

Trainee and Second Company Program Handbook
Harriett's Orlando Ballet Centre
600 N Lake Formosa Dr Orlando FL, 32803
407-418-9818
<https://orlandoballet.org/orlando-ballet-school/>

Program Information

- At Orlando Ballet School, Trainee and OBII are selected by the Artistic Director and School Director through an audition process. They train with school and artistic faculty, perform in school and community outreach events and have opportunities to rehearse, understudy and perform with the professional company.

Trainee Program

- The Trainee Program is the top level of Orlando Ballet School's Academy program. This program includes a full-day training program for dancers with professional potential. Training includes up to six hours of technical dance training daily, plus rehearsals. In addition to their training schedule, there are numerous performance opportunities with the Orlando Ballet School as well as in community events and outreach programs. Trainees can be selected to understudy or participate in Orlando Ballet company performances. All trainees receive full tuition scholarships.

Second Company

- OBII is the top level of Orlando Ballet School and serves as the pre-professional bridge between the Trainee Program and the professional company. Currently, two-thirds of the professional company are graduates of the OBII program. Participants in the OBII program receive a full tuition scholarship which includes all their training as well as a scholarship stipend to support other training-related expenses.
- In addition to their training schedule, they have numerous performance opportunities in school productions as well as opportunities to rehearse, understudy and perform with the professional company. It is an opportunity for young dancers to expand their resumes while continuing intensive ballet study.

DISCLAIMER: Orlando Ballet School does not guarantee future employment with Orlando Ballet, or as a professional dancer or any dance related career. Orlando Ballet School provides the training and support an aspiring dancer needs to prepare for a career in dance.

Leadership & Staff



Jorden Morris

Artistic Director



Chris Alloways-Ramsey

Director of Education



Lisa Morris

- Associate Artistic Director
- lmorris@orlandoballet.org



Kevin "KP" Paulsen

- Production Stage Manager
- kpaulsen@orlandoballet.org



Alex German

- Assistant Stage Manager & Company Manager
- agerman@orlandoballet.org

Agreements & Registration

- After a student has been accepted to a Trainee or OBII Program and returns their agreement, they will be contacted by the School Registrar regarding the next steps to enroll. The School Registrar will provide you with all registration forms, required scholarship application information and deadlines and fees. Once all forms, applications and fees are submitted the student can begin their program on their contracted date. Any delay in submitting paperwork will delay your contracted start date.
- The scholarship application is due by all accepted students, regardless of financial aid or assistance status.
- *All tuition and fees are non-refundable for the Trainee and OBII program.*

Trainee Program Fees

- Registration fee: \$300
- Performance fee: \$450
- Scholarship application fee: \$40
- Tuition: \$6,155 (full scholarship)

Second Company Fees

- Scholarship application fee: \$40
- Tuition: \$6,155 (full scholarship)

Other Fees

- Trainees and OBIs wanting to attend the Summer Intensive programming are required to register and enroll. Summer Intensive tuition and fees vary. Scholarships are available and may be awarded but are not guaranteed.
- All workshops, fitness thru dance classes, OBS drop-in classes or extracurricular courses are not included in your tuition and require registration and payment. Fees for these vary from \$30-500.
- Trainees and OBIs may take drop-in classes through our Fitness Thru dance program at a discounted rate of \$10.
- Studio rental fees are \$30/hour for Trainees and OBIs and must be reserved with our front desk administration.

Sign & Return
Agreement



Submit
Registration
Form, Fees and
Scholarship
Application



Begin Program

Dress Code

Trainees

- Black Leotard
- Pink Tights or Flesh-toned tights.
- Pink or Flesh-toned ballet shoes
- Black Character skirt
- Black Character shoes with low heel
- Hair should be neatly pulled back in a bun.
- Men: White fitted shirt, black or gray tights, dance belt and white ballet shoes and white socks.

Second Company

- Leotard
- Pink or Flesh-toned Tights
- Pink or Flesh-toned ballet shoes
- Men: Fitted shirt, tights or fitted shorts, dance belt and white socks with white ballet shoes or black socks with black ballet shoes.

Schedule

- OBII and Trainees take class and rehearse six days a week, Monday-Saturday up until 5:30pm.
- Conditioning classes are Wednesdays and Fridays 8:00am-9:00am.
- OBII and Trainees may be called for class or rehearsals until 6:00pm.

Attendance

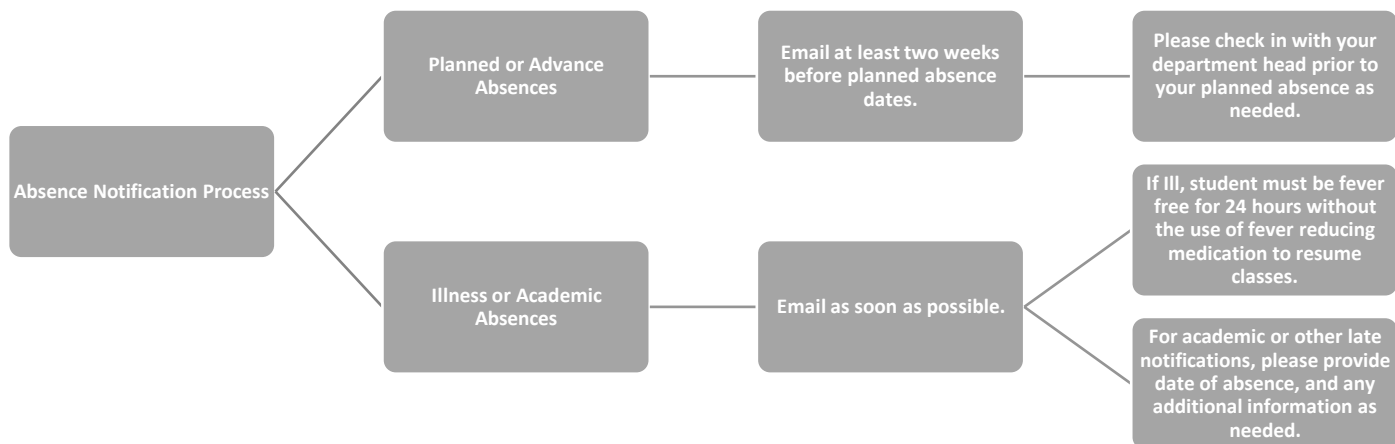
- Students must be registered and return their agreements before attending classes.
- Students are to attend all scheduled classes to achieve intended training and physical development.
- Absences must be notified in writing via email to the email group **DANCER ABSENT** (dancerabsent@orlandoballet.org).
- Planned absences must be communicated to the Director of Education and Department head 2 weeks in advance.
- Students must attend all rehearsals, community events, receptions, and performances if casted or scheduled. This includes students assigned understudy roles.
- Accrual of more than 3 unexcused/personal absences may affect a student's participation, casting or stipend. Artistic and school leadership reserve the right to terminate a student who accrues a significant amount of absences, including students who no-show or fail to attend an event or performance they are scheduled for without following absence protocols.

Performances

- Trainee and OBII students have opportunities to perform or understudy in a variety of roles in our company's season productions as determined by the Artistic and School Director, whom base their decisions on ability, experience and roles needed for the success of the production.
- All OBII and Trainee students who are assigned a role or understudy in a production are required to be at all rehearsals and performances for the assigned production.

Events And Volunteer Requirements

- All Trainees and OBII students are required to volunteer a total of 30 hours.
- Volunteering duties at OBS may include the following: assist in a classroom, assist at the front desk or with upkeep of the studios.
- Trainees and OBII students participate in community performance events, and at Orlando Ballet gala and reception events. Students will be scheduled for participation in such events by administrative or artistic staff.
- Attendance and participation in scheduled events and volunteer shifts is required.



Evaluations

- In January, all Trainees and OBIs will have a meeting with the Director of Education and or the Head of Trainee/OBI program regarding their performance thus far.
- In this meeting, students will discuss their agreements and renewals for the following season.
- A student can only participate in the Trainee and OBI programs a maximum of two years or seasons (i.e. two years as a trainee, two years as an OBI). Students are not guaranteed to an agreement renewal or a maximum participation.

Termination

- If a student must terminate their contract early, your department head must receive written notice via email of the termination and is requested to be submitted at least two weeks in advance of the termination date.
- Should a student breach contract or violate any policies, they are subject to automatic termination as deemed appropriate by the Director of Education, Artistic Director or Department Head.

Medical Conditions

- All medical conditions affecting a student's well-being or participation in classes should be listed in the student's profile.
- Families must notify us in writing regarding all requested accommodations and needs related to the condition in advance of the school-year, or as soon as condition develops.
- OBS is not responsible for administering medications or managing a student's medical condition.

Injuries

- When the injury occurs, whether at OBS or off site, staff and your department head should be notified immediately.
- If the injury requires a doctor visit, this should be scheduled straightaway and a doctor's note explaining the injury and any restrictions should be provided to your department head.
- The department head will meet with the student to create an understanding of the injury and to devise a plan of rehabilitation regarding the results from your doctor visit.
- Any long-term injury or injury with a prolonged recovery period may result in termination from the program.
- In order to return to full participation following an injury, the student must receive clearance from their physician or doctor.

Allergies

- Students with allergies and emergency prescriptions should list all allergies, symptoms and prescriptions to their profile.

Behavior & Etiquette Policies

Orlando Ballet School strives to provide the highest quality of training and the safest environment for all students. In order to do so, the School Staff asks for all parents, guardians, and students to help with creating this environment. OBS faculty, staff and Director are always available to discuss any needs with a parent directly. The School believes the following guidelines and commitment will help create this environment:

- Follow school rules.
- Be respectful to all.
- Remain disciplined and focused on daily training.
- Be courteous to fellow students, and be mindful and respectful of different viewpoints, cultures, and lifestyles.
- Using your best efforts in attending Orlando Ballet School by ensuring punctual transportation, supporting classroom methodology, and respecting the relationship between yourself and your instructors.
- Understand that you may be dismissed from the Orlando Ballet School if you accrue unexcused and/or excessive absences or if circumstances become necessary.
- Monitor school calendars and schedules and be aware of policies.) Be responsible for your consistent participation in all scheduled events.
- Respect the advice of the OBS faculty regarding your progress in the program.
- Bring any problems or potential issues to OBS attention in a timely fashion to ensure all students' needs are being met and addressed.
- Be aware of all OBS policies and the behavior that is expected of you while at OBS.
- Understand that it is important that you are practicing good hygiene and do not attend class if you are sick.
- Adhere by OBS Safety protocols or any other protocols that may be put in place to protect all students, staff and faculty.
- If you would like to speak with an instructor, please set an appointment by providing your request to the front desk personnel or emailing your department head.

Zero Tolerance Policy

Please understand the School practices a Zero Tolerance Policy with regards to more serious offenses and does not tolerate the following:

- Any form of bullying, including cyberbullying, and any similar actions that occur within the student body, offsite and/or onsite.
- Any form of violence, harassment, or discriminatory remarks, both verbal and physical.
- Inappropriate conversations, talks, or comments.
- Any inappropriate social media posts, including photos or comments.
- Inappropriate physical touching of any kind.
- Possession of any kind of weapons, such as firearms, knives, or of the sort.
- No student shall tamper with or borrow without permission the personal property of others.
- In the event that any of these rules are violated, this will be cause for the immediate dismissal of the student at their expense.

Disciplinary Action Plan

Failure to abide by the rules set in place by the Orlando Ballet staff may result in disciplinary action up to removal from the program. OB will utilize "Progressive Discipline" in most cases in which a participant has violated any policies or for violation of any other OB policy. In most cases, progressive discipline means OBS will normally take these steps in the following order:

- A first offense will result in a **verbal warning**;
- A second offense will result in a **written warning**;
- A third offense may then lead to **termination of engagement at the discretion of the Artistic Director and/or School Director**.

Program Benefits

Trainee

Full Tuition Scholarship

(1) Complimentary
ticket to all OB
Mainstage
Performances

Second Company

Full Tuition and Fees
Scholarship

Scholarship Stipend

Show allowance.
Men=8 pairs of ballet
shoes. Ladies=10 pairs
of pointe shoes and 2
pairs ballet shoes

(1) Complimentary
ticket to all OB
Mainstage Productions.

Student Resources

Lockers

- Available for students on a yearly rental basis.
- Request form must be submitted to receive locker assignments.
- Students must follow locker protocol regarding locking and usage.
- OBS is not responsible for lost or stolen items.

Studios

- Trainee and OBII Students are not permitted in the studios without permission for safety reasons.
- Any Trainee or OBII student who would like to use the studio space for personal use must reserve the space and submit the studio rental fee.

Lobby

- The lobby is available for all students up to 15 minutes before and after classes as well as students who are on lunch or dinner breaks.
- During events, the lobby may become unavailable for any waiting guests.
- Personal items may not be stored in the lobby.

Study Hall

- The Study Hall is located on the second floor and is available for students for academic purposes only.
- Bags or personal items may not be stored in the study hall.

Student Corridor

- Bags and personal belongings should not be kept in the hallway as this is a high traffic area.
- The School is not responsible for any lost or stolen items left in these areas.

Lost and Found

- Any lost items that are turned in will be stored at the front desk.
- The lost and found is disposed monthly.

Health Services & Physical Therapy

Pilates and Physical Therapy Room

- Students may use the pilates or physical therapy room during posted hours only. Outside of these hours, students need to reserve the space via the studio rental form.
- Students should be trained in any equipment prior to using, and must reset the space at the end of their session.