and Youth Divisions*

Students in Children's and Youth classes have the option of signing up for only one 18-week semester at a time, though students are encouraged to sign up for both semesters each year. Drop-ins and class cards are not accepted. All students must have all tuition and fees paid in full in order to take class on the first day of the program or term, unless a payment plan has been predetermined by the Academy staff.

#### *Pre-Professional Division, Conservatory Program, and Trainee Program*

Students in the Pre-Professional Division, Conservatory Program, and Trainee Program must sign up for the entire 36-week academic year. Drop-ins and class cards are not accepted. Students are expected pay in four (4) installments. All students must have the first two installments of tuition and fees paid in full in order to take class on the first day of the program or term, unless an alternate payment plan has been predetermined by the Academy staff.

#### *Joffrey Studio Company*

Students in the Joffrey Studio Company must sign up for the entire 36-week academic year. Drop-ins and class cards are not accepted.

#### *Adult Open Division*

Adult Open Division classes are held on a drop-in basis and students may choose to pay for classes individually or purchase a 10-class card. Enrollment based classes are not drop-in classes and students must pay for the entire session. Class cards expire at the end of the semester in which they are purchased and unused classes cannot be transferred into the next term. Unused classes on a 10-class card or within an Enrollment based session are non-refundable. Professional dancers receive a discount on classes and class cards. Students must present a union card or letter of verification on letterhead from the institution of employment to be eligible. Other special discounts may be offered; please visit [JOFFREY.ORG/adultclasses](http://JOFFREY.ORG/adultclasses) for more information.

### **Scholarships and Financial Assistance**

A limited number of **Merit scholarships** are available each term to students who have demonstrated extraordinary professional potential. If a student is awarded a Merit scholarship they will be notified in their acceptance letter.

A limited amount of **Need Based Financial Assistance** is also available for students whose financial circumstances would limit their exposure to classical ballet and other dance forms.

### **Financial Assistance Application:**

Please visit [JOFFREY.ORG/academy/registration](http://JOFFREY.ORG/academy/registration) for the most current financial assistance application deadlines. Please note that the financial assistance deadlines may be scheduled prior to some audition dates or a student receiving notification of official acceptance into a program. Please be mindful of deadlines as late applications may not be considered. Financial assistance is not automatically renewed each semester (Children and Youth Division) or Academy year (Pre-Professional, Conservatory, and Trainee Programs) and applications must be submitted by the deadline specific to the program the student is attending.

Merit scholarships and Financial Assistance will extend to tuition only and can only be applied to the specific programs outlined in the student's scholarship or financial aid agreement. Additionally, students should participate in all workshops, programs, summer intensives, educational presentations, competitions and festivals on behalf of the Joffrey Academy when necessary. They should adhere strictly to the Joffrey

Academy's policies, pay any required registration fees and/or deposits on or before the first day of class, and always strive to exemplify high moral character, a strong work ethic and excellence in performance.

### **Payment Plans**

Payment plans are available upon request. Please inquire at Joffrey Academy Reception for more information. Credit card/debit card information will be taken to set up a payment plan and kept on file for automatic charging on the 15 of the month, and a finance charge will be added to the total tuition for the program. All students for whom payment is 30 days past due may be dismissed from the program or asked not to participate in classes and productions until payment has been received. *If an account is over 30 days past due, a \$20 finance fee will be assessed each month that the account is delinquent.*

### **Refund Policy**

When registering for any of the Joffrey Academy's programs, parents/guardians should understand that it is a commitment for the entire length of the program and they are liable for the full tuition amount indicated on any Joffrey Academy of Dance materials. The Joffrey Academy of Dance maintains a policy of offering no refunds, credits, or transfers. Tuition is non-refundable even in the event of the student's withdrawal or dismissal from the program before it has begun. The Joffrey Academy of Dance does not offer any tuition refunds for missed classes. Refunds are not available for class cards or any Adult Open Division classes. Programs and classes cannot be prorated.

## **PERFORMANCE OPPORTUNITIES**

### **Academy Fall, Winter, and Spring Productions**

Academy students may be asked to participate in The Joffrey Academy's Fall and/or Winter and/or Spring productions each year. Those students selected to participate will be notified at the beginning of the semester and will be expected to pay a production fee of \$150 per production (excluding the Winter Program).

### **Participation in Academy Productions**

Casting for all roles is entirely at the discretion of the Artistic Team. The Artistic Team will provide rehearsal and casting information at the earliest possible date. Some additional rehearsals may be scheduled outside of regular class hours. If necessary, class time may be used for rehearsals since practice is considered an important part of dance training.

Students and parents must be fully committed to attend all rehearsals and performances as scheduled. All rehearsals are mandatory. Students who miss more than two rehearsals or a dress rehearsal may not be allowed to perform. Students in Joffrey Studio Company, Academy Trainee Program, and Joffrey Conservatory are not permitted to miss classes two weeks prior to a performance.

### **The Joffrey Ballet's Productions**

There may be opportunities throughout the year for students to perform in The Joffrey Ballet's Productions. As opportunities arise, audition information will be made available or children may be invited to perform various roles.

### **Nutcracker Children's Cast (Cancelled for 2020-2021 Season)**

Auditions will be held each fall for students interested in auditioning for *Nutcracker*. Specific audition information will be posted at [JOFFREY.ORG/nutauditions](http://JOFFREY.ORG/nutauditions). All rehearsals will be coordinated by The Joffrey Ballet. Students who are cast will receive a detailed rehearsal schedule once they confirm participation.

### **Costumes**

Costumes and rehearsal tutus that belong to the Joffrey Academy of Dance are to be handled with care. If costumes are returned to the Joffrey Academy of Dance after being worn and are stained or damaged in any way, students will be charged a fee for these damages. To prevent this from happening, hands should be clean when wearing costumes and students may not eat, drink, apply make-up, or sit on the floor while in costume or rehearsal tutus.

## ATTIRE

The Joffrey Academy of Dance maintains a dress code to encourage unity, discipline, and improved concentration. Students are required to wear the color leotard assigned to their level. The teacher may ask a student to sit and observe class if they are not in the correct attire.

The following reminders apply to all Joffrey Academy of Dance students:

- Uniforms should be kept clean and neat. Dancewear is to be kept laundered and in good repair. Holes and frayed edges must be mended.
- Warm-up attire may not be worn during class, including shirts, legwarmers, skirts, etc.
- Jewelry should not be worn: only small earrings at the teachers' discretion. No watches or bracelets.
- Shoes should be neatly sewn with like color thread. No safety pins.
- Hair should be kept neat and ladies should pull hair up securely in a bun or ballet hair style. No large hair accessories please.
- Please mark clothing, shoes and dance bags with the student's name and class level.
- Dance shoes should never be worn outside the building.

### Children's and Youth Divisions Attire

#### Girls Required Attire:

Class	Leotard	Tights	Other	Shoes
<b>T&amp;M – CM – PB</b>	Solid Pink Camisole	Flesh-Tone* or Pink Footed	No Skirt	Flesh-Tone* or Pink Canvas
<b>Ballet I</b>	Pink Camisole	Flesh-Tone* or Pink Footed	3/4" White Hip Alignment Belt	Flesh-Tone* or Pink Canvas
<b>Ballet IIA &amp; IIB</b>	Light Blue Camisole	Flesh-Tone* or Pink Footed	3/4" White Hip Alignment Belt	Flesh-Tone* or Pink Canvas
<b>Youth Ballet</b>	Black Camisole	Flesh-Tone* or Pink Footed	Black Skirt (optional)	Flesh-Tone* or Pink Canvas
<b>Jazz, Modern, Hip-Hop</b>	Solid Colored Camisole		Black Shorts/Jazz Pants	Black Jazz

\*Tights and Ballet slipper colors must match.

#### Boys Required Attire:

Class	Shirt	Bottoms	Socks	Shoes
<b>Children's Ballet</b>	White Fitted T-Shirt	Black Shorts	White	White Canvas
<b>Youth Ballet</b>	White Fitted T-Shirt	Black Shorts/Tights		Black Canvas
<b>Jazz, Modern, Hip-Hop</b>	Solid Colored	Black Shorts/Jazz Pants		Black Jazz

### Pre-Professional Division, Conservatory Program, Trainee Program and Studio Company Attire

#### Women's Required Ballet Attire:

Level	Leotard	Tights	Skirt	Shoes
<b>Level III</b>	Burgundy	Flesh-Tone* or Pink Convertible	Sheer Wrap	Flesh-Tone* or Pink Canvas / Pointe
<b>Level IV</b>	Prune	Flesh-Tone* or Pink Convertible	Sheer Wrap	Flesh-Tone* or Pink Canvas / Pointe

<b>Level V</b>	Royal Blue	Flesh-Tone* or Pink Convertible	Sheer Wrap	Flesh-Tone* or Pink Canvas / Pointe
<b>Level VI</b>	Navy	Flesh-Tone* or Pink Convertible	Sheer Wrap	Flesh-Tone* or Pink Canvas / Pointe
<b>Conservatory</b>	Dark Gray	Flesh-Tone* or Pink Convertible	Sheer Wrap	Flesh-Tone* or Pink Canvas / Pointe
<b>Trainee and Studio Company</b>	Black	Flesh-Tone* or Pink Convertible	Sheer Wrap	Flesh-Tone* or Pink Canvas / Pointe

**\*Tights and Ballet slipper colors must match.**

**Women's Required Styles:** Wear Moi Faustine, Bloch Adaptatoc convertible tights style T1935L or Body Wrappers convertible tights style A31, Body Wrappers black chiffon wrap skirt style P981

**Studio Company and Trainees:** On Fridays, women may wear any solid colored leotard and men may wear any solid-colored fitted shirt, as well as their choice of tights. All other attire requirements still apply.

**Conservatory:** On Fridays, women may wear any solid colored leotard and men may wear any solid-colored fitted shirt. Convertible pink or flesh-tone tights and all other attire requirements still apply.

**Pre-Professional:** On Saturdays, Levels IV-VI women may wear any solid colored leotard and Levels IV-VI men may wear any solid-colored fitted shirt. Convertible pink or flesh-tone tights and all other attire requirements still apply.

**Women's Required Jazz, Modern, Contemporary, and Character Attire for all levels:**

<b>Class</b>	<b>Leotard</b>	<b>Tights</b>	<b>Other</b>	<b>Shoes</b>
<b>Jazz</b>	Leotard for Level		Black Shorts or Pants	Black Jazz
<b>Modern/Contemporary</b>	Leotard for Level		Discretion of instructor	Bare Feet or Socks
<b>Character</b>	Leotard for Level	Flesh-Tone or Pink Convertible	Black Character Skirt	Black Character

**Women's Recommended Styles:** Low heel- 1.5" black character shoes, Natalie black character skirt (below the knee) style N8108 or Body Wrappers black character circle skirt (below the knee) style 511

**Men's Required Ballet, Jazz, Modern, Contemporary, and Character Attire:**

<b>Class</b>	<b>Shirt</b>	<b>Tights</b>	<b>Other</b>	<b>Shoes</b>
<b>Ballet</b>	White Fitted T-Shirt	Slate Gray Convertible	Nude Dance Belt	White Ballet/White Ballet Socks
<b>Jazz</b>	White Fitted T-Shirt		Black Shorts or Pants	Black Jazz
<b>Modern/Contemporary</b>	White Fitted T-Shirt		Discretion of instructor	Bare Feet or Socks
<b>Character</b>	White Fitted T-Shirt	Slate Gray Convertible	Black Jazz Pants optional	Black Jazz

**Men's Required Styles:** Body Wrappers short-sleeve "snug fit" pullover t-shirt style M400, Body Wrappers convertible tights in slate gray style M92

### **Recommended Adult Open Division Attire**

In general, close fitting clothing that allows the dancer to feel comfortable and allows for proper instruction is recommended. No costumes or tutus please. Appropriate shoes are required: ballet shoes for ballet classes;

jazz shoes for jazz class; socks or bare feet for pilates, yoga, and modern classes; sneakers for hip-hop; socks, ballet shoes, or jazz shoes for BeMoved®.

## **AUDITION INFORMATION**

### **Annual Audition Tour**

#### **(Summer Intensives, Pre-Professional Program, Conservatory Program, Trainee Program, and Joffrey Studio Company)**

Admission into the Summer Intensives, Pre-Professional Program, Conservatory Program, Trainee Program and Joffrey Studio Company is by audition only. Summer Intensive auditions are open to all students ages 7 to 22+. Applicants should choose time and age group based on their age at the time of the audition, regardless of what their age will be at the beginning of the summer intensive programs.

### **Audition Registration**

- Pre-Registration will be available online at [JOFFREY.ORG/auditiontour](http://JOFFREY.ORG/auditiontour)
- Registration will begin one hour before the audition time
- Acceptable forms of payment on site are cash or check only
- A 4x6 headshot with ballet hairstyle is required
- Students 12 and older are required to submit a 4x6 first arabesque photo

### **Audition Attire**

**Required attire for ladies:** black leotard, flesh-tone or pink\* tights, flesh-tone or pink\* ballet slippers

- Ladies who are already working on pointe or attending the Trainee and Studio Company audition must bring their pointe shoes in addition to ballet slippers
- \*Tights and shoe colors must match

**Required attire for men:** white t-shirt, full-length black tights, black ballet slippers

### **Audition Etiquette**

Audition registration will begin one hour before each audition unless otherwise specified. Please arrive on time for registration. You will not be permitted to register more than one hour prior to the audition. At the end of the audition please return your number.

The Joffrey Academy of Dance will inform participants of their results within two weeks of the audition. Audition results will be general as we cannot provide individual feedback to each student who auditions. All decisions regarding placement following auditions are final.

### **Video Auditions**

Students who are unable to attend an audition in person may audition by sending an online video link. Instructions can be found under the Video Auditions tab at [Joffrey.org/auditiontour](http://Joffrey.org/auditiontour).

Students ages 12 and under who live within 150 miles of the Joffrey Academy must attend the Summer Intensive Audition. If you are unable to attend the Audition, you are required to arrange an in-person audition during which you will be observed in a Joffrey Academy class and considered for the Summer Intensive programs. Students ages 12 and under living further than 150 miles of the Joffrey Academy may still submit a video audition.

Audition video/DVD must be no longer than 10 minutes in length and include:

- Barre: Grand Plié, Grand Battement, and Adage on Relevé
- Center: Adage, Pirouette, Petite Allégro and Grande Allégro, on pointe (when appropriate)
- One solo: (Not mandatory) in practice clothes
- Video/DVD must be labeled with your name and age



### **Audition Information for Joffrey Students**

Currently enrolled students are expected to attend auditions for all summer intensive programs if they are interested in attending. Acceptance into programs that run during the first and second semester does not guarantee acceptance into summer programs.

### **Audition Information for Summer Intensive Students**

Summer intensive students will have an opportunity to audition for academic year programs during the summer intensive. Auditions may be scheduled at a specific time during the intensives, or students may be asked to set up an in-class audition by obtaining an audition form at Joffrey Academy Reception.

### **Pre-Professional Division Auditions**

Admission to the Pre-Professional Division is by audition only. Students are encouraged to audition during the International Audition Tour and Summer Intensives. If you are not able to attend the audition tour, the Joffrey Academy accepts video auditions. In-class auditions during the academic year are available at the discretion of the Artistic Team. Interested students should contact [reception@joffrey.org](mailto:reception@joffrey.org).

Current Pre-Professional students will receive their level placement in their year-end evaluations and do not need to attend placement auditions.

### **Trial and Placement Classes**

Attending a trial class is optional for all Children's Division classes up to Ballet I, Children's Jazz I, Youth Ballet I, Youth Modern, and Youth Contemporary. Placement classes are required for students interested in enrolling in Children's Ballet II-B or II-A, Youth Ballet II and above, Youth Pre-Pointe or Pointe, or Youth Jazz II and above. The cost of a trial or placement class is \$15, which will not be applied toward tuition should the student decide to enroll in the class. Following the class, students will receive a level placement that should be followed when registering for classes. The first week of class for each semester is considered a placement class for all students. If a student is not in the correct class, Academy faculty will recommend a transfer to ensure proper placement for each student.

The Academy may host a Trial Day for students ages 8 and up to try classes and be placed into a level. These Trial days will be posted on the website.

## **PARENTS' ASSOCIATION**

The Joffrey Academy Parents' Association aims to create a more meaningful connection to The Joffrey Ballet by implementing events and activities that energize and educate the Joffrey Academy community while enhancing the student and family experience. All families enrolled in the Academy are Parents' Association members. We encourage our families to serve as ambassadors for The Joffrey Ballet and the Joffrey Academy by sharing enthusiasm for the organization and its programs with the broader community.

A focused group of Parents' Association Lead Ambassadors meets throughout the year to facilitate communication and exchange of ideas, as well as plan and implement upcoming Academy events. This group fosters community among students, parents, and the staff and faculty of the Joffrey Academy by encouraging communication and providing opportunities for engagement.

For more information on the Joffrey Academy Parents' Association, visit <http://joffrey.org/parentsassociation>.

## JOFFREY BALLET EMERGENCY PLAN

- **Call 911**
- **Notify Joffrey Staff**
- **Identify:**
  - Nature of emergency
  - Emergency address
  - Floor number
  - Location on the floor, if possible

**Emergency Address:**                      **The Joffrey Ballet**  
**10 E. Randolph Street**

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### JOFFREY BALLET ACTIVITY EVACUATION

- **REMAIN CALM**
- **FOLLOW DIRECTIONS**
- **USE STAIRWELLS**
- **DO NOT USE**  
**ELEVATORS**
- **FEEL THE DOOR BEFORE YOU OPEN IT AND NEVER OPEN A HOT DOOR**
- **IF THERE IS SMOKE, DROP TO THE FLOOR AND CRAWL TO A SAFE LOCATION**



- Notify emergency response personnel (by calling 911) of any disabled persons requiring assistance and their location. Disabled individuals should proceed to the exit stair where emergency personnel will assist them with evacuation.

During an evacuation, you should also:

- Discontinue telephone conversations
- Leave all belongings behind
- Close all doors behind you
- Proceed to your designated assembly point which will be at **Macy's (111 N. State Street, inside)**
- Act calmly and courteously and help others if possible