

SAB

HANDBOOK

for

Students & Parents

Summer Course 2021

Official School of the New York City Ballet

70 Lincoln Center Plaza, New York, NY 10023-6592

School (212) 769-6600 • Residence Hall (212) 769-6650

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The faculty and administrative staff of The School of American Ballet extend a warm welcome to all Summer Course students and their parents.

The School was founded 87 years ago by George Balanchine and Lincoln Kirstein, extraordinary men who dreamed of creating an original American ballet company. The great company they eventually formed is the New York City Ballet, but back in 1934 they knew that first they had to have an academy – a place where students could have the kind of intensive professional training that Mr. Balanchine had received in St. Petersburg.

They started with only a handful of students, but their mission was clear: to train American students to become professional dancers. Today SAB is very different from its first small home. It has large, beautiful studios with excellent lighting and acoustics and specially constructed sprung floors. There are well-appointed dressing rooms, lounges, and a residence hall that is staffed with individuals trained and dedicated to working with adolescent students. But the School still stays true to its original mission.

Perhaps what makes the School of American Ballet so special is its commitment to the very highest standards. The requirements of this art are based on a long tradition and demands are unique, specific and highly specialized.

We hope this handbook provides a valuable guide for you and your student during the 2021 Summer Course. We look forward to a productive and exciting summer.

Kay Mazzo
Chairman of Faculty

Carrie Hinrichs
Executive Director

Sion Harrington
Dean of Students

CHAPTER ONE: SCHOOL OF AMERICAN BALLET

IMPORTANT COMMUNICATION TOOLS

EthicsPoint Hotline

The School of American Ballet strongly values integrity, respect, and truthfulness, and considers the safety and well-being of our students and employees to be a top priority. These principles are integral to the ways in which we accomplish our mission of recruiting, training, and nurturing talented students from around the world and guide the policies and codes of conduct we have established for our employee and student/parent communities.

We want all members of the SAB community to feel comfortable approaching School leaders, administrators, and supervisors with any day-to-day concerns and, especially, where you believe violations of policies or standards have occurred. However, we recognize that there are sometimes circumstances that may impede open reporting of such issues.

To that end, in situations where you prefer to place an anonymous report in confidence, you are encouraged to use our third party hotline hosted by EthicsPoint/NAVEX Global. We hope that this tool will facilitate the sharing of concerns related to violations of policies stated in this Handbook for Students and Parents as well as our [Employee Code of Ethics and Conduct](#) (both can be found on SAB's EthicsPoint webpage).

To utilize the hotline, please visit www.sab.ethicspoint.com, or call 844-862-7979.

Please note that this service should not be used to report emergencies or urgent concerns regarding student safety and wellbeing. In such instances please call 911, contact SAB staff directly or call the SAB residence hall at 212-769-6650.

Emergency Communication System

Student safety and well-being are a top priority to SAB. One of the most important tools in an emergency is the ability to communicate quickly. SAB uses Blackboard Connect to send text messages, emails, and automated phone messages to students and families in the event of an emergency or unanticipated school closing.

Blackboard Connect utilizes the email, cell phone, and home phone numbers that are in our database so it is incredibly important that we have updated contact information for you. Messages will be sent to all contact methods we have on file for you. Should we only have an email address, you will only receive an email; if we have all three items listed above on file, you will receive messages in each format. Blackboard Connect is a one-way communication so families are not able to send responses to SAB through this service.

Some families (particularly of our younger students) are in the habit of providing parent/guardian cell numbers in lieu of student cell numbers whenever this information is requested by the School. Please understand that this emergency communication system pulls contact info directly from our database-in order to ensure that we can communicate effectively with your student in the event of a serious emergency, best practice requires you to provide student and parent cell numbers accurately and as requested.

ARTISTIC STAFF

Faculty (2020-2021 School Year)

Jonathan Stafford*, Artistic Director
Kay Mazzo*, Chairman of Faculty
Hannah Federau, Artistic Manager
Julia Sandke, Artistic Assistant

Dena Abergel*
Marika Anderson*
Aesha Ash*
Megan Fairchild*
Gonzalo Garcia*
Craig Hall*
Adam Hendrickson*
Arch Higgins*
Anthony Huxley*
Sterling Hyltin*
Megan Johnson*
Katrina Killian*
Lauren King*
Meagan Mann*
Allen Peiffer*
Susan Pilarre*
Suki Schorer*
Andrew Scordato*
Sheryl Ware*

Guest faculty:

Daniel Applebaum*

Meaghan Dutton O'Hara*

Maria Kowroski*

Alicia Holloway*, Visiting Faculty Co-Chair

Leyland Simmons*, Visiting Faculty Co-Chair

Dirk Hartog, Weight Training

Phoebe Higgins*, Pilates

*SAB and/or New York City Ballet alumna/alumnus

Pianists

Flora Arbitman

Craig Baldwin

Kevin Carpenter

Sophie Chandler

Arkadiy Figlin

Maurizio Najt

Miho Nozawa

Alla Reznik

Leo Shih

Matthew Sheridan

ADMINISTRATIVE STAFF**Administration**

Carrie W. Hinrichs, Executive Director

Joshua Stansbury, Manager of Operations, Board and Executive Affairs

Public Relations, Recruiting and Outreach

Amy Bordy, Director of Public Relations, Recruiting & Outreach

Molly Baran, Director of Marketing

Kevin Dhaniram, Digital Production Manager

Amara Dieter, Registrar

Ellen Duddy, Manager of Auditions & Young Dancer Programs

Heather Toner, Digital Content Manager

Kathleen Woods, Manager, Information and Data Systems

Elise Drew León, Director, Diversity, Equity and Inclusion

Student Life

Sion Harrington, Dean of Students

Molly Murray, Assistant Director of Student Life for Academic & Cultural Programs

Katy Vedder, Director of Student Life for Children's Division and Wellness Programming

Sherrell Bush, Children's Programming Assistant

Satchel Henneman, Residence Life Associate

Isa Braun, Residence Life Associate

Joan Lantz, Nurse

Adrienne Gregorek, Physical Therapist

Development

Kristen Barrett, Director of Development

Barbra Silver, Senior Director of Special Events & Corporate Sponsorships

Meredith Lee, Director of Institutional Giving & Development Operations

Kristen McGuire, Manager, Membership

Iosu Bascaran, Associate Development Officer

Josephine Chun, Development Coordinator, Database and Operations

Lindsey Von Elm, Development Assistant, Institutional Giving

Jacqueline Brown, Development Assistant, Special Events and Corporate Sponsorships

Julia McColligan, Development Assistant, Individual Giving

Finance and Information Technology

Janki Dave, Senior Manager, Budget and Finance Analysis

Juan Hernaiz, Senior Manager of Information Technology

Juan Molina-Goni, Manager, Finance and Benefits Administration

Danielle Parcell, Finance and Student Billing Associate

Stephanie Khemraj, Finance Associate

WINTER TERM ADMISSIONS

During the Summer Course, SAB's faculty will collectively identify students who show strong potential for successful training in the School's 10-month Winter Term. In order to be eligible for SAB's winter residential program, a student must be a rising 9th grader who is no younger than 14 as of Fall 2021. Residents of the New York metropolitan area who are 12 or 13 may also be considered for invitations to the Winter Term as day students. The faculty's assessment of all students will occur automatically; there is no sign-up or application form necessary for consideration. An SAB staff member will contact the parents of selected students during the Summer Course should the faculty wish to extend a Winter Term training invitation. Note that summer students who do not receive an invitation are not eligible to attend SAB's open fall audition as they will have already been considered for the upcoming Winter Term. Please visit the Winter Term FAQ in the Summer Course log-in area on sab.org for a more detailed description of the Winter Term invitation process, including information on academics and financial aid.

SUPPORTING SAB

SAB is a non-profit organization that relies on the support of generous individuals – including parents – to provide our talented young dancers with unparalleled ballet training, student life resources, and state-of-the-art facilities. Many parents support the School by making a tax-

deductible donation, for which they receive membership benefits throughout the following year. The money raised from these efforts is essential in helping SAB bridge the very real gap between tuition and the actual cost of running SAB. Gifts may be made through SAB's Development Office at (212) 769-6614 or at www.sab.org.

There is no correlation between parents' personal gifts to the School and admissions or placement decisions. There is an impenetrable wall separating the fundraising activities of the School from its artistic functions.

HEALTH CARE

Medical Examinations

It is required that all students have a complete medical examination and submit a medical form prior to attending the Summer Course. Students will not be able to move into the residence hall and/or participate in class without submitting a medical form.

Immunizations

Due to the close proximity of the living environment, SAB requires that all resident students have received the full immunization requirement. The Student Medical Form clearly states which immunizations are required by NY state law. Parents should consult this form to make certain their student has received the appropriate and required immunizations. Please contact the Associate Director of Student Life for Residential and Transitional Programming should you have any questions or concerns regarding this policy.

2021 Summer Course students are not required to present proof of COVID-10 immunization. However, COVID-19 immunization can exempt students from being required to quarantine following a close contact exposure. See Chapter 2 of this Handbook for more details.

Communicable and Highly Contagious Diseases

In the interest of the health and safety of our residential community, students living in the residence hall who are diagnosed with communicable or highly contagious diseases which prove to be a health threat to other residents may be required to leave the residence hall or be moved into a residence hall isolation suite until they have regained their health.

SAB's health care providers, in consultation with key members of the Student Life Staff and the Executive Director will determine the course of action to be taken to ensure the health of our

community at large. It is our expectation that families will cooperate with staff as quickly and efficiently as possible to provide support to their student and the decisions of the School.

Should a communicable disease affect our school or city community, SAB will minimally follow all recommendations by the Department of Health or by the Center of Disease Control. A student's ability to participate in classes or activities, visit school premises (including the cafeteria) or maintain residence in our residence hall will be determined on a case-by-case basis, regardless of their residential status.

Medical Services

The School has a nurse who is on the premises seven days a week. The nurse's office hours will be posted. Any student, resident or non-resident, may see the nurse during her office hours. Her office is located on the 14th floor of the Residence Hall.

The Office of Student Life keeps a list of mental health practitioners who specialize in working with adolescents and young adult performers. Please see a member of the staff for a referral. All inquiries are strictly confidential.

Some doctors require payment for services at the time of the visit. You should be prepared to pay upwards of \$150 for these services. If you have an insurance claim form, the doctor may accept that in place of payment.

If you have an HMO, you may want to find a doctor in New York City who will accept your HMO plan as payment. Not all HMOs operate in all areas, and finding a doctor can be complicated. Please ask for help if you need it.

MEDICAL POLICIES FOR INJURED AND SICK STUDENTS

The Student Life staff has a network of medical resources available to students. We also have relationships with a number of physicians who specialize in working with young dancers.

For resident students, the Residence Life staff will make arrangements for medical appointments if necessary. If further treatment is referred at that time, assistance will be provided in securing the necessary appointments and arrangements. A Student Life staff member will accompany students under the age of 18, as time and scheduling permits, to appointments with these medical resources and to any referrals they make. SAB staff members

who accompany students to appointments will communicate directly with the faculty about a student's diagnosis and recommended treatment and will also communicate with parents before, during and after the visit. Parents and guardians should contact Student Life staff before making any appointments on their own.

While most of these medical resources are located within walking distance of SAB, it will sometimes be necessary for staff to utilize taxicabs or public transportation for appointments. Under these circumstances, the cost for transportation can be paid by SAB and then the amount will be billed to the family with reimbursement expected within 30 days of receiving the invoice.

For day students, appointment and follow-up management is the responsibility of the student's parents/guardians. Please feel free to call the front desk of the residence hall to inquire about the network of doctors with whom we work most closely. If your student has an injury or illness that requires class modification or absence, please contact the Director of Student Life for Children's Division and Wellness Programing so that this information can be shared with appropriate staff and teachers.

All students are expected to adhere to the treatment advice they are given by doctors or physical therapists. For most injuries requiring rest, students will be required to observe their regularly scheduled classes.

If a student is dealing with an injury and cannot participate in class, they are expected to be in attendance and observe. If a student is working through a minor injury and cannot participate in class fully, they are expected to observe the portion of class during which they are not dancing.

Students that are ill are expected to stay home. Please note that if residential students are too ill to attend dance class, they will not be permitted to sign out of the residence hall.

If students or parents prefer to make medical appointments with alternative resources, all arrangements will then become the responsibility of the students' family. These arrangements include, but are not limited to, scheduling of and accompaniment to appointments, prescribed follow-up, and assistance with insurance and billing matters.

Medication Policy

For all students residing in the residence hall, SAB requires all medications to be registered with the nurse's office, where they will be held and dispensed as needed.

All medication should be clearly labeled. Medications encompass both prescription and non-prescription preparations and include those taken by mouth or by inhaler, those which are injectable (epi-pen), those applied as drops to eye or nose, or those applied to skin. It will be the responsibility of the student and/or the student's family to update medical records and registered medications as changes are made. Students with Epi-Pens and inhalers will be allowed to keep those items in their possession at all times.

The unauthorized or inappropriate use, possession or distribution of prescription or over the counter medications is strictly forbidden and is a violation of the code of conduct as specified in this handbook.

Physical Therapy

Adrienne Gregorek is the School's physical therapist. Her hours, as well instructions for making an appointment, will be posted throughout the 5th floor and the residence hall. If you have an injury, you may see the physical therapist for an initial evaluation. The physical therapist will evaluate the injury and may consult with you regarding self-care for the injury, which may include stretching and strengthening exercises. If your injury needs more in-depth treatment, the physical therapist will refer you to a doctor for further evaluation.

Medical Confidentiality & Health Concerns

SAB believes that the family is an important part of the health care team. Parents are kept informed of any issues regarding a student's health. Often the nurse or a member of the Student Life staff will contact the family regarding student health concerns, and students are encouraged to be in communication with their families. At times, sensitive issues which a student may feel unable to discuss with his or her family arise. In such situations, in accordance with New York State law and in order to provide timely information and treatment, the student's request for confidentiality will be respected. The student will be encouraged to understand the parent's concern for him or her, and support will be offered to aid the student in discussing sensitive issues with parents.

If the School has a concern about a student's weight and/or eating habits, he or she will be required to meet with the Director of Student Life for Children's Division and Wellness

Programming. The student's parents/guardians will also be contacted. Given the length of the Summer Course and SAB's focus on student health, students who are struggling with weight or eating habits may be required to return home early to receive appropriate medical consultation and care with the support of their family. This decision will be made in consult with the school nurse, SAB's Executive Director, key Student Life staff members and appropriate SAB faculty members.

Medical Leave

A Medical Leave may be initiated by SAB or requested by the student/parent for any medical or psychological issues that the School and/or student/parent deem serious enough to warrant a leave. A Medical Leave must be coordinated through the Dean of Students. When the physicians/counselors and Dean of Students feel the student is ready to return to SAB, each of these individuals must communicate in writing to the Executive Director their recommendations and all other pertinent information, including any conditions and/or limitations placed on the student's return, such as a participation in on-going treatment. All of this written information will be reviewed and students may return from medical leave only with the approval of the School of American Ballet. The family will be contacted once a determination has been made. Upon return to SAB, the student will meet with the appropriate school personnel to help the student re-enter school life as smoothly as possible and to discuss any on-going issues. No refunds will be given for a medical leave whether the leave is required by the School or requested by the family.

CAFETERIA

The School of American Ballet and The Juilliard School operate a cafeteria on the 3rd floor (lobby) of the Rose Building. The two schools have contracted with AVI FRESH, a food service company, to provide meals for their students. This summer, the cafeteria and its services will only be available to residential students with meal plans.

Day students who need to eat meals or snacks while onsite at SAB may do so either at designated socially-distanced eating spots in the 5th floor hallway or at one of Lincoln Center's many outdoor public spaces. Day students will not be able to make a la carte purchases in the cafeteria, so they should bring their own food.

Residential students will swipe into the cafeteria once for each meal and may dine in the cafeteria or take their meals back to their rooms or outside. The times listed below indicate the hours when students can “swipe in” for the designated meals.

	Monday-Friday	Saturday	Sunday
Breakfast	7:30-9am	7:30-9am	
Brunch			10:30am-1:30pm
Lunch	11:30am-1:30pm	10:30am-1:30pm	
Dinner	5:30-7:00pm	5:30-7:00pm	5:00-7:00pm

The café will not be open between meal times and no additional snacks or extra meals may be purchased with cash or card. A meal swipe will include an entrée, sides, dessert and beverage. AVI maintains a strong commitment to accommodating dietary restrictions and allergies.

Proper foot wear and cover-up clothing will be strictly required in the cafeteria. Furthermore, New York State law requires that patrons wear shoes, shirts and/or other forms of wraps in order to enter the cafeteria. Students must wear something over his/her leotard and tights. **Slippers and pajamas are not permitted.**

The 11th floor lobby of the Residence Hall houses a small market, operated by AVI, called Market C. Market C offers snacks and beverages that are meant to supplement students’ already robust meal plans. Residential students may purchase a declining dollar fob at the Market C register (which utilizes self-checkout technology) using cash or card or they may pay with cash or card for a la carte items. Market C is available for day students as well. Market C is considered “outside of the residence hall” and students may not visit it after their first curfew.

Questions or concerns should be directed to Sion Harrington, Dean of Students (212-769-6651).

CLASS OBSERVATION

Virtual Class Observations will be held the last two weeks of the 2021 Summer Course. Classes will be live-streamed via Zoom, and each student will be permitted 2 guests to observe two of their scheduled classes (1 per week). Specific observation dates/times will be announced after class placement has been finalized, and it will be required that guests RSVP. Questions regarding

Virtual Class Observations should be directed to SAB's Artistic Manager Hannah Federau (hfederau@sab.org).

**Please note that weight training and Pilates classes are not open for observation.*

SAB POLICIES

Attendance

Students are required to attend promptly all the classes for which they are enrolled. Due to COVID-related studio capacity restrictions, students with injuries are not allowed to sit and observe their classes. If a student has a minor injury that prevents them from participating in class fully, they should be absent until healed and able to participate. Missing a class for reasons other than injury or illness is strongly discouraged.

Resident students who are unable to attend class should report their absence to the Residence Life staff member at the 14th floor desk who will then notify the 5th Floor Attendance staff. Day students should call the Attendance Hotline 212-769-6689 to notify the School of absence. You may also email attendance information to attendance@sab.org.

5th Floor Visitation

The 5th floor will open to students promptly at 8:45am, Monday-Saturday, for students who have a 9am class. At the end of each day, students should exit the 5th floor within 15 minutes after the last class has ended. When classes are not in session (i.e. after hours or on days when classes are canceled), students should not be on the 5th floor unless they are attending a staff supervised program/activity, or a faculty supervised rehearsal.

During the 2021 Summer Course, the 5th floor will be closed to visitors, guests and parents/guardians. With that in mind, we ask that parents/guardians coming to SAB to escort students to/from classes, do not arrive to the Rose Building any earlier than 15 minutes prior to the start of your child's class time. If you arrive earlier than that for class, please wait outside until 15 minutes prior to the start of class. We encourage families and day students to utilize a variety of public spaces at or near Lincoln Center during and between class times as the Rose Building, and its facilities, will be inaccessible to visitors.

Food and Drink

Except for bottled water, food and drink are never allowed in SAB's studios.

Day students who need a small snack between classes may utilize socially distanced spots in the 5th floor hallways. Masks may only be removed when actively eating or drinking. Resident students who need a snack between classes should consume those snacks in the residence hall.

Food and drink may be brought into the Residence Hall. To go containers, paper bags and plastic utensils are available in the cafeteria for to go meals. Suites are responsible for managing food, waste and related cleanliness in their own spaces.

Alcohol and Drugs

SAB takes seriously its responsibility to prevent drug and alcohol use and maintain a drug and alcohol-free environment.

Using alcohol and/or drugs while a student at SAB is strictly forbidden. Any student found possessing, distributing or using alcoholic beverages or illegal or controlled substances of any kind, or improperly using prescription or over the counter drugs will be dismissed from the Summer Course. Any student who knowingly remains where alcoholic beverages are being used in violation of the School's policy or where illegal or controlled drugs are being used is also in violation of this policy and will be dismissed.

If the School in its discretion suspects that a violation of this policy has occurred or that a potential alcohol or drug problem exists, a student will be required to have a substance use evaluation, which can include a drug screen.

A student so required must have the substance use evaluation at the time requested or withdraw from the School.

Students who have an alcohol or drug use problem (which the School knows of in no other way) who come forward to ask for help with that problem will be given special consideration. SAB has instituted a "sanctuary policy" to encourage students to seek help for medical emergencies

involving alcohol or drugs. If a student determines that (s)he or a friend is in need of immediate medical attention as a result of alcohol or drug use, the student may contact the staff person on duty, or a faculty or staff member. While follow-up will likely be necessary, no disciplinary action will be taken if all of the following apply (i) the student is seeking aid, (ii) the School knows of the problem in no other way, (iii) all recommendations made as part of the follow-up (including any recommendation of taking leave from the School) are followed.

Smoking and Tobacco

Recognizing that smoking and smokeless tobacco are extremely dangerous to the health and development of young artists, the School prohibits the use of tobacco by students. It is a violation of New York City law for any individual under the age of 21 to purchase cigarettes. Smoking is not permitted in the Rose Building or in any public spaces located throughout Lincoln Center. Parents will be notified if their student is caught smoking in or around school premises and all related paraphernalia will be confiscated from the student and disposed of. This policy also applies to vaping and electronic cigarettes.

HARASSMENT

SAB is dedicated to providing all students with a safe and healthy environment, free from harassment and hazing, where they can grow both artistically and emotionally. We strongly encourage families to speak with their students about the following topics.

Harassment/Hazing

Harassment or hazing of any sort is not tolerated and will result in serious disciplinary action. Harassment or hazing is defined as verbal or physical conduct that has the effect of creating an intimidating, hostile or offensive environment for any member of the community. Any student who believes (s)he is a victim of harassment or hazing should immediately bring the matter to the attention of a member of the Student Life staff. Disciplinary responses to harassment or hazing may range from counseling to dismissal from school.

SAB also views being complacent or a bystander to this behavior as a sign of acceptance. SAB expects that students will come forward to stop or bring to the attention of the Student Life Staff any behavior that could be considered harassment or hazing. Students who witness this behavior and do not come forward will be held accountable for their failure to respond

appropriately.

Sexual Harassment & Sexual Assault

Sexual harassment is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment; when such conduct interferes with a person's performance; when submission to such conduct is made a condition of a person's employment or advancement; or when a person's reaction to such conduct is used for the basis of employment or decisions affecting that person.

Sexual assault is defined as any unwanted sexual contact performed with the threat or use of force or without consent.

Reporting

Both sexual harassment and sexual assault are in violation of SAB's community standards and will not be tolerated. Any student who believes (s)he is a victim of sexual harassment or sexual assault of any kind by any member of the community should immediately bring the matter to the attention of an SAB Student Life Staff member and/or the School's Executive Director.

Complaints will be put into writing and the person alleged to have acted inappropriately will be informed of the charge. The parents of involved parties will be notified. The complaining party and the accused party, as well as witnesses or other relevant persons, will be interviewed by the Executive Director and the Dean of Students and in consultation with the appropriate officers of the School, will make a determination and inform the appropriate parties. Retaliation against anyone for bringing an issue to the administration's attention or not cooperating with an investigation will not be tolerated and may result in dismissal of a student from the School.

Disciplinary responses to either one of these offenses may range from counseling to dismissal from the School. The School complies with New York state laws and regulations with regard to sexual harassment and sexual assault.

DISCLOSURE OF INFORMATION

The law provides that “Directory Information” may be released to all parties seeking this information without prior consent of the student unless the student has specifically requested that prior consent be obtained. SAB Directory Information is defined to be name, class level, and attendance dates. Students who wish their prior consent to be sought before Directory Information is made available to third parties must make a written request to the Registrar. Address and telephone number are not part of Directory Information and may be made available only to staff.

INTERACTION WITH SAB DONORS/BALLET FANS

While SAB has many donors whose support is valuable, SAB does not permit donors to interact with students (email, phone, social media, in person) unless accompanied by an SAB staff member. Should a donor reach out to you in any of these ways, you must let a staff person know as soon as possible so that we may speak with the donor to remind them of our policies. Furthermore, SAB students are very recognizable on campus, and for their own security students should not engage in extended conversation with ballet fans or SAB donors on campus or elsewhere. If you ever have questions or concerns about anyone who approaches you on or off campus, be sure to report that to a staff member immediately.

MEDIA AND PHOTO SHOOTS

The enrollment agreement signed by parents prior to the start of the Summer Course includes a Media Release. The release acknowledges that SAB may photograph or film students, or may invite media outlets to photograph or film students, at various times throughout the year in class, rehearsal or elsewhere within SAB’s facilities. All media outlets that visit the School and interact with students are supervised by SAB personnel.

Parents are asked to notify SAB’s Director of Public Relations, Recruitment and Outreach *in advance* of any pending media coverage not arranged for by SAB that concerns any aspect of their child's training at SAB so that SAB may provide accurate background and factual information to reporters.

PHOTO & VIDEO POLICY

The taking of photos and videos by students, parents and other visitors within SAB’s facilities on the 4th, 5th and 6th floor of the Rose Building is strictly prohibited. All visitors are expected to

adhere to this policy. Students should assume that the “no photography/videography” policy is in effect at all times unless informed otherwise.

This policy has been increasingly disregarded by students in recent years as a result of the omnipresence of smart phone cameras. As a result, SAB has enacted new disciplinary measures for students who do not follow the policy. Any student found to be in violation of the photo/video rule, either by virtue of their appearance in unsanctioned photos taken by another student, or by the active taking of photos/videos featuring other students will be required to miss one class. Parents will be notified that this discipline has been enacted and SAB faculty members will be informed as to the reason the student is not taking class.

SAB hopes that parents will discuss with their students the seriousness of this rule and stress the importance of complying with the photo/video policy. Students should recognize that by violating this policy they will be wastefully and needlessly undermining their training progress. SAB reserves the right to enact an alternate disciplinary measure for students who violate the photo/video policy while already sitting out of classes due to injury.

SOCIAL MEDIA POLICY

While Social Media outlets such as Facebook, Instagram, Twitter and Snapchat can be appealing tools for sharing news and photos/videos, communicating with friends and cultivating a community of individuals with similar interests, SAB has many concerns about its students’ engagement in social media forums.

First, SAB hopes that parents are actively monitoring their student’s activities in these mediums and ensuring that he/she is taking the proper measures to protect the student’s privacy and safety.

Second, as Social Media have blurred the lines of public and private, and even “private” or restricted accounts are often followed by thousands of “friends” (many of whom are in actuality strangers), SAB expects students to follow all parameters of the student Code of Conduct described on page 15 in all personal Social Media activity. SAB will consider any violations of its Code of Conduct or other rules such as the 5th floor Photo/Video policy that are apparent only through postings on social media accounts to be punishable violations. These include harassment, hazing, and violations of the drug and alcohol policy.

Finally, students should recognize that by virtue of their enrollment at SAB, they are representatives of the School and have the ability to influence public perceptions of SAB and its student body. SAB expects its students to treat others with dignity, respect and politeness in all Social Media interactions and to refrain from “publishing” images or information about other students without proper consent. Students should also take seriously the impact that their Social Media postings can make on the perceptions of peers, future colleagues and future employers. Any student who actively engages in Social Media creates a public profile and persona that could follow her/him for many years to come.

NON-SAB MODELING AND PHOTOGRAPHY

There is currently a proliferation of photography, both professional and amateur, featuring ballet students dancing or posing (on pointe and in ballet slippers) on unsafe surfaces in non-traditional settings such as parks, streets, beaches, lawns, etc. SAB strongly advises parents and students to consider this type of modeling activity as unwise for any student who is serious about his/her ballet training and the pursuit of a professional dancer career. Any injuries, minor or major, resulting from such modeling will inevitably undermine a student’s progress in the classroom. SAB is concerned about the safety and well-being of our students and firmly believes that modeling activities which put health and safety at risk should not be pursued.

Out of concern for the safety and wellbeing of students in our care, SAB will not permit any resident student to go out on a “shoot” with any professional or semi-professional photographer without an adult guardian present. Any student who falsifies sign out permissions to go on such a “shoot” will be subject to disciplinary measures.

FIRE SAFETY AND EVACUATION PROCEDURES

Meetings will be conducted for all students at the beginning of the Summer Course to discuss fire safety and evacuation procedures in case of an emergency. In the event it is necessary to evacuate the building or the Lincoln Center Campus, SAB has set up a safe haven. All students will be directed this location in the event of such an emergency: **Blessed Sacrament Church, 152 W. 71st St. (bet. Broadway & Columbus)**

IDENTIFICATION CARDS

Every student must have a School-issued photo identification card. ID pictures for all students must be submitted digitally prior to the start of the Summer Course so that ID cards can be distributed on move-in day or the first day of classes. Information on how to submit pictures will be available to families via the SAB website.

Students must keep their ID card with them at all times. Lincoln Center Security may ask for identification and students will need to show their cards at these times. For resident students, a meal plan bar code will be affixed to the back for use in the cafeteria.

The ID card includes the phone numbers for the Residence Hall and the 5th Floor reception desk. The numbers are on the card for students' convenience and safety. In the event an ID is lost, a replacement card costs \$10 and can be obtained from the Receptionist. A students' inability to pay should not prohibit them from seeing a Student Life staff member to request a new Student ID.

LOST & MISSING ITEMS

Please be aware that SAB is not responsible for lost or missing items that are left unattended. We strongly suggest that resident students leave valuables locked in their rooms. Found items will be turned into the lost & found located at 5th floor reception. Students should label all of their clothing or other dance items with their names in case items are misplaced.

TRASH

Trash containers are located throughout the 5th floor. Students are responsible for disposing of trash they generate before, during, and after class (e.g. empty water bottles, band-aid wrappers, used paper towels, shoe padding, etc.) These items should not be left on the floors of lounges or dance studios.

While we have a cleaning service that comes to clean each night, we would also like you to take pride in the appearance of your school: if you see trash lying about, please pick it up and throw it away.

The Residence Hall has large trash containers in the laundry rooms. Please put your trash in these containers.

GETTING MONEY

There are several ATM machines located within a short distance of SAB. For residential students without an ATM card, we suggest that you store your money with the Office of Residence Life. On move-in day you will be given the opportunity to leave an envelope containing cash and instructions for disbursement with our desk staff. (Please be sure that bills are provided in denominations that are congruent with your instructions as we are unable to make change). This money will be locked securely with the Assistant Director of Student Life for Academic and Cultural Programs for the duration of the Summer Course. Monday through Friday senior level staff members will observe two advertised bank hours daily. During these hours and these hours *only*, students may retrieve their money in accordance with the provided parental instructions for amounts and frequency of withdrawal. Students should plan ahead for their withdrawals, taking into account their class schedules, upcoming trips and weekend plans. Envelope balances will be verified at each withdrawal and remaining monies will be returned to parents on move-out day.

CHAPTER TWO: COVID-19 POLICIES AND PROCEDURES

The policies and protocols outlined below were developed in response to the impact of COVID-19 on the School's daily operations, and are based on guidance from the Center for Disease Control, the NY State Department of Education and the NY State Department of Health. Our guiding principles throughout are the health and safety of our students and employees, while providing SAB's rigorous training in-person as much as possible.

Community members who are partially or fully immunized for COVID-19 are not exempt from the School's health and safety guidelines. Summer students who are immunized will be asked to submit documentation so that this information may be properly used to inform exposure protocols and response.

Given the evolving nature of the pandemic, SAB reserves the right to alter, eliminate or increase any of these guidelines and commitments to meet new recommendations from governmental and health authorities. It is of utmost importance that all students and parents follow these protocols and procedures to keep us all safe during these extraordinary times.

Students who struggle to meet these requirements will be removed from our community.

COMMUNITY GUIDELINES AND COMMITMENTS

The community's health is a responsibility we all share. Recognizing that the wellbeing of our community, and our ability to conduct in-person learning rests on our collective commitments, all members of the SAB community will be diligent about new policies and procedures as well as their personal health and hygiene.

Stay Home if Sick or Exposed

Students and employees must stay home if they have any of the following symptoms –fever, cough, sore throat, nausea, vomiting, diarrhea, extreme fatigue, body aches, shortness of breath, lack of sense of taste or smell, or rash. Parents should keep their student home and consult your medical professional; likewise, employees should stay home when sick and consult your doctor.

If a student, parent, or anyone in your home has been diagnosed with COVID-19 or has been notified by the NY Department of Health that they were in contact with an individual infected with COVID-19, you must notify SAB as soon as possible.

SAB will not penalize members of our community who proactively chose to err on the side of caution when it comes to their health or the health of the School's community.

Visitor Restrictions

During the 2021 Summer Course, SAB will host no outside guests on the 5th floor in order to minimize unnecessary community exposure. Class visits and observations, donor events and special student programs will all be held virtually.

BEFORE YOU ARRIVE

Training and Policy Orientation

Training for health and safety practices, hand hygiene, respiratory etiquette, use of Personal Protective Equipment (PPE), cleaning and disinfecting, self-monitoring health checks, movement throughout the buildings, residence hall policies and all other health and wellness protocols and procedures will be provided for all students and parents prior to the start of the Summer Course.

- On Wednesday, June 23, at 7:30 PM ET, ALL STUDENTS and PARENTS will be required to attend a virtual Summer Course Orientation
- On Thursday, June 24, at 7:30 PM ET, ALL RESIDENTIAL STUDENTS AND PARENTS will be required to attend a mandatory Virtual Orientation Meeting at 7:30 pm EST.

Travel Restrictions/Quarantine

SAB will not require or enforce any quarantine period upon students' arrival to New York City. This decision applies to both day and residential students, and is based on evolving recommendations from the State as well as specific information that has been gathered about the vaccination status of our Summer Course students, faculty and staff populations.

Testing

Required Advanced Testing

Vaccinated students do not need to take a COVID test prior to starting classes and/or moving into the residence hall.

Unvaccinated or partially-vaccinated students will need to obtain a molecular PCR COVID-19 test prior to the start of the program. Please note that antigen tests are not acceptable. You must take a molecular PCR test (which may utilize either a nasal or saliva sample and may be rapid or non-rapid). Dorm students receiving their second dose after June 12, and day students receiving their second dose after June 14 will be considered partially-vaccinated and must submit a pre-program test result.

Unvaccinated or partially-vaccinated dorm students may take the test no earlier than June 22 and must submit their results to SAB by 5:00 pm on Friday, June 25. Unvaccinated or partially-vaccinated day students may take the test no earlier than June 24 and must submit the results to SAB by 5:00 p.m. on Sunday, June 27. A copy of the test result must be emailed to testresults@sab.org. The image of the test result must clearly show the student's name and the date and time of testing. Failure to submit the test result will prevent students from moving into the Residence Hall and/or participating in the Placement Class on June 28.

Ongoing Testing

During the program, SAB will require all students (regardless of vaccination status) to participate in weekly pooled COVID-19 testing at no cost to the student. Take-home saliva test kits will be distributed to all students on June 28, July 6, July 12, July 19, and July 26. Students will be given detailed instructions for collecting a sample and will be instructed to return their samples the following day. Note that it is imperative the test samples be handed in on the dates assigned. Lack of compliance with this requirement will be grounds for suspension from classes for the week in which the test is missed.

FACILITY GUIDELINES AND COMMITMENTS: PPE, HYGIENE, SOCIAL DISTANCING

Face Masks

Masks must be worn at all times in the public areas of the Rose Building, on the 5th floor, and in the common areas of the Residence Hall. This policy is also required of all faculty, pianists and staff.

Paper masks or cloth masks may be used. In either case, fit is of utmost importance. Masks must fit securely to the face, covering the nose and the mouth.

Wet masks are less effective. Therefore, students who have two classes at SAB in the same day should switch to fresh masks for their second class.

Face shields worn without other face coverings are not considered adequate protection against COVID-19 and may not be used alone. Face masks with vents are never permitted.

Residential students are permitted to remove their face coverings only while in their suites. Appropriate masks are always required in residence hall common areas such as hallways, elevators and administrative staff offices.

While students are expected to provide their own masks, extra masks will be made available on the 5th floor as well as the residence hall

Hand Hygiene

Hand sanitizing for students before and after class will be required, as well as for employees before and after using common equipment (i.e. copier, postage machine). Hand sanitizer stations are available throughout the 5th Floor and residence hall suites will be provided hand sanitizer and hand soap for the duration of the Summer Course.

Signage illustrating proper hand-washing technique will be posted throughout the building and residence hall suites.

Enhanced Cleaning, Disinfection, Ventilation

Studio barres will be cleaned before and after every class, and studios will be deep cleaned and disinfected every evening.

Lincoln Center has improved indoor air quality by replacing HVAC filters with hospital-grade MERV 13 filters, maximizing outside air, and running systems 20 hours/day in the Rose Building.

Residence hall suites and bathrooms will be thoroughly and professionally cleaned twice weekly by Lincoln Center staff. Students will be held responsible for the sanitation of their rooms and suite common areas.

Physical Distancing

Class size has been decreased in order to socially distance each student by 9 feet at the barre and in center, with designated spots for each. Additionally, the class schedule has been designed to reduce the numbers of students arriving/departing at once to ensure physical distancing and reduced capacity on the 5th floor at all times.

Outside the studios, and in residential common areas such as hallways and lobbies, 6 feet of social distance will be observed by students and employees at all times.

Community members will adhere to all directional signage on the 5th floor and in the residence hall, including foot traffic patterns and socially distanced standing spots.

Community members will not congregate in hallways or areas that were previously considered SAB common spaces, and social distancing will be observed in all face to face interactions. Key Artistic and Student Life offices have been retrofitted to safely allow important face to face student/staff meetings.

ARRIVAL AND DEPARTURE FROM THE ROSE BUILDING

Due to ongoing capacity restrictions in our indoor facilities, parents of day students will need to drop off and pick up their students at the Plaza level Rose Building entrance.

Health Screenings/Temperature Checks

All members of the SAB community will strictly adhere to the Rose Building entry protocols that have being implemented by Lincoln Center. These include completing a daily wellness survey before arrival and a temperature check upon arrival. No one with a temperature of 100.0 degrees will be allowed access to the building.

Students will be receiving daily text/email alerts containing the survey. Upon completing the survey, a QR code will be provided for use at the temperature scanning device. Instructions for using the system will be sent prior to the first day of classes, and SAB staff members will be stationed in the building lobby to assist students.

Residential students will complete their health screening before they leave their suite for the first time each morning. They will complete their temperature checks on the 11th floor as they prepare to leave the Meredith Wilson Residence Hall for any reason. Students who scan with a temperature above 100.0 degrees will report to the residence hall front desk on the 14th floor to seek guidance from an SAB staff member.

No matter how many times a student exits and enters in one day, leaving the residence hall as well as re-entering the Rose Building will always require the successful scanning of the wellness QR Code as well as passing a temperature screening.

5th Floor Supervision and Dismissal

Except in the case of an emergency, no parents or guardians will be allowed to enter the Rose Building beyond the lobby where they may assist their child with scanning their daily QR code before class. Administrative staff will work in teams to provide all of the necessary adult supervision for the School's daily function. Staff will be stationed throughout the floor and easily accessible to students in need.

If building re-entry is required after departure, all members of the SAB community will be required to follow entry protocols a second time.

STUDIO GUIDELINES AND COMMITMENTS

Hand sanitizing is required before and after every class.

Teachers will offer verbal corrections only and will not give hands-on corrections to students.

Students will adhere to socially-distanced floor and barre demarcations for the duration of their class.

Students will only momentarily remove their masks when they are actively drinking water. No food is allowed in the studios. No “mask breaks” are permitted.

SICKNESS ON THE 5TH FLOOR

If student becomes ill after arriving on the 5th floor, the student will be isolated from their class and placed in an SAB conference room. SAB will contact a guardian and the student must be picked up within an hour. Staff will wear PPE and stay with the student until they are picked up. The student’s symptoms should be reported to a medical professional immediately. If the student is a residential student, they will be escorted to their suite by a Student Life staff member.

SAB will close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms. The isolation room, or any room or area occupied by sick or symptomatic individuals, will be cleaned and disinfected following the CDC prescribed guidelines.

If a student or employee in our community is considered a close contact of a positive case (from outside of the SAB community), they must complete a 10-day quarantine from the time of their last exposure, regardless of symptoms or test results. **

If a student, faculty or pianist tests positive, the class will be considered close contacts and will be notified to self-quarantine for ten days from the time of their last exposure. **

****Fully vaccinated members of the SAB community may be excluded from quarantine requirement, following evolving CDC guidance, and depending on recommendation of NYC Department of Health at time of exposure.**

ADDITIONAL RESIDENCE HALL GUIDELINES AND COMMITMENTS

SAB’s residence hall (floors 13-16) will be expanded to include one rented floor from The Juilliard School. All of SAB’s policies, guidelines, and commitments also apply to spaces occupied within the Juilliard School and to all students housed therein.

In order to spread out the arrival of SAB’s 50 residential students on move-in day (Saturday, June 26), students will be assigned move-in windows. No more than two additional people (two parents/guardians, one parent/guardian and one sibling, etc.) will be allowed to accompany

each student into the Rose Building to assist with their move-in process. The same restrictions will apply for assisting students with move-out on Saturday, July 31. Upon arrival on each of these days, visitors will be required to participate in the Rose Building's daily health screenings and temperature checks. Also on these days, all visitors will be required to double mask whenever inside the Rose Building and the Residence Hall.

All parent meetings and orientations will be held virtually, in advance of move-in day, and will cover important health and safety guidelines.

In response to COVID-19, all students will be assigned a single room within suites of varying sizes. Staff members' apartments and single rooms will be evenly spread throughout the residence hall in order to provide appropriate supervision.

6 isolation rooms, within two isolation suites on floors 13-16, are being reserved for students who have either been diagnosed with COVID-19 or who are exhibiting COVID-19 symptoms and are awaiting testing or test results.

It is inevitable that students will contract commonplace illnesses while in our care. More than ever, students are expected to be honest, forthcoming and proactive about their health. Not only must daily wellness surveys be answered truthfully, but students are expected to notify staff if at any point in the day they begin to feel unwell. If a student is not feeling well, staff will work to assess their health needs and determine the appropriate action. Potential actions may include in-suite quarantine for 24-48 hours, mandatory screening with the School's nurse or at Urgent Care, or relocation to one of the School's isolation suites.

SAB's School Nurse will hold daily office hours, 7 days per week, for the duration of the Summer Course.

The residence hall's common areas (13th and 16th floor lounges, 15th floor classroom, and 15th floor kitchen) will be closed for the duration of the 2021 Summer Course.

In order to safeguard the School's contact tracing ability in the event of a community exposure, residential students are ONLY permitted into their own suites. Visiting other suites or rooms is

strictly forbidden.

RETURNING TO SAB FOLLOWING ILLNESS OR QUARANTINE

Following significant personal illness, students and employees may not return to SAB until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes one day with no fever without the use of fever reducing medication, an illustration that symptoms have improved, and ten days elapsed since the symptoms first appeared. A negative COVID-19 test result does not reduce the 10-day isolation period. A doctor's note may be required to return to SAB following significant personal illness.

A negative COVID-19 test result for a student does not reduce any required quarantine requirements.

Just as SAB expects its community members to communicate proactively about their health, the School will also communicate proactively about the community's health. If a student or employee tests positive for COVID-19, SAB will immediately notify the NYC Department of Health. SAB will also notify the parents/guardians of students, and/or employees, who came into contact with the infected student/employee in order to communicate the necessary personal and School responses. The individual's identity will remain confidential.

CHAPTER THREE: THE RESIDENCE HALL

During the summer, The School of American Ballet operates a multi-floor Residence Hall within the Meredith Willson Residence Hall, the high-rise tower of the Rose Building. Floors that do not include suites for SAB students are occupied and operated by the Juilliard School and are not considered part of the SAB Residence Hall.

The SAB Residence Hall is a community of shared spaces and expectations. Please remember that the SAB Residence Hall is home to your fellow students and staff members. Be courteous, respectful and quiet while in the Residence Hall.

Because we share elevators with the Juilliard Residence Hall, we must remember to be courteous to our neighbors from The Juilliard School. We also share the security checkpoint on the 11th floor with Juilliard. The guards assigned to the checkpoint are there for your security. Please help them do their job by complying with their requests and always carrying your access card and ID card. Disciplinary penalties may accrue if you do not carry your access card.

CHECK-IN

At check-in, you will be given your room key and a building access card. You are not permitted to take the beds apart or remove any furniture from your room. Problems with rooms or suites should be reported to a Residence Life Staff member.

If you lose your room key or access card you must report this immediately to a staff member. Room keys cost \$10 to replace. Access Cards cost \$20 to replace.

CHECK-OUT

All students must check out of the Residence Hall by 12pm on Saturday, July 31. Students can check out prior to this date by requesting an early dismissal from the Registrar, and then by making arrangements with a member of the Residence Life staff.

To complete check-out, a student must:

- Have everything packed and ready to move out
- Have cleaned the room
- Have turned in keys and access card to the front desk

Students who do not check out properly will be subject to a fine. Students who are not out of the Residence Hall by 12pm on July 31 will be fined for late check-out. These fines begin at \$100.

MAIL

Mail is delivered to the Residence Hall each weekday. In order to assure the most prompt delivery of your mail, please use the following address:

Student Name

School of American Ballet - (Your mailbox number)

70 Lincoln Center Plaza, 14th Floor

New York, NY 10023-6592

For urgent mail, we recommend you use UPS, FedEx or another non-postal service delivery method. These services require the School's physical street address: Student Name, School of American Ballet, 165 West 65th Street, 14th floor, New York, NY 10023-6592.

After the summer program ends, all mail will be returned to the sender. Please inform your family and friends that they should not send letters to you that will arrive after this time as you will not receive them.

SHIPPING BOXES IN ADVANCE

In order to ease the move-in process, students are allowed to ship boxes to the School one week in advance of move-in day. Boxes will be delivered to student rooms in advance of their arrival and must be reasonably sized and manageable for one person to lift and carry. Boxes may arrive no earlier than Monday, June 21 and we recommend using UPS or FedEx and tracking your shipment. Ship boxes to: *Student Name, SAB Residence Hall, 165 West 65th Street, New York, NY 10023*

In the final week of the Summer Course, students are able to arrange for boxes to be shipped home. Residence Life staff will sell shipping boxes and can help students arrange shipping

details. These transactions are arranged through UPS and require the use of a credit or debit card. Instructions are made available throughout the residence hall and staff is available to assist with this process. The final day for a student to bring a box to the 14th floor to arrange for next day pick up is Thursday, July 29 at 4pm. This deadline is strictly observed. No boxes are accepted after this time.

Please note that if the School receives any charges related to your student's shipped boxes following their departure, these charges will be your family's responsibility.

LAUNDRY FACILITIES

Floors 13-16 are each equipped with two washing machines and two dryers. Because a laundry fee was included in your room and board payment, washers and dryers do not require any additional payment at time of use. Please notify a Residence Life staff member if you have any problems with the laundry machines. Please place names or initials with permanent marker on all clothing and dancewear. Many of our students are similar in size and wear the same brands of dancewear/SAB branded items. SAB is not responsible for items that go missing from the laundry rooms. Labeling your clothing is incredibly important.

COMMON AREAS

Due to COVID-19 restrictions, the residence hall's lounges have been repurposed for the 2021 Summer Course and will not be accessible for general student gathering. The School's Physical Therapy and Pilates resources have been temporarily relocated into these spaces, with strict occupancy and social distancing guidelines in place.

WIRELESS INTERNET & COMPUTER USE

SAB is happy to offer free Wi-Fi for student use. We encourage students to use our Wi-Fi to send and receive email, do schoolwork, or browse the Internet.

The Internet is a medium of communication which can be used wisely or negligently. Much that can be found on the Internet has educational value but some material is inappropriate and may be offensive to some users. For student protection and to create the best experience possible for everyone, the following rules apply for use of our wireless internet.

- The use of SAB provided internet connections is a privilege, not a right, and inappropriate use will result in cancellation of access privileges. This includes tampering with any SAB provided programs or equipment.
- Violation of any Federal or State regulations is prohibited.
- Students may not use our wireless internet service to send, receive, view, or print out pornographic or adult material (this includes entering adult-oriented chat rooms). Additionally, sites dealing with violence, offensive language, and hate speech may not be accessed.
- Material protected by copyright must not be printed or downloaded unless the copyright holder gives permission. This includes, but is not limited to, software, documents, images, and multimedia objects (i.e., music, movies, television shows, etc.)
- Vandalism to our network will cancel a student's Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy SAB's servers, computers, or data belonging to another user; this includes, but is not limited to, the uploading or creation of computer viruses.

OFF-LIMITS AREAS

While you are in the Rose Building, we ask that you respect your neighbors in the building. Because we don't want people from other areas of Lincoln Center walking into our area of the building, we require that you give them the same courtesy. The following areas are therefore off-limits to SAB students:

- Floors 6 - 10 of the Rose Building
- The Juilliard School
- The Juilliard Residence Hall—this includes the 11th floor lounge, computer lab, all Juilliard practice rooms, and all Juilliard floors where SAB students are not housed.

LINCOLN CENTER SECURITY

Lincoln Center provides uniformed security officers who patrol the entire Lincoln Center campus, including the Rose Building. Lincoln Center security maintains two security desks within the building, one at the lobby level and one at the 11th floor. It is very important for you to remember that these officers are here to protect you. If you have a problem, feel unsafe or encounter anyone who is disturbing you, you should go to the nearest officer and report your problem to him/her.

As part of their duty to protect you, the officers have been given very strict instructions on allowing guests and students into the Residence Hall. Ignoring an officer's requests or becoming upset with the officer's requests is prohibited. Lincoln Center Security officers should be respectful and courteous to you, and you to them. If you feel a Lincoln Center officer treated you unfairly, please let a member of the Residence Life staff know.

ROSE BUILDING MAINTENANCE

If you have a problem with anything in your suite, come to the 14th floor desk and ask the staff member on duty to submit a work request. Do not try to fix problems yourself. If your toilet is overflowing or your drain is blocked and spilling water onto the floor, tell a member of the staff IMMEDIATELY.

Because the building engineers have responsibilities in other parts of the Rose building, they may not be able to attend to maintenance concerns as quickly as you might like; however, most problems are fixed within a day.

HOUSEKEEPING

In common areas (lounges, kitchens, hallways) housekeepers take out the trash and vacuum daily. They also clean the laundry rooms and public rest rooms twice per week.

The housekeeping staff will clean the suite bathrooms twice a week. Times will be posted in your suite when you arrive. You must remove all personal items from the bathrooms prior to posted cleaning times. If you leave your items in the bathroom, the staff will not clean it.

On floors 13-16, trashcans must be taken to the laundry room for daily emptying. We recommend students in these suites take turns with nightly trash duty in order to share responsibility for cleanliness. Laundry rooms are centrally located on each of these four floors. On the Juilliard floors, trash is collected daily from the hallways just outside of each suite door. Students in these suites must make sure their trashcans are placed outside of their suite door nightly.

MEAL PLANS

Each resident student has a meal plan that includes 20 meals per week (three meals per day Monday - Saturday and brunch and dinner on Sunday). Due to COVID restrictions, only meal plan students will be served in the cafeteria, and no additional purchases may be made with cash or card. Market C is available for supplemental snacks and beverages, with cash or card kiosk payments.

Bagged meals will be provided for resident students who are isolating or quarantining due to illness. You are the only one who may use your meal swipe. You may not give your meal swipe to another student, or swipe and pick up meals for another student.

TAKE OUT DELIVERIES

On the Upper West Side there is an abundance of restaurants that deliver to the Residence Hall. Delivery people are not allowed to come into the Residence Hall, so all deliveries must be met at the 3rd floor security station. Please be considerate of the delivery person by tipping him or her. 15% is a common tip.

Be sure to give the name of the building (Rose Building) and the street address (165 West 65 St., between Amsterdam Ave. and Broadway) when you place your order. Also include your name, suite number and phone number so the 3rd floor security guard knows whom to call when your food arrives. TAKE OUT ORDERS MUST BE PLACED AT LEAST 1 HOUR BEFORE FIRST CURFEW.

LEAVING THE BUILDING: SIGNING IN AND OUT

All students are required to fill out a sign out card and receive staff permission anytime that they wish to leave the residence hall. In order to sign out, you will provide: the date, the location(s)

you wish to visit, the people you will be travelling with, how you will travel to your destination, the time you are leaving and the latest time you would like to return. A member of the Residence Life staff will then ensure that the outing is congruent with your parental permissions (provided on the Student Permission Form) and decide whether or not to grant you permission to sign out. Upon granting permission the staff member will initial your card and begin monitoring your return time. Failure to follow this procedure and/or leaving the building without proper permission may result in dismissal from the residence hall.

From time to time during the summer, you may want to go somewhere that is not designated on your parental permission form. In such a situation, we will need to speak to your parents and receive their permission. We reserve the right to make the final decision as to whether you will be allowed to go where you want to go.

VISITATION POLICIES

Non-Resident Guests in the SAB Residence Hall

Only SAB students are permitted to enter the Rose Building. If students are meeting guests, they must sign out at the 14th floor desk and greet their guest outside of the Rose Building lobby.

Unfortunately, parents, guardians or adult relatives (i.e. Aunts, Uncles, etc.) are not allowed in student rooms during the Summer Course. Such persons are only allowed beyond the 14th floor desk on select dates to help students settle in and prepare to leave at the conclusion of the Summer Course (one approved guest per student). These dates are June 26 and July 31.

SAB day students may visit the Residence Hall only to access Physical Therapy or Pilates for an approved appointment. They are required to sign in for their appointment at the 14th floor desk and leave their SAB ID. After their appointment, day students must come to the 14th floor desk to sign out and retrieve their ID cards.

Day students are never allowed into residential suites.

Visitation in the SAB Residence Hall

Students are not allowed to visit any suites other than the one in which they live. This enables

the School to have effective contact tracing in the event of a positive community case of COVID-19. Failure to comply with the visitation policy will be considered a violation of the code of conduct and will result in disciplinary action.

Off-Campus Visitation Policy, Pre-Curfew

If you would like to visit with someone off-campus before curfew at their personal residence, we must always speak to the adult who resides at that location, ensuring that they are aware of your visit and that they will be assuming responsibility for your wellbeing during the visit. SAB defines an adult as someone over the age of 25. We will also require that your parent/guardian confirm and approve of your visit with the third party by contacting our staff in advance of your visit. If the third party adult is listed on your permission form we will not require this additional confirmation from your parent/guardian.

Overnight Off-Campus Visitation W/in the Tri-State Area

Overnight visitation will always require advance approval via phone or email from your parent/guardian. If you wish to stay out overnight at an off-campus location, you must sign out of the building by 9pm of that day. Only in the event of an emergency will you be permitted to return to the residence hall before 8am the following day.

SAB requires that all overnight visitations be supervised by an adult who is at least 25 years of age. The responsible adult party must complete an electronic OVERNIGHT VISITATION PERMISSION FORM AND AGREEMENT in advance of the visitation. The responsible adult party must also email SAB with a photo of either their Driver's License or state-issued ID.

Finally, the responsible adult must present themselves via mobile Skype/FaceTime technology to the staff member on duty prior to the student's departure for the visitation.

Travel to and from this residence is subject to your Parental Permission form and/or additional permission provided by your parent/guardian.

CURFEW

Nightly curfew regulations vary depending on the age of the student and are facilitated by Residence Life staff members.

The first level of curfew is called “Check-in”. Check-in requires students to physically come to the 14th floor desk and be checked in by a staff member at the times listed in the following chart. Students are not allowed to leave the residence hall after they have checked in.

The second level of check in is called “Suite Checks”. At “Suite Checks” all students are required to be in their own suites. A group of staff members will come to each suite and individually check every student in. After this time, students are not permitted to leave their suites. A student found outside of his/her suite after curfew will be subject to disciplinary action. If you need assistance after this time, contact the staff members on duty at the 14th floor desk.

The final check each night is “Lights Out”. A staff member will key into each suite to make sure that every student is in their bed with their lights out.

Curfew Times

	Check-in at Front Desk	Suite Checks	Lights Out
Students Age 14 and younger	8pm (9pm on Fri./Sat)	10pm (11pm on Fri./Sat)	11pm (11:30 on Fri./Sat)
Students Age 15 and up	9pm (10pm on Fri./Sat)	10pm (11pm on Fri./Sat)	11pm (11:30 on Fri./Sat)

Students attending a program will be checked in for curfew by the staff member on-duty at the activity.

If you are signed out of the building and feel you are going to be late for curfew, you must call the Residence Hall (the number is on your ID card) and speak with the staff person on duty. However, calling does not excuse a violation of curfew.

PLEASE NOTE THAT NO CURFEW EXTENSIONS WILL BE GIVEN

SEXUAL ACTIVITY POLICY

The School does not condone sexual activity between teenagers and believes that it is inappropriate for students to engage in such activity. No such activity will be tolerated during the Summer Course. Failure to comply with this policy will result in disciplinary action, and, in accordance with the School's policies, will also result in the notification of parents.

QUIET HOURS

The Residence Hall should be a relatively peaceful place at any hour of the day or night. However, after the last curfew, we expect each floor to be quiet so all residents can get the rest they need. Our rule of thumb is that if we can hear you outside your room when the door is closed, you are being too loud. Please respect your neighbors and keep all noise to a minimum.

ROOM INSPECTION

Each weekend the Residence Life staff will conduct room and suite inspections. The purpose of these inspections is to make sure your room and suite are clean and that you are not violating any New York City health or safety codes. When performing room inspections, we will look for the following: All clothes must be in their proper places (dirty clothes in laundry bag or basket, clean clothes in closet or drawers), any food in the room must be in sealed containers, and excessive dirt or other messes in the room must be removed and cleaned.

ROOM ENTRY

In addition to other specific situations mentioned in this policy and in the Residence Hall Agreement, SAB and Lincoln Center reserve the right to enter any room for the following reasons:

- Room inspection
- Curfew
- Smoke or fire coming from a room
- Water coming from a room
- Concern that you or someone in your room is in a threatening situation or in immediate danger

- Reasonable suspicion of a policy violation
- Maintenance or repair work

SAB and Lincoln Center also reserve the right to enter your room in situations where repair or maintenance work needs to be done. In these cases, we will try to contact you first, but if you are not in the building we will need to enter the room to complete the work.

The following are absolutely forbidden in the Residence Hall and will be removed immediately if found:

- Candles or incense
- Halogen lamps
- Dismantling beds
- Stickers on the walls or doors
- Lighter Fluid
- Pets of any kind

CHAPTER FOUR: CODE OF CONDUCT

The School seeks to help build character and the strong self-discipline needed for a professional ballet career as well as success in the world at-large. Students at the School represent SAB in the outside world and are expected to maintain the highest standards of behavior. While SAB strives to ensure that all rules are clear and reasonable, we also believe that our Code of Conduct must affirm the clear connection between our program's goals and expectations and student success and wellbeing. All students, regardless of residential status, are expected to observe the established Code of Conduct.

Because we believe that one's success within the studio cannot exist independently of good decision making and behavior outside of the studio, students who violate the policies of the code will be subject to disciplinary action. The Chairman of Faculty, Executive Director, Dean of Students, and Associate Director of Student Life for Residential and Transitional Programming (if appropriate) are responsible for disciplinary action when necessary.

The following are absolutely forbidden for all students at the School of American Ballet:

- Any intentional or repeated disregard for policies and procedures that have been put in place as a response to the COVID-19 pandemic
- Any behavior which places other students, staff, visitors, and/or innocent bystanders in danger
- Cheating
- Falsification of residence hall permissions and sign-out sheets
- Firearms or weapons of any kind
- Harassment: discrimination, hazing, physical threats or actual physical violence, non-consensual conduct
- Lying
- Participating in activities or behavior that violates the civil or criminal laws of NY State, or the City of NY or being an active bystander to any such violations in any location at any time
- Personal identification that indicates false information
- Plagiarism
- Possession or consumption of alcoholic beverages
- Possession or use of drugs or drug paraphernalia
- Self-destructive behavior

- Sexual Misconduct or Harassment: speaking or behaving suggestively, derogatorily, vulgarly or threateningly, using sexual innuendo or slurs
- Theft
- Throwing, dropping, or otherwise propelling any object out a window
- Trespassing
- Unauthorized or inappropriate use, possession or distribution of prescription or over the counter medications.
- Willful destruction/misuse or inappropriate use/possession of SAB, Lincoln Center or another person's property

Any of the above actions will be reported immediately to the Dean of Students or the Executive Director, who will, in consultation with other staff, decide on the appropriate disciplinary action.

Penalties may include (but are not limited to):

- Community Service
- Confinement to Residence Hall (Grounding)
- Curfew adjustments
- Dismissal from School
- Dismissal from the Residence Hall
- Early Curfew
- Fines
- Ineligibility to participate in residence hall programming
- Ineligibility for participation and/or casting in Artistic programming such as the Summer Choreography Showing, or, during the Winter Term, spring Workshop Performances, Student Choreography Workshop, New York Choreographic Institute, Lecture Demonstrations, and NYCB affiliated performances.
- Loss of Residence Hall Visitation privileges for day students
- Probation
- Referral to counseling
- Suspension from SAB classes
- Suspension from the Residence Hall for two or three weeks

The penalty assigned most often is early curfew. If a student accumulates five early curfews over the course of the five-week summer session, he/she may be sent home.

NON-DISCIPLINARY INTERVENTION

Because the staff is interested in seeing all students succeed while at SAB, we reserve the right to intervene in situations that do not technically violate policies of the School. Intervention can include meetings with teachers, Student Life staff, health care staff, or a psychologist. This intervention is not intended, nor will it be treated, as disciplinary. However, the School reserves the right to take disciplinary action if a non-disciplinary intervention fails to resolve the issues at hand.

CHAPTER FIVE: LIVING IN NEW YORK

New York City is a wonderful place to live and a very exciting place to visit. Besides numerous cultural, entertainment and sporting events, New York has hundreds of places to shop, eat, hang out, and have fun.

Because New York is a very large city and so many people live here, you must keep in mind a few things when you are away from the Rose Building:

- Remain alert. Appear confident about your location and your destination.
- Pay attention to people and traffic. For your own safety you should not wear headphones or talk/text on a cell phone while walking.
- During the daytime, get out and explore the neighborhood. This is the best time to find the goods and services you need.
- Keep your bag in front of you when walking.
- Carry the smallest amount of cash you need to have; divide your money between your pockets, your purse, dance bag, etc.
- Travel in well-lit areas after dark.
- Travel in groups whenever possible.
- Do not wear flashy or expensive-looking jewelry.

Because New York is a city where most people walk to get where they are going, you will likely engage with many types of people while you are out of the building. If you ever become frightened or are made uneasy by someone you encounter outside of the building, go into a store and wait for the person to pass by. Please report any encounter that makes you uncomfortable to an SAB staff person, Lincoln Center Security guard, New York Police officer, store clerk, etc.

New York City Police officers are very visible through the city. Our police department is willing and able to help anyone who needs assistance. If you are lost, afraid or in need of their help, do not hesitate to approach a police officer.

NEW YORK CITY SUBWAY

New York has a fast and efficient mass transit system. Rides on subways and local buses are \$2.75. Fares are paid with MetroCards, which are available at kiosks at all subway stations, or

with contactless mobile pay technology. The first time you purchase a card you must pay a \$1 fee but cards are refillable so if you keep the same card, you will not be assessed this fee again.

The Metropolitan Transit Authority, or MTA, operates the subways and buses in New York City. The transit trains of the subway system connect the five boroughs of New York. Once you are in the system, you may make unlimited transfers to other trains. Subway maps are available online, at subway stations, and via many downloadable apps.

When riding the subway, try to travel in groups. If you are riding alone, wait for the train in the "Off Hours Waiting Area." This area is defined by bright yellow paint. Choose a well-populated car, preferably the 5th car (the conductor rides in this car).

The subway has both local and express trains. Local trains stop at every station on the line; express trains only stop at the larger stations. If you are in doubt about whether you should be on a local or an express train, ask the MTA employee at the booth. The conductor will announce whether the train is running local or express.

NEW YORK CITY BUSES

In addition to subways, the MTA also provides bus service. Local bus service costs \$2.75. In Manhattan, you must have \$2.75 in exact change (no bills) or have a MetroCard to ride a bus. You are always able to make a free transfer between buses following different routes and between the subway and buses if you use a MetroCard. If you pay with cash, ask the driver for a transfer if you will be changing to another bus on a different route.

TAXIS AND CAR SERVICES

Yellow taxi cabs operate in all five boroughs of New York. To hail a taxi, stand near the street and hold your hand up when you see an available taxi coming. If the taxi is available, the middle light on top of the car will be lit, and it should stop for you. If a passenger is already in the taxi, the light will not be lit. If the taxi is off-duty, all parts of the light fixture on top of the car will be lit.

A taxi ride costs \$2.50 plus \$3.30 taxes/fees. The meter should "click" approximately every four blocks. If the car is stopped or slowed by traffic, it costs 20¢ per minute. From 8pm - 6am, there is a surcharge of 50¢/ride, and from 4pm – 8pm, Monday – Friday, an additional charge of \$1.00/ride.

The driver is required by law to take you to any address in the City of New York. He or she is also required to take you by whichever route you request. The driver is not allowed to charge for additional passengers or baggage. Smoking is not permitted in a taxi. Drivers are required to accept both cash and credit/debit cards.

In addition to yellow cabs, car services are available to take you to or from the airport, or any other destination. If you are going to use a car service, you will need to make arrangements with that service in advance for a pick-up. Information about car services is located at the 14th floor desk in the Residence Hall.

CENTRAL PARK

Central Park is located four blocks east of Lincoln Center. The nearest entrances to the park are at 67th Street or at 59th Street (near Columbus Circle). Other than the area designated as “Sheep Meadow”, Central Park is considered outside the designated SAB neighborhood so you must have “out of neighborhood” permission from your parents to go there. In addition to wide-open spaces, Central Park has trails and paths, a few small lakes, ball fields, and a miniature castle.

Central Park is generally a safe place to go during the daytime. We would advise that you go in a group. Residential students are not allowed in the Park after dark.

WHERE TO PURCHASE DANCEWEAR

You can purchase your dancewear at a number of places in the city. The nearest stores are:

Bloch, 51 Columbus Ave. (at 62nd St.) (347) 983-6759

Capezio, 1650 Broadway (at 51st St.) 212.245.2130

Sansha, 888 8th Ave (Entrance on 53rd St.) 212.246.6212

PLACES OF WORSHIP ON THE WEST SIDE

2nd Church of Christ, Scientist

77 Central Park West

Blessed Sacrament (Roman Catholic)

152 West 71st Street

Christ and St. Stephen's (Episcopalian)

122 West 69th Street

Church of St. Paul the Apostle (Roman Catholic)

Columbus Avenue at 60th Street

Congregation Habonim

103 West End Avenue

Grace and St. Paul's (Lutheran)

123 West 71st Street

Holy Trinity (Lutheran)

3 West 65th Street

Lincoln Square Synagogue

200 Amsterdam Avenue

Mormon Temple and Visitor's Center

2 Lincoln Center Plaza

CHAPTER SIX: BEING A PART OF THE SAB COMMUNITY

SAB views its Summer Course as a unique experience for students to immerse themselves in excellent ballet training while also growing in other areas of their lives. In experiencing our program, students are challenged to try new things, navigate new friendships and to view their world in different ways. While they are with us for the Summer Course they are no doubt practicing and developing their skills in areas such as decision making, self-advocacy, self-confidence, and time management.

EXPECTATIONS

We understand that students and families arrive with expectations about what the SAB Summer Course will be like. For all, the focus is on the ballet training that they will receive, but not everyone thinks about what students will learn and experience outside of their studio time. Some students are eager to experience New York City and the adventures that come with meeting new friends and trying new things.

No matter what the expectations, nearly every student goes through a period of transition with us that they didn't anticipate. Trying anything new for the first time—whether that's living away from home or learning the Balanchine aesthetic—can be challenging. We want to remind you that our Student Life staff is here to help students and families through that transition.

Below are some important things we'd like you to think about and discuss as a family before your student's arrival to SAB.

PERSONAL FREEDOM & RESPONSIBILITY

For students living in the SAB residence hall, all parents have filled out the Student Permission Form that outlines where a student may travel during their downtime. We use sign-out cards to keep track of student whereabouts and staff members initial a student's request to leave the building giving them permission to do any number of things--all in line with what was dictated on the Student Permission Form that was submitted prior to residence hall check-in.

When your child arrives for the five weeks of our Summer Course, we trust that they will follow our rules, adhere to the permissions parents/guardians have indicated, and will use sound

judgment to behave according to the policies that were written with their best interests in mind. Should they behave in ways that compromise that trust, Student Life staff members will intervene to help students reflect on their decision-making skills and find ways to improve their behavior moving forward.

For some students, having more control over their daily decision making may feel strangely unfamiliar or difficult while other students may find that our rules feel more structured or stricter than what they are used to at home. We encourage you to discuss how your family's rules may differ from ours to help your student think about how their experience will be different while at SAB.

Along with an increase in personal freedom is greater responsibility for one's daily schedule. Students make choices about who they choose to spend time with, attending activities, use of their spending money, what to eat, how much sleep to get, and many other things while here for five weeks. They are faced with the challenge of learning how to balance all of these things effectively. Additionally, students are faced with the need to take more initiative to address issues that may require help or assistance from staff members (i.e., letting someone know they aren't feeling well or reporting that a light is out in their suite).

We know that in most instances, a student's first instinct is to call home to parents to report these things, but during their time with us we work to help students gain comfort in seeking out the resources that are available to them on their own. Your students will hear this many times, but our 14th floor front desk is always staffed and any issue or concern that your child has should be brought to the attention of the individuals working at that desk.

DIFFERENT SURROUNDINGS AND RELATIONSHIPS

No matter where our students are coming from or what programs they may have experienced in the past (unless they've been with us before!), the experience of studying at SAB in New York City will feel very new and different. Students will be inundated with new sights and sounds everywhere they turn. High-rise buildings or navigating meals in the cafeteria may be completely foreign to many students.

Additionally, students will have roommates and classmates who often seem very different from family and friends back home. Students come to SAB from all over the country and the world.

Students will learn to relate to, live with, and even negotiate conflicts with new roommates and classmates.

SAB takes very seriously its commitment to diversity and inclusion. The Student Life Department is committed to creating a safe and welcoming environment for all of our students. As can be found on our website: “The Department believes that awareness and inclusion of diversity, as defined by differences in race, ethnicity, color, culture, religion, gender, sexual orientation, national or ethnic origin, socioeconomic status, language, geographical area, and ideologies and beliefs, is an essential part of the SAB community, and integral to becoming a well-rounded dancer and citizen.”

We are very proud of the work we do with our students to enhance and grow our SAB community. We hope that you are able to engage your student in discussions surrounding these topics prior to their arrival in July.

NAVIGATING BOUNDARIES WITH PEERS

This is an area in which students this age can really struggle. Often these conflicts can materialize around using someone’s things without asking, overstepping lines when making jokes or using nicknames and not respecting parameters around physical contact. We encourage you to speak with your student about listening to their peers. We tell students that if your friend asks you to stop a behavior, it is your responsibility to listen to and respect their request. In navigating these conflicts with students we often hear them say “but we were only joking!” While that may be true, what feels like a joke or a prank to you may not feel like a joke or a prank to your friend. Learning these boundaries is a part of growing up, but an environment like the Summer Course can heighten moments when the students’ skills in this area are not quite formed. Encouraging your student to think about a situation from the perspective of their peer can be a good way to help them learn about how their actions might make someone else feel.

SAB believes that productive intervention at this low level of student conflict can often prevent behaviors such as these from escalating into larger conflicts and/or behaviors that are harassing or bullying in nature.

HOMESICKNESS

It is not unusual for students to experience some homesickness when they first arrive at SAB. Leaving the comforts of home, friends and family can be difficult, so with this in mind, the Residence Life staff has planned many activities that will help students ease into the Summer Course and encourage new relationships and friendships. We hope that parents will encourage students to participate in these activities.

Letters, postcards, e-mails and the occasional care package can also comfort a homesick student. Parents should not hesitate to contact a member of the Residence Life staff if they feel a child needs some extra attention or assistance.

NOTICE OF NON-DISCRIMINATION POLICY

The School of American Ballet admits students of any race, color, gender, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, gender, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other school-administered programs.

The School of American Ballet reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, rules, policies, tuition, and admission.

The information included in this handbook is intended exclusively for the use of SAB students and parents of enrolled students. It may not be distributed, cited or republished in part or whole in any format or medium without the express permission of SAB.

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