

SAB

Handbook for Students and Parents

2023-2024 Winter Term



Official School of New York City Ballet

70 Lincoln Center Plaza, New York, New York 10023

Main Reception: (212) 769-6600

Residence Hall: (212)769-6650

As of August 31, 2023

HOLIDAYS & OTHER KEY DATES: 2023-2024 Winter Term

(Bold dates indicate complete Artistic and Administrative school closure)

Monday, Sept. 4, 2023

Labor Day

Sunday, Sept. 10, 2023

Residence Hall opens at noon

Monday, Sept. 11, 2023

Girls IV–D & Boys III–AM classes begin

Tuesday, Sept. 12, 2023

Little Dancers Fall Session starts

Saturday, Sept. 16, 2023

Rosh Hashanah

Monday, Sept. 18, 2023

Girls I–III, Boys I–II and Preparatory Division classes begin

Monday, Sept. 25, 2023

Yom Kippur

Monday, Oct. 9, 2023

Indigenous Peoples Day

Tuesday, Oct. 17, 2023

Children’s Division Curriculum Night

Children’s classes after 5:30pm cancelled

Friday, Nov. 10, 2023

Professional and Community Development Day

Prep and Children’s Classes Canceled, Int and Adv meet as scheduled

Wednesday, Nov. 22 –

Thanksgiving Break

Sunday, Nov. 26, 2023

Thursday, Dec. 14, 2023

Holiday Studio Showing (C1, C2, D, Int. & Adv. Men)

Saturday, Dec. 16, 2023 –

Winter Break (Res Hall closes Saturday, Dec. 16 at noon)

Monday, Jan. 1, 2024

Tuesday, Jan. 2, 2024

Residence Hall re-opens at 10am

Wednesday, Jan. 3, 2024

Classes resume

Monday, Jan. 15, 2024

Martin Luther King, Jr. Day

Tuesday, Jan. 23, 2024

Little Dancers Winter Session begins

Saturday, Feb. 10, 2024

Lunar New Year

Saturday, Feb. 17, 2024

Prep & Children’s classes cancelled (Int. & Adv. Classes and Little Dancers meet)

Monday, Feb. 19, 2024

Presidents Day

Saturday, March 23 –

Spring Break (Res Hall closes Saturday, March 23 at noon;

Monday, April 1, 2024

Re-opens Monday, Apr. 1 at 10am)

Wednesday, April 10, 2024

Eid-Al-Fitr

Tuesday, April 23, 2024

First Day of Passover

Saturday, May 25, 2024

Prep & Children’s classes off (Int. & Adv. Classes meet)

Monday, May 27, 2024

Memorial Day

Saturday, June 8, 2024

Workshop Performances (all classes cancelled)

Tuesday, June 11, 2024

Workshop Performance Benefit (all classes cancelled)

Friday, June 14, 2024

Last Day of Winter Term Classes

Saturday, June 15, 2024

Residence Hall closes at noon

NOTICE OF NON-DISCRIMINATION POLICY

The School of American Ballet has a nondiscrimination policy with respect 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 sex, race, color, sexual orientation, national origin, gender identity or any other protected characteristic in administration of its education policies, admissions policies, scholarship programs or any other school-administered programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The School of American Ballet considers the artistic representation of cultural and racial diversity as essential to the art form. As a premier training academy whose students are poised to join and ultimately head dance organizations worldwide, SAB recognizes its responsibility in creating a community that embodies equity and inclusion through its behaviors, policies, and practices.

As an institution where children grow and develop, SAB is responsible for providing a space that is anti-racist, inclusive, and equitable. While we continue to pursue our commitment to these ideals, we feel strongly that this pursuit is a shared responsibility for all members of our community.

SAB commitment to diversity, equity and inclusion is endeavored, in part, through the embodiment of four Core Values.

1. ARTISTIC AND TEACHING EXCELLENCE

SAB values our distinguished legacy of artistic and teaching excellence as the official yet independent school of New York City Ballet and embraces our leadership in the ballet field. We are committed to preparing young artists for professional dance careers in companies throughout the world by educating and nurturing each student as an individual.

2. HOLISTIC STUDENT WELL-BEING

SAB prioritizes the overall wellness of each student throughout their time at the School. We help students develop confidence in their individuality by providing them with opportunities to actively engage with their own learning, professional development, and personal growth in our school and society. We support and respect the personal agency of each student.

3. ANTI-RACIST, INCLUSIVE, AND EQUITABLE ORGANIZATIONAL PRACTICES

The SAB community includes faculty, pianists, students, families, administrative staff, alumni, and Board members. Together, we are accountable for creating and sustaining an organization that is broadly diverse, actively anti-racist, and intentionally inclusive and equitable in all behaviors, actions, and decisions. We embrace personal and organizational humility as we remove structural barriers to accomplishment, seek honest feedback, and pursue personal and organizational learning about equity and inclusion with the goal of continuous growth. SAB is committed to embodying anti-racist practices in all our work.

4. COLLABORATION AND INTERDEPENDENCE

SAB embraces an organizational and ballet culture characterized by open and transparent communication and habitual dialogue. We recognize the interdependent nature of our work and believe that collaboration, communication, and alignment among our community members, within our partner organization New York City Ballet, and across the ballet field are essential to the long-term relevance and viability of our organizational mission and vision.

COMMUNITY AGREEMENTS FOR STUDENTS AT THE SCHOOL OF AMERICAN BALLET

The following Community Agreements were created with student input in September, 2021. Inspired by SAB's Core Values, we agree to embrace and embody these behaviors for the good of our community:

- 1. We are all mutual learners.** We believe everyone at SAB has something to learn and something to teach. SAB students, faculty, and administrators can learn from one another. When we make mistakes, we can grow from them *together*.
- 2. We take ownership of our words and actions.** We are responsible for how we behave and how we make others feel. When we are hurt or we hurt someone else, we talk about it and make it right.
- 3. We are brave, courageous and fearless.** We listen to each other and learn from each other. We ask questions when we don't understand something or someone.
- 4. Everyone is important and valuable.** We recognize that each of us has feelings, talents and experiences that shape who we are at SAB. Each of us deserves to be here and the chance to succeed.
- 5. Respect for one another.** We respect one another by being caring, patient and kind. We create a space where all of us feel that others care about us.
- 6. Trust matters.** We trust each other not to gossip or tell stories about each other. We practice empathy and care for one another, whether we are a students, faculty, or administrators.
- 7. Our differences make us stronger.** We value and respect our differences. We are all different, but our respect for one another is the same.

Please see SAB's website (www.sab.org) for a complete and up-to-date listing of the School's Faculty, Pianists, Administration and Board of Directors

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CHAPTER ONE: IMPORTANT COMMUNICATION TOOLS

ETHICSPPOINT 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 in instances with 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](#) (an abridged version is hosted on the EthicPoints website listed below).

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 families in the event of an emergency or unanticipated school closing (i.e., a winter storm). Students in our Children's Levels I-III and our

Prep Division do not receive this communication directly. Instead it goes to parents/guardians listed on SAB's record for the student. All students enrolled in Girls IV and V, Boys IV and all Intermediate and Advanced levels will directly receive all emergency messages along with their parents/guardians.

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.

CHAPTER TWO: 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 Chair of Faculty, Executive Director, Dean of Students, and Assistant Director of Student Life for Residential and Transitional Programming (if appropriate) are responsible for disciplinary action when necessary.

EXPECTATIONS

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 community health concerns
- 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
- Hate Speech: abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion or sexual orientation

- 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
- Possession or use of tobacco or tobacco paraphernalia, including vaping or electronic cigarettes
- 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.
- Unauthorized publication or distribution of photos, videos or music protected by copyright (including photos on private or public social media accounts)
- 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.

DISCIPLINARY RESPONSE

Penalties for violations of the School's Code of Conduct may include (but are not limited to):

- Community Service
- Confinement to Residence Hall (Grounding)
- Curfew adjustments
- Dismissal from the 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 for low-level residence hall policy violations is an 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 professionals, or a member of our wellness team. 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 THREE: ARTISTIC CURRICULUM, EXPERIENCE AND EXPECTATIONS

WINTER TERM CURRICULUM

Ballet Technique

The technique taught at SAB is based on the Russian classical tradition as taught and refined by George Balanchine. At the outset of training, the basic syllabus is the same for girls' and boys' training track levels. All Preparatory and Children's Division classes through Level V focus on the basic elements of ballet technique. As a student progresses, the contrast between the girls' and boys' training tracks is increasingly emphasized, technique classes become more demanding, and the curriculum is expanded to include other ballet-related courses.

Pointe

Ballet movements *en pointe* are introduced after a student in the girls' training track has learned basic technique and when her legs and feet are sufficiently developed. Students begin introductory pointe work in Girls IV. Intermediate girls in B1 and B2 take a progressively increased number of classes on pointe. Pointe shoes are worn for all classes in the Advanced Division in support of Balanchine's goal of quick and effortless movement *en pointe*.

Men's Class

Intermediate Men's and Advanced Men's classes focus on technique, physical strength and power. Particular emphasis is placed on elevation, turns and beats.

Variations

In separate classes for students in the girls' and boys' training tracks, Intermediate and Advanced Division students learn excerpts from classical and contemporary ballets, including many works by George Balanchine. Variations are taught by faculty members who draw upon extensive performance experience to share their insights for transforming technique into art.

Adagio

Adagio class is instruction in the art of the *pas de deux*. Taught to Advanced students in the girls' and boys' training tracks, Intermediate Men, Boys IV and Girls levels B1 and B2, the technique of Adagio instills a strong sense of balance, musical and physical timing, unity of movement and eloquence of gesture.

Music

Advancement toward professionalism in dance is inextricably related to an understanding of music. The School's music curriculum develops and strengthens students' musical skills and begins to cultivate an understanding of and sensitivity to music. In the first year, students learn basic rhythm and the harmonic system. In the second and third years, musical sensitivity is enhanced by listening, learning musical terminology and history; and students become familiar with composers, especially those associated with dance.

Character Dancing

Character class is taught to B2 and Intermediate Men to acquaint students with the polonaise and mazurka as well as other formal and folk dances that appear in the classical repertory and also in contemporary ballets.

Choreography Composition

Students in B2/Int Men and higher will take a weekly choreography composition class allowing them to experiment with choreography and improvisation with their peers in a creative and supportive environment.

Contemporary

Students in B2/Int Men and higher will take a weekly contemporary class allowing them to explore a broader range of movement and develop their artistry beyond classical ballet.

Weight Training and Conditioning

The need for Intermediate and Advanced Men to strengthen upper body musculature is addressed in the School's program of body conditioning and strengthening. This training is especially important given the demands of partnering.

Conditioning is provided for levels C2 and D in order to condition and strengthen the body, increase stamina, and raise awareness surrounding injury prevention. This program is an important supplement given the increasing demands of professional ballet.

EVALUATIONS, RE-ENROLLMENT, AND COMMUNICATIONS WITH FACULTY

Throughout the Winter Term, teachers carefully monitor the progress of each student. Recommendations for a student's advancement are based on age, technical development, and physical development. The faculty take into account changes in the child's body as well as any changes that may have occurred in the child's attitude towards attendance and aptitude for the progressively exacting curriculum. A detailed explanation of the evaluation criteria is distributed to Children's Division and Intermediate parents in advance of Parent-Teacher Conferences each winter.

Because children develop individually and unpredictably as they mature, it often becomes apparent that one or more of the characteristics essential for the exacting profession of classical ballet have not developed as anticipated. Parents should prepare their children for the possibility that SAB's faculty might determine that it is not in the best interest of the child to continue with the course of training provided by the School. Re-enrollment invitations are customarily issued in early May.

Advancement from one class level to the next is not automatic and is carefully assessed by the faculty. More details to each division follow below.

Parents who are considering changing a child's academic schooling for the coming year based on an anticipated change in class level at SAB are highly advised to make an appointment to confer with the Associate Chair of Faculty before doing so.

All appointments for parent meetings with faculty should be made through the office of the Artistic Manager.

The Preparatory Division

Most 6 and 7-year olds new to SAB are invited to train in SAB's Preparatory Division for up to two years of introductory training. Progression from the Preparatory Division to the Children's Division is not automatic. In order to be invited to enroll in SAB's Children's Division, Preparatory Division students should demonstrate the sufficient level of focus, concentration and technical proficiency for advancement to the Children's Division. The parents of Prep Division students will be contacted by the Artistic staff only if the faculty feel that an Artistic conference is necessary to discuss their child's progress. While re-enrollment decisions operate on an annual cycle, on rare occasions, Prep Division students may be asked to depart the School mid-year should they fail to demonstrate sufficient maturity or behave in a way that is counterproductive to the overall progress of the class.

The Children's Division

As part of our mission to train young dancers for a career in professional ballet, we teach an exacting curriculum and evaluate students to assess their progress with the material. Students training in the Children's Division (Girls I-V and Boys I-IV) are evaluated on an ongoing basis. Throughout the Winter Term, faculty carefully monitor the progress of each student. Recommendations for a student's advancement from one level to the next are based on age, technical development, physical development and focus. A detailed explanation of the evaluation criteria is distributed to Children's Division parents in advance of Parent-Teacher Conferences each winter.

Promotion from the Children's Division to the Intermediate Division is not automatic. Students enrolled in the Children's Division are frequently asked to repeat a level. Repeating a level does not guarantee the student will progress the following year; it also does not mean that they will not move up. A repeated level is an opportunity for the child to spend an extra year working to master the curriculum; the outcome is not predetermined.

In order to be invited to advance from the Children's Division to the Intermediate Division, students in the girls' training track must demonstrate that they have developed the appropriate strength, technique and commitment to safely meet the challenges of the focused pointe

training undertaken in B1 and B2. Students in the boys' training track must show adequate technical progress, strength and commitment to progress to Intermediate Men.

All parents of children in Girls I-V, Boys I-IV classes will have the opportunity to schedule a conference to review their child's progress with their child's teachers. The Artistic Manager will send an email explaining the procedure for scheduling a Parent-Teacher conference after February 1, 2024. Please do not call to schedule a conference before receiving this communication.

Intermediate Division

As with the Children's Division, students training in the Intermediate Division (B1, B2, Intermediate Men) are evaluated on an ongoing basis. Throughout the Winter Term, faculty carefully monitor the progress of each student. Recommendations for a student's advancement from one level to the next are based on age, technical development, physical development and focus. A detailed explanation of the evaluation criteria is distributed to Intermediate Division parents in advance of Parent-Teacher Conferences each winter.

Promotion from the Intermediate Division to the Advanced Division is not automatic.

Students enrolled in B1, B2 and Intermediate Men commonly spend two or more years in each level dependent upon their age and level of advancement.

All parents of students in B1, B2 and Intermediate Men's classes will have the opportunity to schedule a conference to review their child's progress with their child's teachers. The Artistic Manager will send an email explaining the procedure for scheduling a Parent-Teacher conference after February 1, 2024. Please do not call to schedule a conference before receiving this communication.

**Please note regarding academic school arrangements: Parents who are considering changing a child's academic schooling for the coming year based on an anticipated change in class level at SAB are highly advised to make an appointment to confer with the Chair of Faculty before doing so.

Advanced Division

The faculty will conduct meetings with all students in C1, C2, D and Advanced Men during the year to discuss ongoing progress and summer plans. Evaluations for Advanced Division students are communicated directly to students by the faculty. Students and/or parents can make an appointment for a conference with the faculty at any time during the year by contacting the Artistic Manager.

SUPPLEMENTAL TRAINING POLICY

Because of SAB's unique curriculum, it is recommended that students refrain from taking additional ballet classes at other studios or from teachers not affiliated with our School. On the other hand, students with interests in other forms of dances such as tap, jazz and modern are welcome to pursue additional classes in those dance styles at other schools as long as they do not interfere with a student's mandatory attendance at all SAB classes.

CLASS OBSERVATIONS

Preparatory Division: Parents of Preparatory Division students are invited to observe their children in class in the Spring during special visit days.

Children's, Intermediate and Advanced Divisions: Parents of Children's Division students are invited to observe their children in class during special visit days in January and April.

Parents of Advanced students may make an appointment to watch class at other times by contacting the Artistic Manager.

TUITION AND FEE COLLECTION

As new students enter the School, or as ongoing students re-enroll for the following year, parents select an available payment plan and sign a binding contract confirming their agreement to pay all expenses related to Tuition, Housing, and other applicable fees.

If a parent has failed to respond to one or more reminders concerning a delinquent account, the School's finance department will often make a final attempt to negotiate a payment

agreement designed to accommodate the parent's financial hardship and enable the student to complete the year's course of study. Students may be barred from participating in dance classes until parents have brought payments up to date, and if satisfactory arrangements cannot be reached, a student's enrollment will be terminated.

FINANCIAL AID

Boys enrolled in Prep Boys and Children's Divisions levels Boys I and Boys II are automatic participants in the specially funded tuition-free Boys Program. Tuition assistance is also available to girls in the Preparatory and Children's Division as well as to boys enrolled in Children's Division levels Boys III and Boys IV, and may be applied for at the time of acceptance into the School and in subsequent years during re-enrollment.

The School has an extensive financial aid program for Intermediate and Advanced Division students who have demonstrated professional potential to our faculty and whose financial situations warrant assistance with expenses. Financial aid may range from partial tuition to full tuition, room and board, transportation assistance and academic stipends.

Parents who wish to be considered for tuition and fees assistance must complete an application for financial aid through Blackbaud Financial Aid, which may be accessed online at <https://studentfinancialaid.blackbaud.school>. Determinations for financial aid are made on a year-to-year basis. Currently enrolled students are typically invited to complete an application for the coming school year each march, and financial aid decisions are shared with families of students when re-enrollment invitations are being sent in the spring.

CONDITIONS OF FINANCIAL AID

A student who receives an academic stipend from SAB is required to have excellent attendance, behavior and satisfactory grades.

In some instances, students receive a named scholarship, meaning that their financial aid was underwritten by a foundation or individual that has made a donation to SAB. It is important to

note that a named scholarship is not a sponsorship, nor is it a financial award separate from SAB's regular scholarship budget. Instead, it is an honorary award for which SAB will ask the named scholarship recipient to help thank the donor. A committee comprised of our faculty and development officers selects students (who have already been awarded SAB financial aid) to receive the honor of being designated for a named scholarship. Donors are not permitted to designate gifts to be used to "sponsor" a specific student, and students and their families should not reach out to SAB's donors directly.

In addition, the financial aid process is a private matter between the student, his or her family and the SAB Financial Aid Committee. The monetary amount awarded to each individual student should not be discussed with any additional parties.

STAGE EXPERIENCE

SAB will evaluate, on an ongoing basis, its ability to safely provide the performance opportunities outlined below.

New York City Ballet

Our students' ability to perform with the Company in potential upcoming 2023-2024 productions is subject to New York City Ballet's independent decision making and planning. While these productions provide wonderful opportunities for our students, SAB's primary focus remains on training, and participation these productions is never guaranteed.

Students from Children's levels 2 and above are eligible for casting consideration in New York City Ballet productions. The Children's Repertory Director of the New York City Ballet selects students for most NYCB productions. Casting requirements vary per ballet and all casting and rehearsals are handled through the Company.

It is important for parents and students alike to understand that casting choices are made according to several considerations and constraints which are completely independent of each child's progress as a student at SAB. Being selected to perform with NYCB is not a reward for excellent work in the classroom nor is not being selected a reflection of poor accomplishment

at SAB. There are many wonderful students who do not receive the opportunity to perform. An overriding factor in the casting of many roles is height and size. Please note that students enrolled in Boys I and Girls I may participate in NYCB productions by direct invitation only, and that students in the Preparatory Division are not eligible to participate.

SAB Workshop

Rehearsals of classic and contemporary ballets and their performance in a workshop setting are an important part of Advanced Division training at the School. These Performances help to prepare students for professional life through development of discipline, musicality, endurance, choreographic memory and stage presence. SAB's annual Workshop culminates in three public performances with live orchestra at year's end. Students are given the opportunity to purchase tickets to a performance at a discount. Parents may purchase additional performance tickets through the School's Web site, www.sab.org, beginning in mid-April.

SAB Student Choreography Workshops

SAB's Student Choreography Project was initiated in 1997 to provide students with the opportunity to explore the art of choreography. Each fall, Advanced Division students are invited to apply for the opportunity to work with other students during a two-week rehearsal period to develop choreographic ideas. The resulting works are introduced by the choreographer and shown to faculty, staff, fellow students, parents, and invited guests in a series of studio performances. An additional foundation-sponsored workshop provides choreographic opportunities for female students as well as another performance opportunity for advanced students.

New York Choreographic Institute

SAB students are periodically invited to participate as dancers and are occasionally invited to serve as choreographers in the semi-annual sessions of the Choreographic Institute, an affiliate of New York City Ballet.

NYCB & SAB Lecture Demonstrations

Selected Intermediate and Advanced students receive the opportunity to perform in both NYCB's public school lecture-demonstration program and SAB's community lecture-

demonstrations presented in several NYC boroughs. The lecture-demonstrations feature technique demonstrations and the performance of excerpts from ballet masterworks.

PROFESSIONAL EMPLOYMENT AND CAREER PLANNING

The majority of students who achieve the highest level of study at SAB go on to professional performing careers. However, planning for a professional career begins much earlier.

The School's faculty regularly provides students in Intermediate and Advanced Divisions with individual career guidance to bring the rigors and requirements of the profession into focus and help each student set realistic goals.

The Capstone Experience

When students are ready to audition (Capstone Year), they will begin working closely with SAB's Professional Placement Manager who will provide guidance and support to them as they move through the audition season.

SAB maintains ongoing relationships with leaders of national and international companies and is thus able to offer students contact with and background on ballet companies, future professional auditions, and summer training programs that can lead to professional employment. While the School is not able to promise or guarantee employment, each year an average of twenty SAB trained dancers receive contracts or apprenticeships with major professional dance companies. The selection of these dancers is made solely by the artistic staffs of the companies who employ them.

This Capstone Year is also infused with programs and support systems to help students prepare to transition into independent life beyond SAB's walls. These programs are overseen by the School's Assistant Director of Student Life for Residential and Transitional Programming. Students in their final year of advanced training are expected to participate fully in Capstone Programming, both artistic and otherwise.

College Planning

SAB advises all students in their senior year of high school to undertake the college application process regardless of their plans or prospects for professional employment as dancers.

Preparedness for a college education will only enhance a student's future life options, whether a college degree is pursued in the near term or 15 years in the future. It is also becoming more common for professional dancers to pursue college degrees even while they are performing full-time, as many universities offer the option for degree coursework which may be tailored to a professional schedule, on a part-time basis, over an extended number of years.

In addition to college counseling resources available at students' academic schools (namely PCS and PPAS), SAB's staff offers information and facilitates planning for college prep, college entrance exams, and the application process (gathering transcripts, recommendation letters, etc). Staff will work directly with all resident and day students and will require that students take a proactive approach to college applications unless parents individually specify otherwise. College planning programming is overseen by the Assistant Director of Student Life for Academic and Cultural Programs.

NYCB Apprentice Program

Each year, a small number of Advanced Division students are invited to become apprentices with New York City Ballet, thus initiating the first stage of their professional careers.

Apprentices remain students at the School while taking class and rehearsing with the Company six days a week. They perform up to nine ballets per season in addition to the annual five weeks of *George Balanchine's The Nutcracker*. After a maximum one-year apprenticeship, union regulations require NYCB and the apprentice to decide whether the dancer will become an official member of the Company.

Apprentices are required to participate in the SAB/NYCB Apprentice Mentorship Program. This series of programs and activities partners apprentices with current NYCB Company members and facilitates their orientation to company resources and culture, professional development and strategies for success in their new careers at NYCB. The group meets at key times over the

year and their work is directed by the School's Dean of Students as well as a current SAB faculty member.

Students already living in the residence hall at the time of their apprentice invitation may continue to live in the residence hall during their apprentice year and are eligible for need-based room and board financial aid. This housing invitation will not be made available to students who will turn 21 years of age during their coming apprentice year, as no one over 20 years of age may live in residence at SAB.

Note: All school rules, policies and procedures apply to apprentices.

Sanctions for violations may include the loss of their apprenticeship.

CHAPTER FOUR: SUPPORTING SAB

FINANCES

The School operates on an annual budget of over \$13 million. Expenses include everything from teacher salaries to studio maintenance, cafeteria fees and subsidized toe shoes.

Major expense categories are artistic, building operations, student life, and financial aid. The School gives its students approximately \$2 million in scholarships every year.

To balance these expenses there are three major sources of income every year:

- Tuition and fees (approximately 39%)
- Annual Fundraising (approximately 40%)
- Earnings from the Endowment (approximately 21%)

For further details concerning the School's finances, please view the independent auditor's report available on www.sab.org.

TRAINING COSTS

Tuition and fees paid by parents cover only a fraction of the actual costs of training a student for a year. This year, for example, tuition for a girl studying in C2 is \$8,755. However, the real cost of her training will exceed \$30,000. The difference is paid for by income from annual fundraising and through earnings from the endowment.

ANNUAL FUNDRAISING

Gifts from SAB Parents, both past and present, are vital to support the School. Many of our current parents give through the Parent Appeal (for which they receive membership benefits) and/or support special events at the School including the Nutcracker Family Benefit, Winter Ball, and the Workshop Performance Benefit. The money raised from these efforts is essential in helping the School bridge the very real gap between tuition and the actual cost of running

SAB. Gifts to the School may be made through SAB’s Development Office at (212) 769-6614 or online at www.sab.org.

There is no correlation between parents' personal gifts to the School and a child's progress— either in SAB classes or in the casting of New York City Ballet productions. There is an impenetrable wall separating the fundraising activities of the School from its artistic functions.

CHAPTER FIVE: POLICIES AND PROCEDURES

SAB has developed important policies and procedures to support its mission and to maintain the safety and wellness of its students and community. We ask all members of our community to be familiar with and abide by the School's policies. Any member of the community who has concerns about their own experience or knows of issues related to the School's rules and policies is encouraged to report these concerns promptly and directly to any staff member with whom they feel comfortable.

Because SAB strongly discourages the filing of complaints via anonymous letters or emails, please refer to the opening page of this Handbook for information regarding EthicsPoint/NAVEX Global Hotline, a third-party tool that facilitates confidential reporting. Please remember that this tool 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.

An important Day Student reminder: Day students living with their families as well as day students living independently in New York City are expected to abide by SAB's Code of Conduct as well as all policies and procedures. Day students and residential students alike are subject to disciplinary responses as a result of policy and Code of Conduct violations.

ACADEMICS

SAB is keenly aware of its obligation to provide for the needs of the dancer-in-training, including their educational needs. Accordingly, SAB has formulated an academic policy for students in grades 9 - 12 which reflects its own philosophy regarding the development of the dancer; the academic options currently available; and the regulations of the Chancellor of the City District of New York and all other regulations of the City and the State of New York applicable to school-aged children.

The academic policy is premised upon the strong conviction that it is critical to provide our students not only the finest ballet training possible, but also the best academic education available. For SAB, appropriately addressing the challenge of providing a suitable academic

education to the dancer is a practical and a moral imperative in view of the contribution that an academic education makes to the life of an artist, the brevity and uncertainty of the dancer's career and the overwhelming and undeniable importance of an education in today's world.

SAB has carefully explored the many academic options available to its students and has evaluated these options as to quality of education, cost, flexibility, and convenience. Based on this evaluation, SAB recommends that all resident and day students of high school age attend one of the following schools: Professional Performing Arts School (a New York City public school) or the Professional Children's School (a private school).

Students who wish to pursue an option other than one of these two schools should contact the Assistant Director of Student Life for Academic and Cultural Programs for specific information regarding homeschooling or correspondence study. Unless a student is coming to SAB with a history of such study, it is strongly recommended that one of the abovementioned traditional schools be used.

All students are required to work towards the completion of a high school diploma; exceptions have to be granted for non-traditional study and parents should not expect, without consultation, that requests will be unconditionally granted.

Students who present problems with attendance or are unable to stay current with their coursework or are unable to provide consistent passing grades each marking period, may be subject to suspension from SAB classes.

ALCOHOL AND DRUG POLICY

Students have the right to attend school in an environment conducive to learning. Since alcohol (given the age of our students) and drug use are illegal and interfere with both effective learning and the healthy development of young people, SAB takes its responsibility to prevent alcohol and drug use and maintain an alcohol and drug-free environment seriously.

Use of 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 will be subjected to disciplinary action, up to and including dismissal from the School. This includes improperly using prescription or over the counter drugs. Whether on campus or off, any student who knowingly remains present where alcoholic beverages are being consumed by minors, or where illegal or controlled drugs are being used, is also in violation of this policy and will be held accountable. Finally, students who are in possession of drug and alcohol paraphernalia are also subject to disciplinary action.

If the School, in its discretion, suspects that a violation of this policy has occurred or that a potential drug or alcohol problem exists, a student may be required to have a substance use evaluation which may include ongoing or one-time drug screening, at a clinic, and at random.

SAB reserves the right to require drug/alcohol screening of the School's choosing of any student, at the expense of the student's family. The student so required will have the option of undertaking the substance use evaluation when requested, or withdrawing from the School.

Students who have an alcohol or drug use problem, which the School knows of in no other way and who come forward to ask for help with that problem will be given special consideration.

Unless the circumstances of a first-time violation are judged to warrant dismissal, the School will allow a student the opportunity to remain in the School community if the student demonstrates a willingness to (and does) remain substance free, and complies with all rules, regulations and conditions imposed. To remain in the School community following an initial drug/alcohol violation, a student may be subject to one or more the following consequences:

- A probationary period of at least one year.
- Participation in a substance use evaluation. The recommendations of this evaluation must be provided to the School. The student's family must pay for the cost of the evaluation.
- Participation in individual and/or group counseling, as recommended by the evaluation. The student's family must pay for counseling services provided outside the School. Meeting(s) with the SAB Counselor may also be required.

- Participation in random alcohol and drug screening for one calendar year, paid for by the student's family.
- Suspension from SAB classes and/or the Residence Hall for a minimum of two weeks.
- Suspension of the privilege of participating in the School's artistic programming such as spring Workshop Performances, Student Choreography Workshop, etc.

The School may make additional requirements or recommendations following an initial alcohol/drug violation.

A second violation of the School's substance use policy will result in dismissal from the School. Refusal to have a required random drug screen or failure to pass a required drug screen will be considered a second offense.

A student who has been dismissed for an alcohol or drug violation may reapply once to the School, but the School reserves the right to set conditions for reapplication which may include the following and other requirements:

- Professional counseling verifying that no drug problem or addiction continues
- Solid progress at current school
- Student must have been away from SAB for at least 150 days before the application will be considered
- Personal interview with the Dean of Students, the Executive Director, the Associate Chair of Faculty or their designees, and any other person whom the School deems appropriate.
- Student must re-audition to re-enter the School.

To encourage students to seek help for medical emergencies involving alcohol or drugs, the School has instituted a "sanctuary policy". If a student determines that they 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 member of the faculty or staff. Students must understand that there will necessarily be some kind of follow-up. No disciplinary action will be taken if *(i)* the student is seeking aid, *(ii)* the School knows of the problem in no other way, *(iii)* all

recommendations that are made as part of the follow-up (including any recommendation of taking leave from the School) are followed.

ATTENDANCE

All class absences should be reported by emailing attendance@sab.org or calling the attendance hotline at 212-769-6689. This includes absences due to student injury or illness, or any other personal circumstances. SAB will follow up with families reporting non-injury related absences as necessary.

Attendance-eligible students are required to attend promptly and regularly all the classes for which they are enrolled. Excessive absences may delay promotion or result in dismissal from the School. SAB will not penalize any student with absences resulting from the School's COVID-19 attendance restrictions.

Students suffering from minor injuries should attend their regular classes and observe. Questions about observation should be directed to the Artistic Manager. Missing a class for reasons other than injury or illness is strongly discouraged.

Under no circumstances should sick students come to the School.

CAFETERIA

The School of American Ballet and The Juilliard School operate a cafeteria on the 3rd floor of the Rose Building. Residential students are provided a meal plan and day students are permitted to make a la carte purchases using cash or card. The cafeteria is managed by AVI Fresh. Day students with questions about the cafeteria or food service should speak with the Dean of Students.

CLEANLINESS

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.). More than ever, our community must take great care to ensure that our School is tidy and clear of trash.

COVID-19 POLICIES AND PROCEDURES

Throughout the pandemic, we worked diligently to keep our community healthy and safe, and, today, we will continue to adjust our protocols as needed. SAB reserves the right to alter, eliminate or increase any of these guidelines and commitments to meet new recommendations from governmental and health authorities.

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

Immunization status does not exempt anyone from following the School's health and safety guidelines.

The following protocols reflect expectations as of this Handbook's initial publication date. All of these expectations are subject to change and all adjustments will be clearly communicated with our community.

Close Contact Exposure Protocol

If any member of our community is designated as a close contact for COVID-19 exposure, either by SAB or an outside authority, they will not be required to quarantine, but will be required to wear a mask at the School (including in their classes and the residence hall) for a ten-day period following exposure. Residential students in this category will also need to mask within their suites at all times, except when sleeping, for this ten-day period.

Face Masks

Depending on SAB and NYC COVID-19 transmission rates, face masks may be required at all times throughout the 5th floor (in hallways, ballet studios, locker rooms and lounges) and/or residence hall. Whenever required, face masks must be worn with proper fit (securely covering

the mouth and nose). Masks may only be lowered for quick sips of water. Wet face masks or masks with vents are not effective and may not be worn.

Disposable paper masks will be available as needed on the 5th floor and in the residence hall.

Any student wishing to wear a mask as a precautionary safeguard is encouraged to do so.

However, students who are ill are expected to stay home.

Protocol for Positive Cases of COVID-19

SAB requires that students and employees who test positive for COVID-19 isolate at home for 5 full days from either the start of their symptoms or the date of their positive test (day 0). If a student living in the Residence Hall tests positive for COVID-19, student life staff will make arrangements for the student to complete their isolation period in the residence hall. These arrangements may include temporarily relocating students to alternative spaces within the Residence Hall. Students and employees may leave isolation and return to SAB on the 6th day, provided they have gone at least 24 hours without fever or symptoms, but they must wear a KN95 mask until 10 full days have elapsed. A negative COVID-19 test result does not reduce the 5-day isolation period or 10-day masking requirement.

Absences from class due to COVID-19 will be excused and not held against students in any way.

Students who test positive for COVID-19 should notify testresults@sab.org immediately.

Residence Hall COVID-19 Guidelines

SAB will not have designated isolation suites for the Winter Term. If a student living in the Residence Hall tests positive for COVID-19, Residence Hall staff will make arrangements for the student to complete their isolation period with minimal impact to the community. These arrangements may include the temporary relocation of students within the suite, or to another suite. Healthy students who have not tested positive for COVID may be relocated temporarily to accommodate isolation for a COVID-19 positive student. Regardless of the arrangements made to accommodate isolation, Residence Hall staff will make every effort to minimize the impact of isolation on the Residence Hall community.

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. 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 temporary re-location within the residence hall.

Sickness on the 5th Floor

If a day 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. 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.

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 of day students should keep their student home and consult your medical professional, while residential students should notify a staff member; likewise, employees should stay home when sick and consult their doctor.

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.

DISCLOSURE OF STUDENT 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 numbers are not part of Directory Information and are made available only to faculty and staff.

DRESS CODE AND HAIR POLICY

As an expression of the School of American Ballet's continued commitment to nurturing and supporting its students in their artistic and personal development, the dress code for students participating in the girls' classes includes *and welcomes* flesh tone tights and shoes in addition to pink tights and shoes. An environment that is diverse, equitable, and inclusive is one in which people are encouraged to be themselves. In pursuit of that spirit, the School's dress code gives its dancers choices.

Class Attire

Please note that Class Attire also applies to Intermediate and Advanced students' rehearsals and Teaching Assistant assignments.

Students' appearance in class is meant to be reflective of the discipline of the art of classical ballet and must always remain neat. Dancewear and shoes may be any brand or style and should be accessible, well-fitted, and compliant with the prescribed dress code. Dancewear should be washed regularly and free of excessive holes or tears. Items may be purchased at dance wear shops as well as stores like H&M, Target, etc.

Grooming

Nails must be kept trimmed and short for all students. Long nails, including artificial nails, impact the shape of the hand, prevent students from achieving certain hand movements required in ballet, and are hazardous for students while partnering in adagio class.

Students may wear nail polish, regardless of their gender identity, while in class. Nail polish may not be worn during performances or other special engagements, and those expectations will be communicated to students in advance.

Hair Guidelines

Hair should be neatly secured so that it does not inhibit students' movement or serve as a distraction during class. This expectation applies to all students regardless of gender identity or hair type. There are several different ways that students may wear their hair depending on their hair type, texture, and style.

Long hair, braids, locs, extensions, etc. should be neatly pulled back and secured away from the face and off the neck. Short hair, twists, etc. should be neatly secured away from the face (if not long enough to be secured off the neck). Any facial hair should be kept short and neatly trimmed. Facial hair may need to be altered for performances or other special engagements, and those expectations will be communicated to students in advance.

Hair accessories such as bun covers, bows, head bands, head coverings (for religious observation), and scrunchies are acceptable if they do not interfere with students' movement during class. Refer to the Hair Resource Guide for additional information and instructions.

For performances, classroom photography days, and other special engagements, a more specific hair style may be needed, and those expectations will be communicated to students in advance.

Jewelry

Jewelry and watches are dangerous while dancing, and should not be worn in class, rehearsals or Teaching Assistant assignments. Students are encouraged to leave all jewelry at home, including anklets, bracelets, necklaces, watches, and rings. Only small, stud earrings are allowed in class. Hoops and dangly earrings are not to be worn. Students wearing jewelry in class may be asked to remove it in order to participate in class. A designated box for jewelry will be placed in each studio for students who need to remove jewelry during class. Students may collect their jewelry from the box at the end of their class. No jewelry of any kind is allowed during performances.

For Students Participating in Girls' Classes

Students are required to wear a leotard in the colors prescribed for their class level (see chart below), with flesh tone tights and flesh tone shoes or pink tights and pink shoes as

indicated. Whenever possible, the color of tights and shoes (ballet slippers and pointe shoes) should match. Students may wear canvas or leather ballet slippers.

For students in the girl’s training track, tights must be worn under leotards for all classes and Teaching Assistant assignments. For rehearsals only, any color leotard may be worn and black tights may be worn over leotards.

Leotards may be in any style and should be plain (no graphics, embellishments, or attached skirts). Leotards may not be velvet, lace, or velour and should not include any trim or areas featuring a different color. Warm-up clothing, including legwarmers, may not be worn during class, rehearsals or Teaching Assistant assignments.

For more information on flesh tone and pink pointe shoes now available from Freed of London, refer to The “Dress Code Resources and Retailers” section further below.

Pointe shoes for Girls IV are not required for the start of the year. SAB will advise families as to when students will require pointe shoes in class.

Level	Leotard Color	Shoes
Prep	White	Ballet slippers in flesh tone or pink
Girls I	Red	Ballet slippers in flesh tone or pink
Girls II	Light Blue	Ballet slippers in flesh tone or pink
Girls III	Royal Blue	Ballet slippers in flesh tone or pink
Girls IV	Hunter Green; for Pointe class, add white practice skirt	Ballet slippers and pointe shoes in flesh tone or pink
Girls V	Maroon; for Pointe class, add white practice skirt	Ballet slippers and pointe shoes in flesh tone or pink
B1 & B2	Navy	Ballet slippers and pointe shoes in flesh tone or pink

C1, C2, D	Black for technique class	Ballet slippers and pointe shoes in flesh tone or pink
	White for Adagio & Variations	

For Intermediate and Advanced students participating in girls’ classes, the dress code for Contemporary and Choreography Composition classes is as follows: a solid leotard in any color (no patterns), flesh tone or pink tights worn over the leotard; flesh tone or black socks. All tights must be ankle-length, and cannot be cropped, ripped, etc. Warm-up clothing, including legwarmers, is not permitted.

For Students Participating in Boys’ Classes

Students are required to wear ankle-length black tights, plain white T-shirts or leotards, white socks, and white ballet slippers. Students may wear canvas or leather ballet slippers. Warm-up clothing, including legwarmers, may not be worn during class, rehearsals or Teaching Assistant assignments.

Students in Level III are required to wear either a full seat or a thong-style dance belt. Students in Level IV and above are required to wear a thong-style dance belt. A web belt or similar elastic should be used to ensure tights remain folded over and pulled up securely.

For rehearsals, Intermediate and Advanced students may wear any color plain t-shirt (no writing) and any color tights may be worn. Children’s Division students must adhere to dress code during rehearsals.

The dress code for Intermediate and Advanced students’ Contemporary and Choreography Composition classes is as follows: a solid t-shirt or leotard (any color, with no patterns or graphics), ankle-length tights in any color (no patterns), and flesh tone or black socks; warm-up clothing is not permitted.

Dress Code Resources and Retailers

Leotards, tights, and shoes may be purchased from any retailer and do not need to be a specific brand/style. Students may wear canvas or leather ballet shoes. Below are some retailers for ballet class attire for all students:

Bloch: <https://us.blochworld.com>

Capezio: <https://www.capezio.com>

Discount Dance: <https://www.discountdance.com>

Freed of London: <https://www.freedoflondon.com/us/>

SoDanca: <https://www.sodanca.com>

Below are some retailers for tights in black, flesh tone and pink shades:

Ballet Cafe Naturals offers seven shades of convertible tights. <https://www.balletcafenaturals.com>

Blendz Apparel offers tights and shoes (leather and canvas) in four shades.

<https://blendzapparel.com>

Body Wrappers totalSTRETCH Convertible tights are available in four shades. https://www.discountdance.com/dancewear/style_A81_html?pid=10045&shop=Style&rfilter=Age%23Womens%3ACategory%23Tights&SID=1573027513

Body Wrappers Boys Tights

<https://bodywrappers.com/collections/tights-boys>

Capezio Ultra Soft Transition tights available in sixteen shades:

<https://www.capezio.com/ultra-soft-transition-tightr>

Capezio Boys Footed Tight

<https://www.capezio.com/footed-tights-boys>

Freed of London tights are available in 15 shades: <https://freedusa.com/ballet/tights-socks.html>

Below are some resources for shoes for all students:

Blendz Apparel Changé Views Ballet Shoes (canvas and leather)

<https://blendzapparel.com/collections/ballet-shoes>

Bloch's Childrens Performa Stretch Canvas Ballet Shoes available in six shades:

<https://us.blochworld.com/collections/children-dance-shoes-ballet/products/childrens-performa-stretch-canvas-ballet-shoes-coffee-canvas>

Capezio's Hanami Ballet Shoe available in four shades:

<https://www.capezio.com/hanami-ballet-shoe-child>

Freed of London pointe shoes are available in 4 shades: <https://freedusa.com/ballet/pointe-shoes.html>

Hair Resource Guide

All students must keep their hair neatly pulled back and away from the face. There are many ways to style hair for ballet class and SAB does not require a specific style to be worn.

Buns, French twists and braids are popular options for students participating in girls' classes.

Buns will require a snug ponytail and hair pins. Hairnets are not required. Hairpins can be purchased at your local Duane Reade or CVS and at dance retailers like Discount Dance.

[3" Hair Pins - Accessories | Bunheads BH440 | DiscountDance.com](#)

For curly and natural hair: Start with a snug ponytail. Split it in the center and fan it out, then roll it into a bun shape (a sock roll or bun sponge can be helpful here but is not required).

Secure all around the perimeter with hairpins, inserting one end of the hairpin into the bun and the other end into the surrounding hair to secure the bun to the head. A hairnet wrapped around the bun is helpful in eliminating loose ends or flyaways, especially for short hair or hair of multiple lengths.

<https://www.youtube.com/watch?v=Ef0AW8oPLag>

Braids/twists/locs/extensions: Begin with a snug ponytail at the crown of the head. (Elastic headbands or heavy-duty rubber bands work well for achieving ponytails with thick or heavy styles.) Split the ponytail in the center and fan it out; then, starting at the top, roll it firmly under and around to form a bun shape. Depending on the style and length of hair, it may be helpful to secure the bun with another hair elastic or rubber band before pinning. Secure all around the perimeter with OPEN hairpins (not bobby pins), inserting one end of the hairpin into the bun and the other end into the surrounding hair to secure the bun to the head. Covering the bun with a hairnet can help to eliminate loose ends or flyaways.

Cornrows: Hair may be cornrowed into a bun or ponytail which can easily be pinned into a bun. Otherwise, start by securing cornrows in a ponytail; then roll and pin as described above.

Long, straight hair: Start with a snug ponytail. Twist the ponytail into a rope and coil it around the base of the ponytail, pinning as you go so the bun lies flush to the head. Covering the bun with a hairnet can help to eliminate loose ends or flyaways.

https://www.youtube.com/watch?v=IYYY4Prhs_4&t=1s

<https://www.youtube.com/watch?v=3yG7Hcozrf8>

Short Hair: Start by splitting your hair in half with a clean part down the middle. Make two ponytails next to each other at the base of your neck (or higher up if your hair is long enough). Twist both ponytails in towards each other to create a circle and pin securing in place. Use a hairnet to cover the circle and pin again. Clips and bobby pins are helpful to keep short hair away from the face.

<https://www.youtube.com/watch?v=8cBBmJy16fl>

FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES

Meetings are conducted for all students at the beginning of the school year to discuss fire safety and evacuation procedures in case of an emergency. Fire and evacuation drills are conducted throughout the year.

SAB has established a safe haven in the event it is necessary to evacuate the Rose Building or the Lincoln Center campus. All students will be directed to this location in the event of such an emergency: Blessed Sacrament Church, 152 W. 71st St. (between Broadway & Columbus). **If for any reason the safe haven location is unsafe, students are instructed to gather at the West 66th Street entrance to Central Park (by Tavern on the Green).**

FOOD AND DRINK

Students are not permitted to eat or drink on the 5th floor, including in the locker rooms. Food may be purchased and consumed in the cafeteria, or outside of the Rose Building. Snacks and beverages may also be purchased on the 11th floor at Market C, which is operated by AVI Fresh.

The 5th floor water fountains have been retrofitted with water bottle filling stations. SAB strongly recommends that students arrive daily with their own water bottle, which may be used in the studios during classes.

GIFT POLICY

While we understand the importance of the relationship between students and SAB, we ask families not to offer gifts to faculty, pianists or staff members at any time throughout the year. Instead, students or families who wish to share holiday greetings or express gratitude at the end of the year are more than welcome to send notes or homemade cards. Please note that a gift of any type (including food, flowers and homemade items) for anyone at the School will be returned to you or disposed of.

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 written, 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 they are 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 they are 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.

HEALTH CARE

Medical Examinations

Ballet is an extremely strenuous form of physical activity that should be undertaken only by persons in excellent health. It is therefore required that all students have a complete medical check-up at least once a year.

Students will not be able to participate in class without submitting a fully completed medical form.

The Day Student Medical Form clearly outlines which immunizations SAB strongly encourages for our Day Student population. Questions about these recommendations should be directed to the Dean of Student and Alumni Affairs.

Requirements related to the COVID-19 immunization are outlined at the start of this Handbook and have been communicated throughout the enrollment process.

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

Medical Leave

A Medical Leave may be initiated by SAB for the management of physical or emotional conditions that hinder a student's ability to participate in the activities of the School. In most cases, required medical or psychological care will be dictated by the School and is a mandatory step for consideration of a student's return from leave. A Medical Leave may also be requested by a student or parents.

Medical leaves require careful consideration and thought to a student's return. When the Dean of Students as well as the student, parents, and physicians or counselors feel the student is ready to return to the School, they each 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, if approved, a transitional plan will be put in place taking into account all of the documentation provided. Students must adhere to the plan as outlined.

Upon return to SAB, the student will meet with the appropriate School personnel to ease re-entrance into school life and to discuss any ongoing issues.

No refunds will be given for a medical leave whether it is required by the School or requested by the family.

Injuries

While our faculty and staff hope that all students will remain injury-free for the duration of their training, the reality is that many young dancers will face injuries of varying degrees at some point while at SAB. The faculty depends on all students to forthrightly and honestly communicate about any pain they are experiencing or injuries that they may have suffered so that they can ensure that the student receives proper diagnosis/treatment and does not further exacerbate any problems that may be developing.

A student should NEVER conceal an injury in order to preserve a performance opportunity. Students who dance through or ignore injuries risk jeopardizing their long-term health and career prospects. Students who come forward with injuries will not be penalized in any way. The faculty's primary concern with respect to injuries is preserving the long-term futures of our students, but they can only do so if students communicate promptly and openly about any and all physical problems.

Should a non-residential student acquire an injury that requires class restriction/modification, families must submit a physician's note to the 5th floor front desk. It is SAB's expectation that students follow all medical recommendations regarding injury recovery and rehabilitation. In instances where one or more of SAB's on-site health-care providers, such as the School Nurse or Physical Therapist, recommend evaluation by a doctor or specialist, SAB will require written documentation from an outside health care provider indicating that it is medically advisable for the student to return to class participation. Students will not be permitted to return to participation in dance class until such documentation has been provided.

Injured students from the Children's, Intermediate and Advanced Divisions should sit and observe their classes. Injured students in the Preparatory Division should not observe but are still required to submit medical documentation.

Long-Term Injury Protocol for B2, C1, C2, D, Int Men, Adv Men

SAB considers a long-term injury that which requires a projected recovery of 4 weeks or more, during which time the student is unable to participate in ballet at any capacity. A prolonged recovery period can often be challenging for students not only physically but also socially and

emotionally. SAB has developed the following multidisciplinary protocol to support students during such a critical time.

Medical

SAB expects students to follow all medical recommendations. A physician's note with diagnosis must be provided for all students whose injury prevents full participation. An updated physician's note will be additionally required once students have been medically cleared to return to activity.

In instances where the duration of recovery or the coordination of care involved in recovering from injury exceeds the Residence Hall staff's ability to provide, Residential Students may be required to return temporarily to the care of their parents/guardians.

Post-operative care for Residential Students: Because a student's post-operative phase will require a highly specified level of care, students are not permitted to remain in the residence hall to recover post operation. Students may be permitted to return to residence once medically cleared to return to academics and/or maintain independent living.

Physical Therapy

SAB physical therapists can be a valuable touch point for students as treatment and recovery plans are developed. Students will be required to meet with a SAB physical therapist following initial diagnosis and must follow any additional recommendations made for follow-up appointments, continued treatment, medical evaluation, etc.

If a student requires the support of physical therapy to help guide their transition back to class participation, then on-going PT updates with class modifications should be submitted to the Associate Chair of Faculty and the Director of Student Life for Children's Division and Wellness Programming.

For students receiving physical therapy from an independent resource, coordination of PT care must be established prior to return to School and physical therapy notes should be shared with SAB PT prior to return to class participation.

Mental Health Counseling

Students managing a long-term injury can experience feelings of frustration, isolation, anxiety and sense of disconnection from their body and community. Students will be required to meet with a SAB counselor following initial diagnosis and must follow any additional recommendations made for follow-up appointments, continued counseling, treatment, etc.

Nutrition Counseling

A body experiencing injury may have specific nutritional needs to prepare and aid in the recovery process. Students will be required to meet with a SAB nutritionist following initial diagnosis and must follow any additional recommendations made follow-up appointments, continued counseling, treatment, etc.

Academics

Students who are not attending SAB classes and/or temporarily not living in residence are expected to participate in academics to the fullest extent possible. Injury does not excuse students from academic responsibility. For those attending PPAS/PCS, students should coordinate directly with the Assistant Director of Student Life for Academic and Cultural Programs.

Ballet

When injury and pain tolerance allow, students are expected to attend classes to observe when possible. However, prolonged class observation can become increasingly challenging for a variety of reasons. With advanced consideration, students may be excused from class observation as needed (i.e. increased pain/discomfort/fatigue, follow-up medical and/or physical therapy appointments, mental health, academic commitments, Pilates, alternate treatments, etc.).

Prior to return to ballet participation, students are required to coordinate with the Associate Chair of Faculty regarding return date and potential class schedule modifications. A student's transition back to classes may require attendance and participation with a lower level class. This

may be necessary to support medical recommendations for a gradual return to full participation and to prevent injury regression. Participation with a lower level is considered temporary and part of a student's injury recovery plan. This does not indicate demotion of level or change in enrollment status. Students are expected to return to class participation with their enrolled level once medically cleared to do so.

Students who are unable to participate in the summer intensive audition process must contact the Associate Chair of Faculty. Capstone students who are unable to participate in the audition process for professional placement must contact the Professional Placement Manager.

IDENTIFICATION CARDS

Every student must have a School-issued identification card. ID pictures for all students must be submitted digitally prior to the start of the school year so that student records can be updated prior to the start of classes. Information on how to submit pictures will be available to families via the PowerSchool parent portal.

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.

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 5th floor Receptionist.

Family IDs will only be issued for the families of students in the Preparatory Division and Children's Division levels I, II and III.

INTERACTION WITH SAB DONORS/BALLET FANS

While SAB has many donors whose support is highly valued, SAB does not permit donors to interact with students (by email, phone, letter, social media, or in person) unless accompanied and/or approved 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 the Director of Development

or the Executive Director may speak with the donor to remind them of our policies. Furthermore, SAB students are very recognizable on campus and 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.

LOCKER ROOM & LOCKER RENTALS

For the 2023-2024 Winter Term, lockers will only be rented to Intermediate and Advanced day students. Younger students will need to arrive to SAB dressed for class and will bring their belongings with them into the studio for the duration of their classes. Younger students will still be permitted to access the locker room to use the restrooms.

Food or drink other than water is not permitted in the locker rooms.

The locker rental fee is \$40 and locker assignments will be distributed to the students on the first day of class. Those who rent lockers must bring their own combination padlock and register the combination with the Student Life and Production Coordinator. Key locks are not permitted.

Lockers must be cleaned out no later than their last day of class in June. SAB is not responsible for any locker contents left behind at the conclusion of the Winter Term. SAB is not responsible for items that are left unattended or unlocked.

If students misuse their locker room privileges, their ability to use the locker rooms will be revoked. If at any point during the school year, your locker is damaged or deemed unusable, you will be charged for the damages accordingly and may not be extended locker rental privileges in future years.

LOST & MISSING ITEMS

Please be aware that SAB is not responsible for lost or missing items that are left unattended. Found items will be turned into the lost & found located at 5th floor reception. Students should

label all their clothing or other dance items with their names in case items are misplaced. Because we are not renting lockers to the Children's Division this year it is highly recommended that students leave all items of high value at home.

MEDIA AND PHOTO SHOOTS

SAB's Enrollment Agreement 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 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.

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.

Our policy on non-SAB modeling and photography also reflects the belief that it is neither appropriate or safe for students to be alone with semi-professional or professional photographers without a supervising adult present. As such, and 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.

The School strongly advocates that day student parents adhere to these same standards.

PARKING

Those driving to the Rose Building may utilize the paid parking garage located beneath the building or the Lincoln Center parking garage located across the street. SAB students do not receive discounts on the fees for these garages. Curbside drop off and pick up is allowed on 65th Street.

PART TIME EMPLOYMENT THROUGH SAB

International students who receive their visa via the School of American Ballet (SAB) are in M-1 status. These students are not allowed to accept employment at SAB or outside. The students who receive their visa via Professional Children’s School (PCS) are in F-1 status. For employment guidelines in F-1 status, contact a PCS official.

Student Messengers

The School employs students in levels B2 and Intermediate Men and above as Messengers to run errands within the city, oftentimes on the Lincoln Center Campus. SAB Student Messengers earn \$15 per hour for each job or errand performed. In order for a student to work as an SAB Messenger, parents must complete a Messenger Permission/Release Form (available at the 5th floor reception desk). Messengers may be required to take public transportation or taxis. Resident students will be permitted to travel according to the restrictions indicated on their Parental Permission form. Parents of day students should indicate any travel restrictions on the release form.

Hall Monitors

SAB employs students in levels B2 and Intermediate Men and above to act as student Hall Monitors during our afternoon and evening class times. Under the supervision of the Student Life and Production Coordinator, Hall Monitors assist with the pick-up and drop-off procedures of our Preparatory and Children's Division students, taking attendance, lining students up for classes, locker room monitoring, as well as numerous other important tasks. Students must apply and interview to be assigned Hall Monitor shifts.

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. SAB, at its sole discretion, may allow students to take pictures on special occasions such as Halloween. 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 a new disciplinary measure 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 missing classes due to injury.

This policy also applies to SAB's spaces of virtual learning. Under no circumstances may SAB's Zoom classes or special programs be recorded or photographed. Violation of this policy in virtual spaces is considered a violation of SAB's Code of Conduct.

POINTE SHOE PURCHASES

Freed Shoes

Girls enrolled in Levels B1-D may purchase Freed pointe shoes in pink or flesh tones through SAB at a discounted cost. B1 students may buy one pair of shoes per week, while levels B2 and above may purchase a maximum of two pairs per week. Students receiving any amount of tuition, residence hall or academic financial aid for the current Winter Term will pay a subsidized cost. Students not receiving any amount of financial aid for the current Winter Term will also pay a discounted rate. Specific rates will be shared closer to the start of the year.

Students enrolled in Girls IV and Girls V who are *also* receiving any amount of financial aid for the current Winter Term may purchase a limited amount of Freed pointe shoes in pink or flesh tones each month through SAB at a subsidized cost. Girls IV students on financial aid may order up to 5 pairs a year; Girls V students on financial aid may order up to 16 pairs a year.

Information on pricing will be shared closer to the start of the year.

The above purchasing terms may be adjusted as a component of a student's financial aid package. Such adjustments are communicated as part of the re-enrollment correspondence each spring.

Information on how to order and receive shoes will be distributed at the start of the year.

Payment must be received in advance. All Freed pointe shoe purchases are final. No exchanges/returns.

Pointe Shoe Room

Shoe room hours, cost and procedures for purchasing pointe shoes will be posted at the beginning of the school year.

Performances

Additional shoes are provided at no charge to students participating in select events and performances such as Workshop.

SOCIAL MEDIA POLICY

While Social Media outlets such as Facebook, Instagram, Twitter, Snapchat and TikTok 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 the student is taking the proper measures to protect their own 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 in this Handbook in all of their 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.

Please note that SAB faculty and staff are not permitted to follow SAB students on social media or comment on individual students' social media posts.

SPECIAL PROGRAMMING

Advising

All Intermediate and Advanced day and resident students are assigned a staff advisor with whom they will meet several times throughout the year. The purpose of these meetings is to ensure every student has an assigned Student Life staff member with whom they may discuss their student experience. These meetings are also used to share important school-wide information and to strengthen student/staff relationships.

IMPACT Programming

One of SAB's Core Values is Holistic Student Wellbeing. Because we know that our students bring their entire selves with them to the School, we also understand that we have the responsibility to help them learn how to navigate our community, and other communities, as whole people, not just as dancers. We also know that the developmentally normal challenges that our young people face today show up in unique ways in our environment. In an effort to support the productive development of our young people, the Department of Student Life will host a variety of non-artistic programs over the course of the Winter Term for our students in Children's Division Level IV and all the way up through our most Advanced students.

IMPACT programming will vary greatly, based on a student's age, dance level, and residential status. However, across the board, our goal is to provide developmentally appropriate learning opportunities that can aid students within their personal relationships, their community citizenship and in the actualization of their short and long-term goals. Some programs will be required and others will be optional. The majority of IMPACT programming will be aimed at Intermediate and Advanced students. Details around required IMPACT programming will be communicated in advance, and for our Children's Division students, programming may fall beyond regularly-scheduled SAB commitments. Parents are always encouraged to communicate conflicts directly with the supervising staff member.

IMPACT programming will be centered on a few broad learning outcomes: Intellectual Development, Mental and Emotional Wellbeing, Physical Wellbeing, Advocacy and Allyship, Community and Social Engagement, and Transitional Learning.

The Lasalle Cultural Program

SAB has developed a Cultural Program for Intermediate and Advanced students to deepen their understanding and appreciation for their own training at SAB and to enable them to better understand the broader cultural landscape of New York City by experiencing some of its most beloved institutions. Important Cultural Program partners such as SAB's Music Teacher and the New York Library for the Performing Arts act as vital resources in planning trips for students to experience performances and exhibits across the City. The Cultural Program is considered curricular at SAB and attendance is required unless otherwise noted.

STUDENT DROP OFF AND PICK UP POLICY

Students in all Preparatory Division units and students enrolled in Children's Division Levels I, II and III classes will be permitted one (1) adult caregiver and accompanying minors/siblings to accompany them to the 5th floor for all classes. Parents and caregivers will be required to exit the 5th floor once their student has lined up for class and will be permitted back on the 5th floor no earlier than 5 minutes prior to class end time.

One (1) parent or caregiver of students in Children's Division Levels IV and V will be permitted to accompany their student to the 5th floor as of Monday, September 11, 2023, and lasting through Saturday, September 30, 2023. Parents and caregivers will be required to exit the 5th floor once their student has lined up for class and will be permitted back on the 5th floor no earlier than 5 minutes prior to the end of class time. Effective Monday, October 2, 2023, parents and caregivers of students in Children's Division Levels IV and V will not be permitted to visit or accompany students to the 5th floor except for designated School events and class observation days. Parents/caregivers of students in these levels should drop students off at the Rose Building's revolving doors on the Plaza level. Parents and caregivers should pick up

students outside of the revolving doors on the Plaza level. Please note that SAB staff will not be available to supervise students in the Rose Building lobby nor facilitate student pick-up.

TOBACCO

Recognizing that smoking and smokeless tobacco are extremely harmful to human health and development, the School forbids the use of tobacco by students on or near our premises. It is a violation of New York State law for any individual under the age of 21 to purchase cigarettes.

Smoking is not permitted in or directly outside of the Rose Building. The Office of Student Life offers educational workshops and information on the dangers of smoking and provides assistance for individuals wishing to stop.

These policies also apply to smokeless tobacco, electronic cigarettes/ paraphernalia and vaping.

WEATHER AND EMERGENCY CLOSINGS

SAB will report all school closings due to weather or other emergencies on the website homepage (sab.org) and on our automated phone line [212-769-6600](tel:212-769-6600). We will also utilize our emergency communication system, Blackboard Connect which is described at the beginning of this Handbook. In general, SAB will close whenever NYC public schools close for weather or other emergencies, but SAB may also elect to close even when public schools remain open if there are reasonable safety concerns for our students and staff.

WELLNESS SERVICES

The following services are available for all students in B2-D and Intermediate & Advanced Men.

Day students are ONLY permitted to visit the residence hall if they are utilizing one of the wellness resources below, all of which will be operating from our residence hall.

Nurse

SAB's nurse is at the School two days per week. The nurse's office is located on the 14th floor of the Residence Hall and any Intermediate or Advanced resident or day student may see the nurse during posted office hours. Appointments are not required.

The School maintains relationships with a number of private doctors of all specialties. Any member of the Student Life staff will be able to provide families with information about the doctors we frequently use. The cost of transportation for any medical visits is the responsibility of the student and/ or the student's family.

Mental Health Services

SAB is committed to promoting the healthy emotional development of its students. SAB employs two mental health counselors: a New York State licensed staff Psychologist and a New York State licensed Clinical Social Worker who are available free of charge for short-term counseling, intervention services and professional consultations to resident or day students who seek additional support in personal development or wish to discuss thoughts and concerns related to school, professional life and/or family and social issues. Should a student need ongoing counseling services, SAB mental health staff may coordinate referrals with students and their parents.

Students may meet with either counselor during the posted weekly office hours. Instructions for contacting a counselor about the weekly schedule are available from any member of the Student Life staff. Appointments are suggested and can be made via sab.as.me or by contacting the residence hall desk at 212-769-6650.

Mental Health Day Absences

SAB considers a "mental health day" as taking a day away from all SAB related activities to focus on emotional wellness. SAB recognizes the many benefits of occasional mental health days off from School, such as reducing acute stress and mental fatigue, increasing immunity, enhancing mood and satisfaction.

When utilizing a mental health day, students are excused from all ballet activity (class, rehearsal, etc.). Residential students will be additionally excused from all academics and sign-

out restrictions may be limited to quiet activities within the neighborhood and/or medical appointments. Note: To minimize artistic conflict, it is recommended that mental health days be used when a student does not have a scheduled rehearsal. SAB reserves the right to intervene and follow-up with students should concern arise regarding the use or frequency of mental health day related absences. Intervention may include outreach to parents/guardians, meeting with a School counselor, etc.

Students are highly encouraged to prioritize their mental health and well-being whenever needed. No consequences will be issued for mental health day related absences. To use a mental health day, residential students should report their absence to the 14th floor staff. Day student parents/guardians should report their absence to attendance@sab.org.

Physical Therapy and Pilates

A physical therapist is at the School three days per week for students in levels B2-D and Intermediate and Advanced Men. Due to the limited number of PT appointments available each week, students may only sign up for one appointment per week.

A certified Pilates instructor is at the School five days a week to supervise Advanced students using SAB's Pilates room.

Students must sign up for PT and Pilates appointments using the online scheduling line: sab.as.me. Students may not miss academic school or dance classes to attend PT. Any exceptions to these policies must be cleared by the Dean of Student and Alumni Affairs or the Director of Student Life for Children's Division and Wellness Programming.

Nutrition

The School is committed to the health and wellbeing of its students and takes very seriously the rigors of pre-professional ballet training. While there is an aesthetic that is inherent to ballet, it is most important that students are safely fueling their bodies for optimal performance in and outside of class. SAB has two licensed nutritionists who specializes in nutrition for dancers and are available for individual counseling for students in B2-D and Intermediate and Advanced Men. Students must sign up using the online scheduling link: sab.as.me.

Education and awareness are at the forefront of SAB's philosophy around nutrition for developing dancers. Just as students utilize physical therapy and Pilates resources to support and enrich their training, nutritional knowledge can also help support students as they navigate the changing needs of their bodies. The formative training years are the optimal time for dancers to learn the skills they will need to sustain them as successful artists and athletes. By working with SAB's nutritionists in a developmentally supportive structure, students can acquire valuable tools and skills in areas such as: nutrition for bone health, fueling appropriately during fluctuating class and rehearsal schedules, weight restoration and maintenance, and how to prevent energy deficiency.

If the School is concerned that a student is not at an appropriate and healthy weight for their body type, the student will be required to see the School's nurse, nutritionist, and/or counselor. At the School's discretion, the student may be referred to the School's consulting physician for further evaluation. The School will be responsible for any fees associated with this evaluation that are not covered by the student's insurance. Additionally, the student's family must consent in allowing the consulting physician to speak directly with the School's Dean of Student and Alumni Affairs, the Director of Student Life for Children's Division and Wellness Programming and/or other appropriate members of the School's wellness team. The student will be required to follow any recommendations made, including any conditions and/or limitations placed on the student, such as sitting out of class until they are at an appropriate and healthy weight, participating in on-going treatment or taking a medical leave. Failure to comply with any part of SAB's wellness protocol may jeopardize a student's continuing enrollment.

CHAPTER 6: INFORMATION FOR RESIDENTIAL STUDENTS AND PARENTS/GUARDIANS

The Residence Hall staff member on duty may be reached 24-hours-a-day at 212-769-6650

The SAB Residence Hall is more than just a place for students to sleep at night. It is a home where young dancers learn, grow, socialize and live. SAB's Winter Terms is a unique experience for students and a chance 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 and to view the world in different ways. While they are with us for the year, they are practicing and developing their skills in areas such as decision making, self-advocacy, self-confidence, and time management.

Although students may live at SAB during the greater part of the year, parents still play a vital role in their lives. There are many ways that parents can help make SAB and New York City a positive experience for their children.

Adherence to rules is also an important component of the SAB community and we expect parents to help hold their student accountable by familiarizing themselves with the policies and procedures of the School and supporting these expectations. We hope that parents of resident students will find the following section of particular value.

ACADEMIC POLICIES

Attendance

Academics success is an important priority at SAB. Resident students who are unable to attend their academic school due to illness or other reasons must notify the staff person on duty by calling the 14th Floor reception desk. The staff person on duty will notify your school and SAB artistic staff about the absence. Parents or guardians are not allowed to call your school or write absence notes while you are living in the Residence Hall. Students who do not attend academic school for any reason, including oversleeping, will not be allowed to attend dance

classes on the day of their absence, nor will they be permitted to leave the building other than to visit a doctor's office.

Tutoring

To support the rigorous academic demands of our student body, SAB hires tutors in a variety of subjects to work with students in the evenings and/or on weekends. The hours and days tutors are available are posted in the residence hall. This resource is available for all students in levels B2 and Intermediate Men and above including day students. The tutoring schedule will be posted in the residence hall.

Residential students may be mandated to participate in tutoring based on low academic grades (SAB receives report cards from PCS/PPAS and students who are enrolled in correspondence programs must submit progress reports as requested throughout the year), rehearsals that require students to miss academic classes for a period of time, not making adequate progress in coursework, or other issues or concerns that come up. The Assistant Director of Student Life for Academic and Cultural Programs will facilitate any mandatory tutoring that is expected of a student. Students mandated to tutoring must attend. Failure to do so will result in disciplinary sanctions.

CHECK-IN AND CHECK-OUT

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 so that you may avoid any charges for damages or disrepair at the end of the year when you check-out.

Students must check out of their room by noon on the assigned date at the end of the Winter Term. Upon check out, students must be fully packed, rooms must be cleaned and the rooms must be inspected by an SAB staff member. Students who do not check out properly will be subject to a fine. Students who are not out of the Residence Hall by noon will be charged \$50

for each additional hour they remain in the Residence Hall in addition to a \$100 improper check-out fee.

Students will be billed for damage to rooms, common spaces, and furniture. This includes, but is not limited to, writing on desks, chairs and beds. Additionally, students will be billed if their bedroom furniture is not properly configured prior to move-out.

Housing extensions for public school students taking end of year Regent's exams will be granted on an individual basis, and within reason, through coordination with Residence Life staff. During periods of residence hall closures, New York City Ballet Apprentices who require housing for Company obligations will be accommodated in a hotel by NYCB.

There is a \$10 replacement fee for lost keys. \$20 will be charged for lost access cards. All associated fees for lost keys or access cards is payable by cash only at the 14th floor desk.

COMMON AREAS

The Residence Hall has several areas that are designed for the use of all students. Because no one student is responsible daily for cleaning and maintaining these areas, we ask each student who uses a common area to take it upon themselves to keep the area clean.

The common areas are the 13th floor television lounge, the 15th floor kitchen, the 15th floor classroom and the 16th floor television lounge.

COMMUNITY ENGAGEMENT AND INVOLVEMENT

The student experience is greatly enhanced when students seek community and programmatic engagement beyond the 5th floor studios. Program attendance, relationship building and productive SAB citizenship make one's experience more related, more grounded and more well-rounded. For students living in our residence hall, this involvement is especially important. The Department of Student Life offers many avenues for non-artistic student engagement, some mandatory and others not, all aiming to connect and support our students as they navigate living away from home.

IMPACT Programs

The IMPACT programming model is intended to provide developmentally appropriate learning opportunities for students in the areas of Intellectual Development, Mental and Emotional Wellbeing, Physical Wellbeing, Advocacy and Allyship, Community and Social Engagement and Transitional Learning. Certainly, the developmental opportunities faced by our residential students are unique. SAB believes that IMPACT programming provides critical support to students living away from home at such a pivotal time in their adolescence. Questions about IMPACT programming should be directed to the Senior Manager of Student Life for Community and Programming Development.

Social Programming

The primary goal with these programs is to get students to interact and have fun, while getting to know each other and building friendships. Staple programs like Fun Fridays, movie nights, game nights and community dinners will be held often. Additionally, a complement of introductory social programming will be offered during the first week of the Winter Term as part of Welcome Week.

SAB Bucks

This ongoing initiative serves as an incentive for resident students seeking community involvement. Students are awarded SAB Bucks for their participation in both social and IMPACT programs. At the end of the year Student Life will host an auction where students can use their “earnings” to bid on exciting prizes. Students may also receive SAB Bucks for volunteering to help with a variety of school-wide initiatives.

New Student Experience

Through this series of programs every fall, students who are new to our residence hall will discuss many topics that are pertinent to their transition to living away from home. Topics include time management, community living, navigating injury/illness, internet safety and city living.

CURFEW

Students living in the Residence Hall must abide by curfew schedules based on their age. A member of the Residence Life staff conducts curfew each night.

Curfew Times by Age

The first level of Curfew is CHECK-IN. Check-in pertains to ALL students. To check-in, students must come to the 14th Floor desk to let the adult staff member know they are in the Residence Hall and will remain so for the rest of the night.

The second level of Curfew is SUITE CHECKS. Suite Checks take place for all students 17 and younger*. During suite checks, these students must be in their suites; a staff member will come by to check every student in. After this time, students are not permitted to leave their suites.

Students 15 and younger	Check-In at the 14 th Floor Desk	Suite Checks
Sunday-Thursday	By 9pm	11pm
Friday and Saturday	By 11pm	12am

16 and 17-year-old students	Check-In at the 14 th Floor Desk	Suite Checks
Sunday-Thursday	By 10pm	11pm
Friday and Saturday	By 11pm	12am

Students 18 and above	Check-In at the 14 th Floor Desk	Suite Checks
Nightly	By 12am	N/A

*When a student turns 18, they are allowed to spend time in the 13th floor lounge beyond their check-in time and do not have to participate in Suite Checks. 18-year-old students are NEVER allowed in any student rooms or suites other than their own beyond Suite Checks.

In the event of extenuating circumstances that may force you to return late for curfew, you must call the Residence Hall (the number is on your ID card) and speak with the staff person on-duty before curfew.

Extended Curfews

For special occasions (such as out of town visitors, special events or celebrations, etc.) students may request an extended curfew. Permission is never granted for an event that could happen at an earlier time (such as going to a movie) and is never extended beyond 12:30am. Permission must be sought during the work week with a professional staff member and will always require parental verification and approval. These requests should not be last minute and all plans should be fully formed when the request is brought to the Student Life staff. Approval of these requests is always subject to staff discretion. Upon returning from an extended curfew, students are required to check-in face-to-face with the staff member on duty.

If you would like to submit a request for an extended curfew, please email residencehall@sab.org.

Curfew for New York City Ballet Apprentices

The Assistant Director of Student Life for Residential and Transitional Programming will work each year with NYCB Apprentices and their families to ensure that their age-dictated curfew does not interfere with official NYCB obligations. Exceptions will be made on a student-by-student basis to ensure that their curfew times fluctuate through the year to accommodate performance periods when they may need to return later than their age would allow. During conflict-free periods, Apprentices will adhere to their assigned curfew times and obligations.

DAMAGE DEPOSITS

Room and Board & Tuition Statements for the upcoming Winter Term are issued in the spring before the start of the new school year. For first time resident students, a damage deposit of \$300 is collected. This deposit remains with the school for the duration of the student's stay in the residence hall. Damage deposits are used to cover any damage that occurs to rooms and/or common spaces that may be attributed to specific students. Damage deposits may also be used to cover any fees that remain uncollected at the conclusion of your student's time at SAB. Damage deposits are returned to families by the end of September following your

student's final departure from the residence hall.

DISCIPLINE IN THE RESIDENCE HALL

In the event that Residence Hall policies are broken, a system of objective discipline has been established to address inappropriate behavior and to curb repeated violations. The level of disciplinary response from the Student Life Staff will depend upon the severity of the policy violation and will take into consideration past behavior of students found in violation.

Typical discipline responses may include, but are not limited to:

- Early Curfew – Students will be required to check-in for curfew at 7:30pm on the night following the incident.
- Grounding – For a specific period of time, students will not be allowed to leave the Residence Hall or their suite except to attend dance or academic classes or to visit the SAB cafeteria during meal times.
- Suspension – If a period of suspension (usually 2 weeks) is necessary, the student must leave the Residence Hall and go home for the duration of the suspension. The Residence Life Staff will work with the student's parents to make appropriate travel arrangements which will be the financial responsibility of the student's family.
- Probation – A period of probation may be assigned to a student with repeated and/or serious policy violations. If a student is found in violation of additional policies while on probation, that student may be dismissed from the Residence Hall and/or the School. The length and specific terms of the probation will be determined during the disciplinary process and will be communicated to the student. Further, any student placed on probation will be required to meet with the Dean of Students and/or the Assistant Director of Student Life for Residential and Transitional Programming at the end of the school year to discuss eligibility and suitability for their return to the Residence Hall for the following school year.
- Dismissal – A student may be dismissed from the Residence Hall and not allowed to return. Dismissal may, but will not necessarily, affect an individual's status as a student

at SAB, but outside housing would have to be secured by the student's family in order for a dismissed student to remain at the school. Refunds for room and board payments will not be offered if a student is dismissed from the Residence Hall for disciplinary reasons.

- Artistic Participation: Ineligibility for participation and/or casting in Artistic programming such as spring Workshop Performances, Student Choreography Workshop, New York Choreographic Institute, Lecture Demonstrations and NYCB affiliated performances.

Willful or ongoing breaking of new and/or evolving COVID-19 policies puts our entire community at jeopardy. Students who are unable to follow our these rules may be dismissed from our residential community.

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 many programs, activities and resources that will help students ease into life away from home 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.

LAUNDRY FACILITIES

Floors 13-16 are each equipped with two washing machines and two dryers. If you experience a problem with one of the laundry machines, please notify a member of the staff. Resident students pay an annual Laundry Fee and therefore the machines require no additional payment for usage. Students are expected to monitor the times of their wash and dry cycles so that students can make best use of the laundry facilities. To assist with this, dry-erase placards and markers are placed on each machine where students are encouraged to write their name and

phone number so that others needing access to the laundry facilities may contact them if their laundry has been left unattended beyond the wash or dry cycle.

MAIL

Mail is delivered to the Residence Hall Monday-Friday. Each student will be assigned a mailbox. All mail sent through the United States Postal Service (USPS) should be addressed as follows:

Student Name
School of American Ballet-14th Floor
70 Lincoln Center Plaza
New York, NY 10023-6592

If using a mail service other than USPS (i.e., FedEx, UPS, etc.), please use the following address:

Student Name
SAB Residence Hall
165 W. 65th Street
New York, NY 10023-6592

Please note that there is no weekend delivery of mail or packages to the School. Lincoln Center is a huge campus, with a huge mail service. We recommend tracking important packages and/or deliveries when possible.

Parents should not hesitate to contact a member of the Residence Life staff if they feel a child needs some extra attention or assistance.

MEAL PLANS

Each resident student is required to purchase a meal plan that provides 20 meals per week. For events or activities that will require you to miss a meal, a bag lunch and/or dinner can be arranged beforehand by speaking to the cafeteria manager. Students may use only their own meal card and are not allowed to swap or exchange cards with other students. Meal plan hours

will be posted and while specific times are designated in which meal credits must be utilized, the Café remains open in between meal hours for cash/card or declining balance purchases.

Students should feel comfortable speaking with cafeteria staff about any issues related to service (allergens, dietary restrictions, ingredients, etc.) but students may also speak with the Assistant Director of Student Life for Residential and Transitional Programming for help with self-advocacy involving the cafeteria.

New York State law requires that you wear shoes, shirts and/or other forms of wraps over your leotard or tights before you are allowed into the cafeteria. Slippers and pajamas are not permitted. No one who is barefoot or just wearing ballet shoes will be allowed into the cafeteria.

Students in need of special dietary accommodations due to food allergies should contact the Assistant Director of Student Life for Residential and Transitional Programming.

MEDICAL POLICIES

Communicable and Highly Contagious Diseases

In the interest of the health and safety of our residential community, students living in the residence halls 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 temporarily relocated within the residence hall 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.

Health Insurance

The health and well-being of our students is of the utmost importance. Given the rigor of our intermediate and advanced level training, it is not uncommon for students to experience injuries or require expert medical advice related to their training at SAB. Making sure your

student has adequate coverage to help defray the costs associated with this care is incredibly important.

The School of American Ballet requires that residential students have health insurance coverage and this coverage must include non-emergent care. Uninsured students are not allowed to live in the residence hall. An agreement that acknowledges proper coverage, in addition to copies of the front and back of your student's insurance card, are a part of our enrollment process and will be required for students to move into the residence hall in September.

Any changes in your child's medical plan during the Winter Term must be immediately communicated to the Residence Life staff.

Immunizations

Due to the close proximity of the living environment, SAB requires that all resident students have received the full immunization requirement, which includes full vaccination against COVID-19. The SAB Medical Form clearly states which other immunizations are also required. Parents should consult this form to make certain their student has received the appropriate and required immunizations. Please contact the Assistant Director of Student Life for Residential and Transitional Programming should you have any questions or concerns regarding this policy.

Medical Forms

Students will not be allowed to move into the Residence Hall unless a current and complete Medical Form is on file with the Student Life Staff. Please contact the Residence Hall Desk for information regarding the Medical Form.

Medications

SAB requires all medications to be registered with the nurse's office. At either the nurse's discretion or the parents' request, medications may be held at the nurse's office, where they will be dispensed as needed. All medication should be clearly labeled. Medications include 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.

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.

Sick and Injured Students

Appointments with any medical provider should always be made by an SAB staff member so that a Student Life staff member can accompany the student to the appointment. It is vital that students, especially those under 18 years of age, have an adult present to advocate for them during these appointments. Therefore, parents/guardians must call the 14th floor desk at 212-769-6650 in advance of scheduling any medical appointments. The Student Life staff has a network of medical resources available to students. These resources include:

- Rebecca Alcosser-Nutrition Counseling (services provided in-house)
- Dr. Phillip Bauman – Orthopedics, Sports Medicine
- Dr. Thomas DeMann – Chiropractor
- Acanthus Fairley- School Counselor (services provided in-house and virtually)
- Dr. Jessica Galina – Orthopedics, Sports Medicine
- Dr. Louis Galli – Podiatry
- Dr. David Hurwitz - Dentistry
- Joan Lantz – General Medicine Nurse (services provided in-house)
- Dr. Nicole Marcus –School Counselor (services provided in-house and virtually)
- Dr. Cynthia Pegler – Adolescent Medicine
- Heidi Skolnik – Nutrition Counseling (services provided in-house)
- Andrienne Gregorek – Physical Therapy (services provided in-house)
- West Side Dance Physical Therapy (for more extensive PT)

We also have relationships with a number of physicians who specialize in working with young dancers. The Residence Life staff will help residential students arrange for medical

appointments with any of the above resources. 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.

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.

Staff and students will follow all COVID-19 protocols outlined by individual doctor's offices.

For all injuries, SAB staff members who accompany students to appointments will communicate directly with the faculty about a student's diagnosis and recommended treatment. Students are expected to adhere to the treatment advice they are given by doctors or physical therapists. Please note that if students are too ill to attend dance or academic classes, they will not be allowed to sign out of the residence hall and will follow all recommendations from Student Life staff regarding recovery and/or isolation.

Student Life does not accompany students for alternative treatments such as acupuncture and massage therapy. In these instances, students or parents are responsible for all arrangements. These arrangements include, but are not limited to, scheduling of and accompaniment to appointments, prescribed follow-up, and assistance with insurance and billing matters.

In the event that a student is prescribed off-site physical therapy, the Office of Residence Life will work with families to help coordinate the initial appointment and will provide accompaniment to the initial visit. Subsequent appointments will be made by the student and their family and will not be chaperoned by a staff member. Students will not be excused from observing their dance classes or attending academic school to accommodate physical therapy appointments.

PETS

Students are not permitted to have pets of any kind in the residence hall.

QUIET HOURS

Quiet hours are between 1st curfew and 10am. The Residence Hall should be a relatively peaceful place at any hour of the day or night. However, after 1st curfew, we expect each floor to be quiet so all residents may get the rest they need.

Our rule of thumb is to say that if we can hear you outside of your room when the door is closed, you are being too loud. Please respect your neighbors and keep all noise to a minimum.

RESIDENCE HALL KITCHEN AND FOOD DELIVERIES

The residence hall kitchen is a communal space and must be treated respectfully. Students who wish to use the kitchen will check out the key from the 14th floor desk and will be responsible for the space's condition when the key is returned. Basic kitchen tools and equipment is provided and students are not permitted to store their own additional tools or equipment in this space. Food left in the kitchen refrigerator should be labeled and disposed of by expiration dates. The kitchen will be available from 8am-suite checks daily. 18 year old students may not use the kitchen after suite checks.

All student suites have been supplied a microwave and a small refrigerator. Students may use ONLY the following small appliances in their suites:

- Electronic water kettles
- Single serve coffee machines (Keurig, Nespresso, etc.)
- Small blenders (i.e. Magic Bullet)
- Small cube refrigerators
- Countertop ice-machines

- ANY OTHER appliances must be approved in advance by Student Life staff. Pressure cookers are never allowed.

Among the advantages of living on the Upper West Side of Manhattan is the abundance of restaurants that will deliver to the Residence Hall. No delivery person is allowed to come into the Rose Building or the Residence Hall; therefore, all deliveries must be picked up in the Rose Building lobby. Students will be required to sign out to pick up their food, and all deliveries should be picked up prior to a student's first curfew of the evening.

Please be considerate of the person who delivers your food 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 65th St., between Amsterdam Ave. and Broadway). Also include your name and phone number, so the delivery person knows who to call when your food arrives.

Take-out orders must be placed at least 1 hour before your assigned Curfew Check-In. After checking in for the night you are not permitted to retrieve delivery orders from the lobby.

RESOURCES

At SAB there are many resources at your child's disposal. The Student Life staff is experienced and well-prepared to help students be successful in all dimensions of their lives. Please encourage any child who is anxious or experiencing problems to talk with a member of the staff.

ROOM CONDITION AND ROOM ENTRY

All rooms are subject to periodic inspection by the Residence Life Staff.

Cleanliness Checks

Cleanliness checks will be completed weekly on Sunday evenings by Residence Hall staff. During these checks, staff will enter each student suite and room and check for the following:

- Floors free of trash and empty take-out containers
- Floors vacuumed
- Trash removed from the suite
- All surfaces wiped/dusted
- Refrigerators cleaned
- All items removed from bathroom areas (to allow for cleaning staff to thoroughly clean bathrooms on Monday mornings)

Students, bedrooms, or suites that do not pass cleanliness checks will have their sign-out cards pulled and they will not be allowed to sign out until their space(s) pass inspection by a Residence Life staff member the following day.

Keeping personal spaces clean and tidy is an important independent living skill and is necessary for community living. All cleanliness checks will be documented, and each students' individual cleanliness history will be considered in the allocation of single rooms for the following Winter Term.

Prohibited Items

The following are prohibited in the residence hall:

- Clothing not in its proper place and excessively cluttered rooms
- Food in unsealed containers
- Debunking or deconstruction of beds, including the removal of bed railings
- Excessive dirt or other messes in the room, on the floor or on the furniture
- Overloaded circuits
- Placement of bed, furniture, or any other object in front of the heater/AC unit
- Hanging anything on the walls using nails, regular tape, or other hanging devices. You may only hang posters or very lightweight pictures with a plastic adhesive such as "Plastic-Tak" or blue painter's tape.
- A Residence Life staff member must approve all other room decorations.

- Unreasonable wear and tear of furniture, walls, carpets, etc. This includes, but is not limited to, any damages caused by carelessness or willfulness.
- Removing or borrowing furniture from any room in the residence hall. Namely, furniture should not be removed from common areas for individual room or student use.
- Use of candles or incense. Any related odors will be considered evidence of a rule's infraction. Smoking is strictly prohibited.

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

- Candles or incense (except for religious observation, which must be approved by the Assistant Director of Student Life in advance)
- Space heaters (of any size, make or model)
- Halogen and octopus lamps
- Stickers on the walls or doors
- Lighter Fluid
- Unapproved kitchen/cooking appliances
- Tapestries or other fabric wall hangings

Wall Hangings

Only posters and lightweight pictures may be hung on the walls of any room, including bathrooms and common areas, within the Residence Hall. These items may be affixed to the wall using any poster putty or blue painter's tape, which students can ask for at the 14th Floor Desk. The following are strictly prohibited from being used to hang anything on the walls:

- Command Strips or adhesives of any kind
- Glue
- Tape (other than blue painter's tape)
- Nails
- Thumbtacks
- Screws

Students may wish to add removable hooks or command strips to their rooms. ONLY Command brand hooks are permitted. Any adhesive hooks must be Command brand, and can only be applied to the doors, bedframes, or wooden furniture within the rooms and suites. These products, even when labeled as renter-friendly or removable, cause significant damage to our walls and students will be billed for damages incurred by unauthorized use or placement of these items.

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
- Smoke, fire, or related odors coming from a room
- Water coming from a room
- Concern that you or someone in your room is in a threatening situation
- Reasonable concern of a policy violation

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.

ROOMMATES AND SUITEMATES

The SAB residence hall is a communal living environment and most students will be sharing living spaces with roommates and suitemates. The sharing of living space with others may be new to many of our students and as such it is normal for small disagreements or conflicts to arise. SAB expects that students will work through these conflicts with maturity using open, honest and kind communication, as well as a willingness to compromise, as central tools. Students are encouraged to reach out to staff for assistance when they are navigating conflict within their immediate living environment. Our staff has the experience to help students

practice respectful communication skills and create mutually-agreed upon standards for their shared space.

Roommates and suitemates are encouraged to proactively discuss the following topics so that expectations and standards are in place all year:

- Trash duty and removal schedule
- Noise levels and quiet hours
- Sleep hygiene (bedtimes, light level, room temperature, noise, etc.)
- Academic schedules and needs
- Visitor expectations
- Shared room items and expectations for borrowing/using others' belongings

ROSE BUILDING MAINTENANCE AND HOUSEKEEPING

If you have a problem with anything in your suite, please come to the 14th Floor desk and report the issue to the staff member on-duty. **DON'T 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.

In common areas (lounges, kitchen, hallways), housekeepers take out the trash and vacuum daily. They also clean the laundry rooms and public restrooms once a week. The housekeeping staff will clean the suite bathrooms on Thursday afternoons. In order for them to do this, you must remove all personal items from the bathrooms. If you leave your items in the bathroom, it will not be cleaned.

Trashcans are located in the laundry rooms, kitchens and lounges. Please take your trash to one of these locations daily.

SCHOOL BREAKS

For Thanksgiving Break the residence hall remains open to students who wish to stay; however, meal plans are not active for students during this time so students who remain must prepare and/or purchase their own food during these breaks. The residence hall remains staffed 24-hours per day but check-in procedures are changed to accommodate the smaller number of students in residence.

For Winter Break and Spring Break the residence hall closes fully. The School calendar highlights the dates and times that the hall will close and re-open. While students are not required to move-out of their rooms during these breaks, they will need to take everything with them they will need while away. Under no circumstances are students allowed to access the residence hall during these breaks. Prior to these breaks, all students will be required to fill out a Travel Log and parents/guardians will be required to approve all travel plans before a student departs our residence hall.

There are absolutely no exceptions to these residence hall closings. New York City Ballet will make housing arrangements for any apprentices living in the residence hall in the event that hall closings conflict with rehearsal and/or performance obligations.

SECURITY

The 11th Floor guard station is equipped with an access card system. At check-in students will be issued an access card. As you pass the guard station on the 11th floor, you must place your card on the card scanner. The security officers have been given very strict instructions on procedures for allowing guests and students into the Residence Hall. Ignoring an officer's requests or becoming upset with an officer does not help the officer protect you. Please remember to take your ID and access card with you each and every time you leave the Residence Hall.

If you do not have your access card with you, you must sign the SAB STUDENT ACCESS CARD LOG that is located at the Guard's stand. After you sign, the guard will allow you access to the

residence hall through the gate. Students who excessively forget their access card will be required to meet with a member of the Student Life Staff.

Lost access cards must be reported to the Residence Life Staff immediately. Because these cards do not have pictures associated with them, a lost or misplaced card can be used by anyone and is a very serious threat to the security of the building. Reporting a missing card allows us to deactivate its building access and issue a new, secure card. There is a \$20 charge for a lost access card; payment is required upon receipt of a replacement card. Inability to pay should never stop a student from informing staff that they have lost or misplaced their card.

Lincoln Center Security officers should be respectful and courteous to you. If you feel an officer treated you unfairly, please notify a Student Life staff member.

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. Sexual activity will not be tolerated anywhere on campus. 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. The School, however, believes it should educate its students about the importance of sexual health and topics related to relationships, such as consent, boundaries, harassment and assault.

SIGNING OUT OF THE BUILDING AND THE PARENTAL PERMISSION FORM

All students are required to have their parent(s) or guardian fill out a permission form. This permission form requires parents to provide details on a variety of designations that are then used as a guide for staff whenever a student wishes to leave the Rose Building. While staff will never be more liberal with permissions than a parent has designated, we may, based on immediate circumstances and at our sole discretion, be more conservative.

The Parental Permission Form also contains the names, addresses and telephone numbers of people whom a student may visit, before curfew, while living with us. We cannot allow students

to visit anyone whose name is not on this list unless we speak to a student's parent or guardian. Speaking to siblings, grandparents, etc. will not suffice.

Students may sign out to spend time in the city with day students, but will not be able to visit their homes unless an adult (over the age of 25) confirms their presence and oversight of the visitation. Day student homes may not be listed on the permission form with blanket permissions-we will always need to speak with the adult present at these residences.

We reserve the right to make the final decision regarding all sign out permissions and restrictions.

Sign out Cards

All students, regardless of age, are required to ask and receive permission before leaving the building. This permission granting is facilitated by using our sign out cards which help us keep track of where students are at all times. Failure to properly utilize this system, or any dishonesty in requesting and receiving permission, is in direct violation of our Code of Conduct and subjects a student to serious disciplinary consequences.

Student Life maintains procedures to monitor students while they are outside of the building. These procedures may include requiring students to call and check in over longer sign out periods, returning to the building periodically to touch base with staff, and limiting the number of hours students may be away from the building. These procedures are flexible and may be influenced by factors such as the nature of the sign out, the students' history with discipline, staff comfortability, etc. Students are required to adhere to these procedures and they may not be overridden by parental permission.

Signing-out

When leaving the building, all students must complete their sign-out card (located next to the 14th Floor desk) with all the required information and have it approved and initialed by a staff member as necessary. Students leaving the building before 8 am (for any reason other than to go to school), will need to obtain permission from the staff person on duty the previous evening. Students may not sign out for other students.

It is not necessary to sign out when the destination is the 5th Floor, the cafeteria or academic school. When visiting the 5th floor or the cafeteria, students must flip their card to OUT, and upon returning, flip their card to IN. When leaving the Rose Building for regularly-scheduled academic classes at either PPAS or PCS, students must leave their sign-out card at the front desk as a designation that the student has attended school as scheduled. Upon final return for the day, they should return their card to their designated bin.

If signing out to academic school for something other than your regularly-scheduled classes (i.e.: tutoring, a special program, making up a test, etc.) students must receive permission from the Residence Life staff as noted in the first paragraph of this section.

Signing-in

Upon your return to the Residence Hall, students must write their return time on their card and place it on the rack with IN showing. Students may not sign in for another student.

The return time designated on a student's sign out card is when they are expected to arrive on the 14th floor. Students should plan to arrive at the Rose Building 10 minutes before the designated time on their card.

Neighborhood and City Boundaries

Using the Parental Permission Form, parents will be able to designate how their student may travel "within the neighborhood" and "within Manhattan". The boundaries of both designations are outlined below.

"Within the neighborhood" boundaries are defined as follows:

- 58th Street to the south
- 86th Street to the north
- Central Park West to the east
- Central Park's Sheep Meadow (accessible via 67th Street and Central Park West, during hours of operation: <https://www.centralparknyc.org/locations/sheep-meadow>)
- Amsterdam Avenue to the west (between 59th Street and 72nd Street)
- Broadway to the west (between 72nd Street and 86th Street)

“Within Manhattan” encompasses the entirety of the borough, including all of Central Park.

Without special permission, signing out “within the neighborhood” or “within Manhattan” is limited to 5 hours.

Signing-out to an outer borough (Brooklyn, Queens, The Bronx and Staten Island) will always require specific parental permission, which can be provided in writing or over the phone at the time of signing out.

Walking Designation

From time to time, students wish to sign out of the building to get some fresh air and take a walk within the neighborhood boundaries. For some students, navigating our location-specific sign out process can make this short reprieve feel restrictive rather than rejuvenating.

Therefore, parents may choose to let their students sign out for no more than 45-minutes to take a walk within the neighborhood boundaries (as described in the bullets above) without requiring the student to designate a specific walking route.

While signed out under this designation, students may not stop at any specific locations such as stores or coffee shops. Site-specific locations continue to require permission. Students may not take a walk to Central Park’s Sheep Meadow after dark.

Optional Extended Permissions for Students 18 Years of Age and Older

The School understands that students in this age range are developmentally looking to exercise more independence and autonomy. At the same time, SAB maintains responsibility for student safety and wellbeing. We aim to create a permission system for these students that balances these two objectives.

Before a student turns 18, the Assistant Director of Student Life for Residential and Transitional Programming will reach out to parents to discuss these potential adjustments in their student’s permissions. Before any permission changes are extended to a student, they will meet with Student Life leadership to discuss the importance of increased independence and autonomy within the permission structure. If a parent does not want to grant these permissions, the student will continue to use our standard permission structure.

For students with extended permissions, “The Neighborhood” will be considered an open zone where students may sign out, not to specific locations, but for periods of open time as designated by their parents. Parents may designate zone sign outs for their student for up to 5 hours.

Signing out to any location beyond the neighborhood zone, or beyond the prescribed time limitations, will still require these students to ask and seek permission, in accordance with their parental permissions.

These permissions are privileges and may be revoked at any time, and at the staff’s sole discretion.

Automobiles

Resident students under the age of 18 must have parental permission to ride in a car with anyone other than their parents or guardian. Students may ride in vehicles for authorized school trips.

Special Permissions

From time to time, residential students may request special permission for things like:

- Spending a night off-campus with a family friend
- Signing out with an adult other than a parent
- Extending their curfew
- Travelling outside of Manhattan

For any special permissions, a parent/guardian of the student should contact a member of the SAB staff in advance to provide their approval and leave time for any follow-up from staff. These requests should be submitted in writing by emailing residencehall@sab.org during business hours, Monday-Friday. Last-minute requests occurring in the evenings or on the weekends may not be approved by full-time staff who are only accessible via email during business hours.

SINGLE ROOM FEES

The few single rooms available in the Residence Hall must be requested and are generally assigned to students with seniority. The surcharge for a single room is \$950. Please note that because of the process by which single rooms are assigned for resident students, a separate agreement acknowledging the cost associated with this accommodation must be filled out to officially request a space. If a room is awarded, a separate charge will be added to the student's tuition agreement in September and must be paid in full by November 1st.

TIME MANAGEMENT

Parents and students should discuss the importance of sleep, alarm clocks, discipline and time management. Residence Life staff will provide encouragement and reminders to the students, but will appreciate whatever parents can do to help their children become more aware of schedules and time. Students struggling to adjust to new structures should reach out to staff for assistance.

VISITATION POLICIES

Resident Students Visiting Within the Residence Hall

Resident students may visit each other from 10am to Suite Checks each day (11pm Sunday-Thursday, 12am Friday and Saturday).

Non-Resident Guests Visiting the SAB Residence Hall

SAB Intermediate and Advanced Day Students, as well as parents/guardians and siblings of residential students guests may visit the SAB residence Hall as guests from 10am to 1st curfew each day (9pm Sunday-Thursday, 10pm on Friday and Saturday). Parents/guardian and siblings will not be allowed to spend the night in the Residence Hall. No one 21 years of age or older may spend the night in our residence hall.

All day student guests must be accompanied by a resident student or be visiting a student who is in the Residence Hall. All guests must leave a photo ID at the 14th Floor desk.

Visiting the Residence Hall is a privilege, and guests who violate any of the Residence Hall policies will lose their visitation privileges. 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 (including hotels and home/apartment rentals), 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 who is at least 25 years old. 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 Guests Staying in the SAB Residence Hall

Only SAB Intermediate and Advanced day students are permitted to stay as guests overnight in the residence hall. Having an overnight guest and being an overnight guest in the residence hall are privileges which require approval from the Student Life Staff. Overnight guests are only permitted on Friday and Saturday nights and Residence Life staff must approve all overnight guest requests. The staff reserves the right to restrict, at any point and for any reason, one's ability to have a guest, the ability to be a guest or the number of times that a guest may stay in our facilities. Please remember that residents are responsible for the action of their guests and will be subject to discipline accordingly. All overnight guests must also be approved by roommates.

There is a maximum of one overnight guest at a time per bedroom so roommates will need to coordinate with each other regarding guests.

Overnight guests must be registered with the staff person on duty before 9pm.

A guest must sleep in his/her host's room and observe all the rules and regulations corresponding to the younger of his/her age group or his/her hosts' age group (e.g., curfew).

Day students may spend no more than one night a month overnight in the residence hall.

Residential students may stay overnight with other residential students, regardless of gender, provided that all roommates and suitemates are comfortable with the request. As with non-residential overnight visitors, Residence Life staff must approve residential overnight requests.

If it is determined that a resident is in a romantic or non-platonic relationship with their guest, Student Life Staff reserves the right to advise that this guest may not visit overnight in the Residence Hall.

Any special consideration regarding overnight guests must be cleared with the Assistant Director of Student Life for Residential and Transitional Programming, the Assistant Director of Student Life for Academic and Cultural Programs, or the Dean of Students only. Students must plan ahead regarding overnight guests.

No one over the age of 20 is ever allowed to spend the night in the residence hall. This also applies to parents, siblings and SAB alumni.

Please note that this Overnight Guest Policy excludes Thanksgiving Break when the residence hall is operating in a modified capacity due to the smaller number of students who remain during the holiday.

Overnight Off-Campus Visitation Within 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 a digital OVERNIGHT VISITATION PERMISSION FORM AND AGREEMENT in advance of the visitation. There are two options for verifying the identification of the individual assuming responsibility for the student. The adult party may elect to either:

- Present themselves to SAB staff via Facetime, Zoom, Skype or some other mobile video conferencing in order to verify their identity and contact information, or
- Provide SAB with a photocopy of either their Driver's License or state-issued ID and speak on the phone with an SAB staff member to verify their identity at the time of the student sign out.

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

Under no circumstances may an SAB resident student ever visit the residence of another SAB student who is living independently in New York City.

Visiting the Juilliard School's Residence Hall

Because the Juilliard School's residence hall houses college-aged students, independent of adult oversight, SAB residential students are not permitted to visit their residential floors (floors 17-29 of the Rose Building). Similarly, and congruent with Juilliard's visitation guest policies, Juilliard students are not permitted to invite SAB students into their residential spaces.

WIRELESS INTERNET & COMPUTER USE

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

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 computers located in the residence hall will result in cancellation of the 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.

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

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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