



## **2026 SUMMER SESSION STUDENT HANDBOOK**

San Francisco Ballet School  
Chris Hellman Center for Dance  
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Family Portal: <https://sfb-ca.client.renweb.com/pwr/school/>

# SAN FRANCISCO BALLET SCHOOL

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# **SAN FRANCISCO BALLET SCHOOL**

## **MISSION STATEMENT**

Under the leadership of Artistic Director Tamara Rojo and School Director Grace Maduell Holmes, the School has a dual mission: to train classical ballet dancers capable of joining the ranks of SF Ballet and other world-class companies; and to offer young children and adults in the Bay Area an introduction to ballet and the joy of moving to music.

## **WELCOME TO SAN FRANCISCO BALLET SCHOOL**

The students and faculty at SF Ballet School have shown through their efforts that they are resilient, committed, and passionate about ballet.

This Summer Session Handbook will provide information to help make your training at SF Ballet School rewarding and safe. Please take the time to read it carefully. If questions arise during the summer that are not answered here, please contact the School Office. Note that we will provide you with updates to rules, policies, safety protocols, fees, and other important information as appropriate.

## **ABOUT THE SCHOOL**

The primary goal of San Francisco Ballet School is to train and prepare gifted students for a career with San Francisco Ballet and other companies. The program is designed to take students from their very first step through a comprehensive curriculum of classical ballet studies.

The formidable curriculum emphasizes a strong classical technique and a flow of movement that suggests a sense of energy, freedom, and joy, reflecting the kind of dancing favored by San Francisco Ballet. It is a style that readily adapts to meet the demands of any choreographer or company, and any type of movement.

Admission is by audition only. This summer program dedicated to advanced/pre-professional students is designed to explore the demands of a professional career, exposing them to the unique repertory of San Francisco Ballet. Students typically attend 15 classes per week and the core curriculum includes technique, pointe and batterie. Additional classes may include repertoire, contemporary, and conditioning classes. As a part of your classwork, students will learn selections from San Francisco Ballet's unique and diverse repertory. Inherent in the teaching of ballet are frequent corrections. Students are verbally and/or physically guided by the teacher to ensure proper body alignment and body placement.

For those who desire a career in ballet, San Francisco Ballet School offers a year-round training program of unqualified excellence. Over 70% of the dancers in San Francisco Ballet received all or part of their training at the School. Students have also gone on to dance with such companies as American Ballet Theatre, Boston Ballet, Cincinnati Ballet, Houston Ballet, Joffrey Ballet, Miami City Ballet, National Ballet of Canada, New York City Ballet, Oregon Ballet Theatre, Philadelphia Ballet, Pittsburgh Ballet Theatre, Birmingham Royal Ballet, Royal Winnipeg Ballet, Dutch National Ballet, and English National Ballet.

Upon completion of their studies at San Francisco Ballet School, students neither receive diplomas nor are they considered graduates. Although they have finished their formal studies, dancers never stop learning; after all, they begin each day with a class. A dancer's education is an ongoing process, one that continues throughout their career.

Even those students whose paths lead to non-dance careers gain immeasurably from having studied at the School. They develop self-motivation, self-discipline, poise, grace, and an appreciation for the arts, which they carry with them throughout their lives.

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## **2026 SUMMER SESSION INFORMATION**

### **IMPORTANT DATES**

**Session 1 - Ages 12-15 June 15 (move-in June 14) - July 10 (Move-out July 10 by 5 PM from dorm).**

**Session 2 - Ages 15-18 July 14 (move in July 13)- August 8 (Move-out August 8 by 5 PM from dorm).**

### **SESSION 1 (Ages 12-15)**

June 2: Zoom virtual orientation for Session 1 at 5:30 PM PST.

June 15: First Day of Classes

Students will be pre-assigned classes based on their audition. Placement is subject to change at the discretion of the artistic staff.

July 10: Last Day of Classes

Students should anticipate having one class that day.

### **SESSION 2 (Ages 15-18)**

June 24: Zoom virtual orientation for Session 2 at 5:30 PM PST.

July 14: First Day of Classes

Students will be pre-assigned classes based on their audition. Placement is subject to change at the discretion of the artistic staff.

August 8: Last Day of Classes

Students should anticipate having one class that day.

### **NONREFUNDABLE REGISTRATION AND TUITION PAYMENT**

Summer Session tuition is \$3495 for Session 1 and \$3500 for Session 2. The final payment is due by April 1. All students, regardless of scholarship or financial aid, are responsible for paying a \$300 non-refundable registration fee. Enrollment forms and the deposit are to be submitted by the deadline indicated on your enrollment agreement. Tuition must be paid in full by April 1. Students whose forms are incomplete, or tuition is not paid in full by the assigned deadlines, will be placed on a waitlist. All tuition, boarding, and fees are nonrefundable.

### **MERIT SCHOLARSHIPS**

SF Ballet School offers a limited number of merit-based scholarships to Summer Session students and those are awarded at the time of invitation to the program.

### **FINANCIAL AID**

Financial aid award is based on demonstrated financial need for students enrolled in the summer session. The amount of financial aid available in a given year is dependent upon contributions by SF Ballet donors and careful consideration is given to all requests for assistance. Families may apply once their student has received their invitation for the school year or summer program. Registration fees are not covered by financial aid. Financial aid is awarded for an assigned period of time—either one summer session or one regular school year program. Families must reapply each year to be considered.

Families may apply for financial aid through FACTS Grant & Aid, an online tool specifically tailored to evaluate financial need for SF Ballet School. Financial aid applications are due two weeks after you receive your audition results. [Financial Aid Application](#)

### **ORIENTATION**

Summer program orientation will take place virtually on Zoom for students and parents/guardians in the weeks leading up to the start of the program. It will be recorded and sent to those unable to attend.

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## DRESS CODE

Students' appearance in class must be neat at all times. Dancewear is to be kept in good repair and laundered on a regular basis. Students are expected to observe good personal hygiene habits. Students who are not in dress code may be asked to observe class that day. No sweatpants or plastic pants may be worn for any portion of class. Tight fitting leg warmers are permitted at the barre only with the teacher's approval.

**Uniform Option 1: (for all classes labelled as Group 1-5 classes)** Full length/footed pink or flesh-toned tights and matching ballet slippers and pointe shoes, solid black leotard (please, no halter tops). Leotards may not have cut-outs or zippers. Students may wear black, lightweight skirts for pointe and pas de deux classes only. Rehearsal tutus will not be used. No hair accessories, nail polish, or jewelry (only stud earrings are acceptable). Dancers **MUST** wear full-length tights for all ballet-based classes. Optional: Bring your favorite leotards for free uniform days and special events.

Hair should be neatly pinned back from the face and neck and not interfere with the dancer's ability to move, see, or take class. Examples could include a bun or French twist. No *fly-aways*: Please use hair nets and appropriate hair products. No hair accessories (bows, scrunchies, colorful barrettes, etc.). For short hair, students should wear a headband to secure hair away from the face and neck.

**Uniform Option 2: (for all classes labelled as Group A or B classes)** Footed black tights, short-sleeved white leotard or a slim-fitted neatly tucked in white t-shirt, and black ballet slippers. Dance belts are required. No facial hair or jewelry. **NO BARE LEGS** will be allowed. Optional: Bring your favorite leotards and unitards for free uniform days and special events

Hair should be cut short or pulled back from the face so that it does not interfere with the student's ability to move, see, or take class. Long hair must be pulled back in either a bun or ponytail.

**Character Class:** Uniform **Option 1:** heeled character shoes; Preference is black, 1.5" heel with one strap over the foot, but similar styles and flesh tones are okay. Will also need a knee length black character skirt (not chiffon) to wear over their class leotard and tights. Uniform **Option 2:** wear black fitted track pants (no visible logos, white stripes, or pattern) and black lace-up jazz shoes.

**Conditioning Class:** All students should have sneakers, workout clothes, and a towel for conditioning class. This is a very aerobic class and you will sweat. To avoid damage to the dance floor, please bring a bath towel to lay on. You are welcome to bring your own yoga mat as well.

**Mat Class:** It is recommended for students to bring their own yoga mat, TheraBand and lacrosse ball. A limited number of yoga mats will be available onsite if needed.

Additional uniform requirements may be added based on the final curriculum. You will be notified of any additional requirements in advance of the program. Students must wear the uniform option appropriate for the specific classes in which they participate.

## CLASS SCHEDULE

Students will begin each day with a technique class. Students typically have an additional 2 classes per day including but not limited to: pointe, batterie, pas de deux, repertoire, contemporary dance, mat class, conditioning, and dance history/meet the artist lectures. Classes are held Monday through Saturday between generally 9AM and 5PM. Saturday classes typically end around 1PM.

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## **LOCKERS**

Students will have access to School locker rooms on the 2<sup>nd</sup> floor to change before/after class and to store their belongings. Students should not bring valuables to the Ballet School and must bring a lock to secure their belongings in a locker. SFBS is not responsible for lost or stolen items.

## **LUNCH**

Lunches are not included in the Summer Session fees. Students may bring a packed lunch or may leave the Ballet Building during their lunch break as there are a few cafes and Trader Joe's grocery store located nearby. Please note: there are no kitchen facilities (refrigerator, microwave, hot water, etc.) available to students at the Ballet School. Students are not supervised when they leave the Ballet School for lunch.

## **PARENTS/VISITORS**

SF Ballet School occupies the 2nd floor of San Francisco Ballet's Building, the Chris Hellman Center for Dance. Visitors, including parents/guardians, are only permitted in the SF Ballet Building on Observation day.

## **OBSERVATION DAY**

We invite parents/guardians into the studio to observe one class on the last day. Due to space constraints, only 2 guests per student are allowed.

## **HEALTH INSURANCE**

All students are required to have medical insurance that can cover medical care in the San Francisco Bay Area. Families are responsible for all medical expenses, including travel to and from appointments. You are encouraged to contact your insurance provider to determine coverage while your student is in San Francisco.

## **DAILY LOGISTICS**

### **SF BALLET BUILDING**

The School shares space with the Company at San Francisco Ballet's Chris Hellman Center for Dance, enabling aspiring dancers to experience a sense of the professional ballet world.

### **ARRIVAL**

Students may be dropped off in the drive-through, entering Grove St and exiting Fulton St no earlier 8:30am and may wait in the lobby until the School floor opens. Please make sure your child arrives to class on time and ready to learn and work. A late arrival does not allow a student enough time to prepare and compose him or herself and can therefore be the cause of injuries. Late arrivals also disrupt class concentration. Students more than ten minutes late to any class will be asked to sit and observe class.

### **DEPARTURE**

Parents/guardians may utilize the drive-through, entering Grove St and existing Fulton St for pick-up to avoid parking. Please remember that SFBS is not a child-care provider. Our fees do not reflect supervision outside of the studio. Students must leave the building at the end of their class or rehearsal. Students must wait for pick up in the lobby and should not wait outside in the drive-through or on the sidewalk as the lobby receptionist does not monitor these areas.

Local/commuter students must be picked up within 15 minutes of the end of the last class of the day. If you are unable to pick up your student in a timely fashion, kindly call the Ballet Building lobby receptionist at 415.861.5600. Parents will be charged a fee of \$20 per 1/4 hour for any time the staff must wait beyond the allowed pick-up time.

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**Note:** Students must wear street clothes or a cover-up over their ballet attire when arriving to and departing from the Ballet Building. **Ballet shoes and booties are never to be worn outside of the building; this is for the students' safety and to protect the dance studio floors.**

### DRIVE-THROUGH

In order to keep students safe while entering and exiting the Ballet Building, please note the following information.

- Please use the drive-through for dropping-off and picking-up students and avoid using Franklin Street.
- Please enter the drive-through from Grove Street. If the Grove Street gate is closed and you need to access the drive-through, please call 415-861-5600 Option 0. The front desk staff will raise the gates for you, as the gates are not automatic. When exiting, vehicles must stop fully at the stop sign before proceeding to the exit gate. The sensor is timed for one vehicle to exit at a time.
- Parents are not permitted to park in the drive-through at any time. The turn-out in the drive-thru is for SFB authorized personnel only and always must be left available.
- Please wait until you are in front of the double glass lobby doors to drop off or pick up students.

If your passengers are not immediately available, please exit the drive-through and pull around again.

## SUMMER SESSION RULES AND REGULATIONS

All students in the School are expected to follow the Rules and Regulations. Students must be courteous to each other; respectful of faculty, staff and Company members; maintain quiet in the halls; and refrain from horseplay and other disruptive behavior while inside the Ballet Building. Students must direct their full energy to their studies, maintain self-discipline, and a helpful attitude at all times. These expectations extend beyond the classroom and the Ballet Building to the surrounding neighborhood, dormitories, San Francisco, and the internet. San Francisco Ballet School reserves the right, at the sole discretion of the School Administration, to suspend or dismiss any student whose attitude, conduct, or attendance is found unsatisfactory.

### Standard of Conduct

Bullying, harassment, or discrimination (including via social media) will not be tolerated. This includes both students and parents. It is also unacceptable to reveal or probe information from staff pertaining to any personal, confidential, or private information about other individuals.

For the good of all students, it is imperative for each individual to accept the responsibility of upholding School rules and policies. Students and parents should report any activity they believe violates the School rules immediately. Immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time has passed between the alleged misconduct and the report. If you see something, say something.

After the School receives report of an alleged potential violation of this policy, the School will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

### Interim Measures

The School may provide appropriate interim support and reasonable measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

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## **Investigation Process**

Upon receipt of a report of initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether received report alleges a potential violation of this policy. To request clarification and/or conduct an initial inquiry, School staff may meet with the individual(s) who made the report, that was reportedly subjected to the alleged conduct, and/or anyone else involved in the matter. If the School has determined that the report pertains to behavior that may be in violation of this policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion. Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or School administration, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

The School will make appropriate measures of confidentiality. However, we recognize complete confidentiality may not always be possible. Possible information may be disclosed if complete confidentiality impedes the ability to further investigate the request received

## **Discrimination**

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a protected classification, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

## **No Retaliation**

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

## **Remedial and Disciplinary Action**

The School will determine if the conduct violates School policy and if so, the appropriate corrective action in its sole discretion. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion

Any violation of this policy by a parent will be considered a violation of the School's parents as partners expectations, and may be grounds for expulsion of the offending parent's children

## **Custodial and non-custodial parents/guardians**

The School requires all parents to keep the school informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating



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in School activities, receiving communications from the School, and visiting the child at School. Any custody-related court order binds the parties to the proceeding and not the School.

The School, however, recognizes that certain court orders impact the child's experience. For that reason, the School requires parents to notify the School of any applicable and relevant court orders that impact the child's dance experience, and to provide copies of such court orders when requested by the School.

The School avoids entanglement in custody arrangements and disputes between parents. When custody arrangements or disputes among parents arise, parents should not place faculty and staff in the uncomfortable and untenable position of providing information for or against another parent. Particularly in divorce proceedings, where child custody can be a particularly contentious issue, the School will typically remain neutral and maintain its focus on working with parents to provide a safe, secure, nurturing environment for their children.

When custody arrangements or disputes among the parents regarding the student's dance experience impede the School's ability to maintain a positive and constructive relationship with the parents, the School may terminate the student's enrollment or ban one or both parents from entering School property or participating in School-sponsored events and performances.

### **Child Abuse and Cooperation with Governmental Authorities**

All School staff and faculty members are mandated reporters. We take very seriously our responsibilities to report suspected child abuse, neglect, and abandonment. We will cooperate with government authorities in connection with their investigations.

### **ATTENDANCE**

Participating students are required to attend the entirety of their assigned program. The Ballet School will not hold spaces for students who are unable to attend the full program. Students are expected to attend every class for which they are scheduled. Students will not be allowed to participate in their afternoon classes if they missed their morning technique class. Absence due to illness, injury or special circumstances must be reported to the School Office *before* their first class of the day begins. Students may not leave class without permission. A student who arrives more than 10 minutes late may be required to sit and observe class.

### **INJURY**

Students must report all injuries to the School Office. The student will be required to submit a report from a doctor describing: a) the injury and prognosis regarding recovery time; b) the program of therapy for recovery; c) certification of completion of the therapy.

Summer Session students should arrive in excellent health and injury free. If a student is injured prior to the start of the program, please contact the School Office. Should a student sustain an injury during the program that prohibits them from fully participating in all classes they may have to withdraw from the program and will be sent home. Tuition and housing fees are non-refundable. Students attending the Summer Session should be in good physical health and should be prepared for the intensive ballet training that our program provides. Tuition insurance (for encompassing program fees of tuition and housing) is highly recommended and can be purchased through a third party. SFBS does not recommend a specific tuition insurance provider or work directly with any insurance provider, but this is an example: <https://www.aplusplans.com/>

Physical therapy is available for Session 2 (Ages 15-18) only on a limited basis and prioritized as needed. If students require physical therapy as part of their regular care, parents/guardian should set this up offsite in advance. School staff will not accompany student to these appointments. If a student sustains an injury or is unable to fully participate in their classes, the School Administration will schedule a doctor's appointment for evaluation. The student's family is responsible for paying all costs associated with the student's wellness and health care.

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## **CONDUCT**

Out of respect for the class environment, the teacher, and fellow classmates, students are not permitted to leave class unless permission is granted by the teacher. Talking in class is not permitted. It is disrespectful and disturbing to the teacher and other students. Teachers are not to be interrupted when they are giving instructions, corrections, or demonstrating exercises.

Cell phone use is prohibited during all classes, seminars, workshops, and meetings. Students using cell phones during these times may have them confiscated.

Students may not use the studios, studio pianos, sound systems, media carts or DVD players without permission.

With advance approval from the School Office, students may post messages and/or notices on the Student Notice Board. It is considered defacement of property to affix anything to the lockers or walls of the building. Students who deface or otherwise intentionally damage the San Francisco Ballet Building may be subject to immediate dismissal or additional fees for repair and/or cleaning.

## **SEXUAL ACTIVITY**

Sexual activity of any kind is prohibited at any SF Ballet function or facility and the Bowes premises, regardless of age. This can include but is not limited to indecent exposure, intercourse, consensual sexual activity, or other sexual activity not identified as sexual assault.

Sexual harassment and inappropriate behavior of a sexual nature is also prohibited. This may include: indecent exposure, inappropriate texts or photos of sexual reference, and unwanted verbal exchange or physical contact to what a student or faculty member deems as sensitive to their personal preference

## **FOOD AND DRINK**

Only water is allowed in the studios. Food, gum, or other drinks are prohibited in the studios. Eating and drinking is allowed in the hallway and in the Wellness Center. Litter is to be disposed of in available trash, compost and recycling containers. Students are expected to cooperate fully with keeping the building clean and in good repair.

## **HARRASSMENT AND OTHERWISE ABUSIVE BEHAVIOR**

SFB and SFBS prohibit all forms of harassment. This includes but is not limited to sexual harassment and harassment based on race, color, national origin, ancestry, religion, veteran's status, marital or domestic partner status, sex, sexual orientation, gender (including gender perception or identity), age, disability or perceived disability, citizenship status, medical condition, or any other legally protected characteristic.

No person shall abuse, harass, threaten, or exhibit behavior that harms or threatens to harm another person.

### **No Smoking:**

Smoking and vaping are not permitted in the San Francisco Ballet Building at any time by California law. It is illegal for students under 21 years of age to purchase or use vaping and/or tobacco products.

### **Drugs/Alcohol:**

Possession or use of alcohol and/or drugs of any nature is not permitted and is considered grounds for immediate dismissal. Student rooms may be searched at any time by a member of staff.

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## FREQUENTLY ASKED QUESTIONS

**Q. What is my student's class schedule?**

A. The first day's class schedule will be emailed to all participants one week prior to the start of the program. After the first day, schedules will be posted at the Ballet Building and Bowes Classes will generally take place between the hours of 9AM and 5PM however each day will be slightly different so that all students may participate in the variety of classes being offered. In their free time, students may watch other classes, Company rehearsals, or relax in the Student Wellness Center.

**Q. How do I contact School staff with a question?**

A. School Staff can be reached by phone and email during regular business hours (see front cover for contact information). If parents would like to speak to staff in person, please call or email in advance to set a meeting time. Upon arrival, please ask the lobby receptionist to contact the School Office.

**Q. How much money should my student bring for miscellaneous spending?**

A. It depends on what lifestyle your student is used to. Money may be needed for weekend movies, shopping, lunch, etc. Students should not keep or carry large amounts of cash. Most students bring bankcards or Visa gift cards. San Francisco Ballet Association will not cash any checks or money orders.

**Q. What do the students do on the weekends?**

A. All students have technique class on Saturdays. On Saturday afternoons, students may explore the city in small groups. On Sundays, students living in SF Ballet School housing may elect to attend the Sunday Excursions. Excursion information and sign-ups will be distributed in the spring.

**Q. How can I reach my student?**

A. Students are encouraged to travel with their cell phones. It is mandatory for international students to obtain a short-term contract or pay-as-you-go cell phone upon their arrival in San Francisco to allow them to reach the School Office and chaperones in case of emergency. If you are unable to reach your student on their cell phone, you may call the School Office and leave a message which we will relay between classes.

**Q. What is the weather like?**

A. Summers in San Francisco tend to be cool and foggy or warm and sunny - depending on where you're standing at any minute. Layering clothing is recommended because the temperature can range from 50-70 degrees Fahrenheit.

**Q. If students are interested in the SFBS year-round program, what should they do?**

A. Students who did not apply through the School Year audition process may ask to be considered during Summer Session. Students will fill out an interest form and will be assessed over the course of the summer session. Students should work hard in class and demonstrate a good attitude and mature conduct. Invitation and enrollment forms for the School Year program will be emailed to the selected students within two weeks of the end of Summer Session.

**Q. What happens if my student needs to see a doctor while attending the Summer Session?**

A. The student should notify the School Office. For out-of-town students, the School staff will arrange an appointment. Please note: Many health care providers will not accept foreign health insurance and may not accept an HMO or PPO from outside of this region. It may be necessary to pay at the time of service and then submit a claim to your insurance company for reimbursement.

## **STUDENT HOUSING**

San Francisco Ballet School has partnered with San Francisco Conservatory of Music in an ideal collaboration to provide housing for talented young dancers and musicians who are pursuing professional careers in their artistic field. Year-round, SF Ballet School occupies a full floor of the Conservatory's recently constructed Ute and William K. Bowes, Jr. Center for Performing Arts (the Bowes Center), located at 200 Van Ness Avenue in San Francisco's Civic Center/Hayes Valley neighborhoods. During the summer we expand to two floors so that nearly all summer students reside at the dorm. In addition to student housing, the Bowes Center offers study areas, a cafe for student meal service, and a restaurant open to the public.

The purpose of the San Francisco Ballet School Residential Program is to provide housing and a sense of community to our pre-professional ballet students. Our housing fees do not represent 24-hour supervision. We expect the students invited to live in our dormitory to be mature and responsible individuals whose primary goal is completing their professional ballet training at a leading school. Students will have free time and will be expected to make good life decisions. We reserve the right to ask any student to leave the dormitory if they are not compliant with the rules or supportive members of the community.

Please be aware that invitations to live in the residential program are extended for a specific term: the school year or summer program. An invitation for the summer or school year does not guarantee that the student will be invited to the dormitory during the following summer or subsequent school year.

Please note that rules and regulations may change as needed to ensure the safety and well-being of all students and staff. Please do not hesitate to reach out to the Residential Staff and School Administration if ever you have any questions.

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## **BOWES CENTER INFORMATION**

Students living in the dorms must adhere to the policies and rules set forth by San Francisco Ballet School (SFBS) regarding sign-in/sign-out, curfew, quiet hours, visitation, and weekends off campus. SFBS provides Resident Assistants, however, the tuition and fees paid for our program do not represent 24-hour supervision. Students will travel in small groups without Resident Assistants between Bowes and the SF Ballet Building. There will also be unsupervised leisure time. All students are expected to behave in a respectful and mature manner. It is the STUDENT'S responsibility to act within the boundaries of accepted social norms and within the law and to follow all rules.

Students may sign up for housing when completing their registration forms. Students will be placed on a waitlist if their payments or forms are received after the deadline as indicated on your acceptance letter. All students, regardless of scholarship or financial aid, are required to pay the \$300 Housing Registration Fee.

The summer dorm fees include a meal plan which offers breakfast and dinner each day beginning with dinner on move-in day and ending with breakfast on move-out day. Students must take their lunch with them to class as they are not allowed at the dorms during the day.

Roommate requests will be honored when possible. Please include roommate requests on your online housing form (will be distributed in April) by May 1. To ensure compatible roommates for all students, we cannot guarantee roommate requests. Roommate requests must be mutual.

### **Residential Life Contact Information**

[bowes@sfballet.org](mailto:bowes@sfballet.org)

Shared email account between all Resident Assistants and Residence Manager

Resident Assistant on-call/duty phone: 415-517-7342

Brittney Flowers, Senior Manager, Residential Life

[bflowers@sfballet.org](mailto:bflowers@sfballet.org)

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## **COMMUNAL RESIDENTIAL LIVING SKILLS CHECKLIST**

This checklist is designed to help families reflect on a student's readiness for residential life. While our students are still developing and acclimating to a more independent lifestyle, it is important that they encompass some basic life skills before living at Bowes.

We are here to provide support and guidance to students while contributing to what they've already learned at home. To be successful in a boarding environment, students should be able to manage most of the skills below with minimal assistance.

It is only recommended your child live in the dorms if you can answer yes to the majority of the questions listed.

### **DAILY ROUTINES AND ORGANIZATION**

- Can your child follow a daily schedule without frequent reminders?
- Does your child wake up independently using an alarm?
- Can your child prioritize tasks and manage time effectively?
- Does your child contribute to the cleanliness of their living quarters?
- Can your child maintain and keep track of their personal belongings?
- Can your child balance dance, academics, meals, rest, and a social life?

### **PERSONAL CARE**

- Does your child maintain basic hygiene without reminders?
- Can your child handle their daily medication (if applicable) responsibly?
- Can your child do laundry independently (sorting, using detergent, selecting the correct cycle and deciding what needs to be hung dry)?

### **SAFETY AND ESSENTIAL INFORMATION**

- Does your child know their own birthday, including the year?
- Does your child know their parent/guardian's birthday, including the year?
- Can your child state their home address without looking it up?
- Does your child know at least one parent/guardian phone number from memory?
- Does your child know which over-the-counter medications are appropriate for different situations?
- Can your child communicate with medical professionals about medications, medical history, and current health concerns?

### **SOCIAL SKILLS**

- Can your child communicate needs or concerns independently via email, text, or in-person?
- Does your child manage conflicts in a respectful and constructive way, seeking support when needed?

# SAN FRANCISCO BALLET SCHOOL

## IMPORTANT DATES

### SESSION 1 (Ages 12-15)

June 14 Dormitory Move-In

Students staying at the Bowes Center may move-in between noon (12 PM) and 5 PM

June 15 First Day of Classes

Students will be pre-assigned classes based on their audition. Placement is subject to change at the discretion of the artistic staff.

July 10 Last Day of Classes & Dormitory Move-Out

Students should anticipate being in classes until 1 PM. Students must move out of the dorms by 5 PM.

### SESSION 2 (Ages 15-18)

July 13 Dormitory Move-In

Students staying at the Bowes Center may move-in between noon (12 PM) and 5 PM

July 14 First Day of Classes

Students will be pre-assigned classes based on their audition. Placement is subject to change at the discretion of the artistic staff.

August 8 Last Day of Classes & Dormitory Move-Out

Students should anticipate being in classes until 1 PM. Students must move out of the dorms by 5 PM.

### MOVE-IN

Dormitory check-in will take place **12-5 PM at 200 Van Ness on each Program's assigned date (above)**. Photo badges will be issued, and Resident Assistants will be present to check-in students and help them get acquainted with the dorms. Access prior to 12 PM will not be available, even for luggage storage.

Upon your student's arrival, parents (guardians, or other adults accompanying your student) will be permitted to accompany the student to their room to assist with their belongings. If an adult will not accompany your students travel to SF, Residential staff will be present to greet your student and help them to their room with their belongings. All those accompanying a student are permitted to do so until the end of check-in at 5 PM.

### Nearby shopping for supplies in San Francisco:

Target – Groceries, Clothing, Electronics

IKEA – Home Furnishings

789 Mission St, San Francisco, CA 94103

945 Market St, San Francisco, CA 94103

Trader Joe's- Groceries

555 Fulton St, San Francisco, CA 94102 (entrance on Laguna St) & walking distance from Bowes & studios

### DORM ORIENTATION

Dorm orientation for dormitory students only will be held on **move-in day at 7 PM on the 12<sup>th</sup> floor**. Students will meet with the SF Ballet Residential Staff to go over dorm rules, safety, and answer any questions. **This meeting is *mandatory* for all dormitory students.**

# **SAN FRANCISCO BALLET SCHOOL**

## **PARENT/GUARDIAN RESPONSIBILITIES**

### **HOUSING FEES & CONTRACT**

A deposit and housing registration fee are required to secure the student's space in the dormitory for the summer session. The housing fee may be paid following one of the two payment plan options outlined on the Payment Authorization form.

- Housing Registration Fee: \$300
- Session 1 (Ages 12-15) Housing Fee: \$3495
- Session 2 (Ages 15-18) Housing Fee: \$3500

The housing fees will be added to your FACTS Payment Plan upon invitation. The completion of your student's Enrollment Packet will reserve your student's spot in the dormitory.

### **TRAVEL PLANS**

Parents/Guardians must submit the student's travel itinerary via the online form any time their student will be travelling to or from San Francisco. The following information must be provided:

- Student's dates of travel
- Airline and flight number
- Approximate departure/arrival times to/from the Bowes Center
- Mode of transportation to/from the airport (Taxi, Super Shuttle, etc.)

This information helps the Dormitory staff confirm late arrivals if a student has not arrived by the expected time.

## **BOWES CENTER INFORMATION**

### **ENTRY**

All students must enter through the front entrance on Van Ness Avenue. The entrance is locked between 12 AM and 6 AM each day; while locked, the entrance is accessible by using the intercom to contact SFCM Security. You may be asked by SFCM Security and/or the SFCM staff to show your SFCM badge as proof of residency when entering the building with a group of people. You will need to use your SFCM badge to pass through a security turnstile and again to utilize the elevator dispatch system. To keep yourself and other residents safe, do not let anyone into the building that you do not know.

### **BUILDING COMMON AREAS**

SFCM requires that all students treat all building areas with respect. Students must clean up after themselves in order to maintain the right to use the common areas. Nothing should be tampered with, moved, or removed from the common areas. All other SFCM policies and rules must be followed when students use the common areas. Violations will be documented and referred to the Office of Student Affairs. Building common areas include:

- Smith Student Commons (1<sup>st</sup> floor)
- Carol and Lyman Casey Terrace (12<sup>th</sup> floor)
- Foo Reading Room (12<sup>th</sup> floor)

### **INTERNET**

SFCM will make every effort to maintain the Wi-Fi network signal for its residents. SFCM, however, cannot guarantee an uninterrupted connection due to factors beyond our control (such as each student having 10 devices connected to the Internet). The Wi-Fi network is "SFB Students" and a password will be provided upon arrival.

The dormitory is equipped with a wireless network to provide internet access to students with wireless capable devices. The bandwidth allowance is meant to provide necessary access for academic, email, and standard internet



## SAN FRANCISCO BALLET SCHOOL

browsing; it will not support multiple streaming movies. If usage becomes an ongoing problem, sites such as Netflix, Hulu, and similar may have to be blocked from use. Wireless connectivity is a privilege and may be revoked if a student is not compliant with the student residence rules.

### PROHIBITED AREAS

SFCM students are strictly forbidden from entering SF Ballet's floors of the Bowes Center. SFBS Students are strictly forbidden from entering the other floors unless needing to do so to access emergency egress stairwells. Students are strictly prohibited from entering any building maintenance areas including but not limited to telecommunication closets, janitorial closets, air handling rooms, and the roof. Trespassing into any of the aforementioned areas, or areas not documented here but temporarily or permanently posted as restricted, will result in referral to the School Office and may result in suspension without refund from SF Ballet student housing, disciplinary suspension, and/or expulsion from SF Ballet. Construction Impact Note: Entry into any construction area is strictly forbidden. Trespassing into restricted areas may result in suspension without refund from SF Ballet student housing, disciplinary suspension, and/or expulsion from SF Ballet School.

## DORMITORY AMENITIES

### LAUNDRY ROOM

Washers and dryers are available on SFB's floor at the Bowes Center. Payments are made online through the Wash Connect app or with quarters. There is not a coin machine in the dorms. Students can exchange bills for quarters at a nearby bank. You can set up an online account before move-in and add funds to your account using the instructions below:

1. Go to <https://www.getwashconnect.com/> and make an account. You will add a credit or debit card to this account.
2. Then download the Wash Connect app on your phone and log in with that account.
3. You'll "add funds" to your account balance.
4. Bluetooth will need to be enabled on your phone.
5. While in the laundry room you will use the app to "search" for all available machines.
6. You'll then start the machine based on the instructions from the app.

Students living at the SFBS Dormitory must provide and launder their own linens: **bed sheets, blankets, pillows, pillowcases, towels, etc. All beds are extra-long twins.**

### KITCHENETTES

Each suite is equipped with a kitchenette including a kitchen sink, refrigerator, freezer, and microwave. Students may not bring or use any additional appliances without prior approval from the Senior Manager of Residential Life. Approved appliances include blenders and electric kettles with an auto shut off function.

Cleaning is the student's responsibility. Suites will be equipped with basic cleaning supplies.

Eating and storing food in the resident bedrooms is prohibited. All meal prep and eating must take place in the common area of the suite.

## DINING

The Summer Session meal plans include 2 meals per day, 7 days per week. Dining plans are intended for individual use only. The dining plan holder is the only person who will have access to the dining plan. Meals can be eaten in the café on the first floor or in student suite common areas. Please note we may be unable to accommodate food allergies.

# **SAN FRANCISCO BALLET SCHOOL**

## **AIRPORT TRANSPORTATION**

Transportation from the airport is the student's responsibility. SFBS cannot provide Resident Assistants or staff for airport pickups or check-in. Airport shuttles are available to the dorm and the downtown area. At SFO Airport, shuttle companies have van stops located outside the airport terminals' departure level. These companies will drop you off directly at your destination and are much less expensive than taking a taxi.

San Francisco International Airport provides resources for finding ground transportation on their website here: <https://www.flysfo.com/to-from/ground-transportation>. San Francisco Ballet School does not endorse these companies; the list is strictly informational.

Oakland International Airport also services the San Francisco Bay Area, however it is located farther from Bowes dormitory and ground transportation costs to the dorm will be higher.

Apps like Uber or Lyft are also reliable forms of transport to and from the airport, ranging from ~ \$40-\$60 one-way.

## **HOTEL INFORMATION**

San Francisco Ballet School does not endorse the companies listed below; the list is strictly informational.

There are many hotels in the Union Square area of San Francisco, which are a quick Uber/Lyft ride from SFBS and Bowes. If you have any questions about specific hotels or neighborhoods, we are happy to offer guidance. The Tenderloin is not a recommended area to book a hotel.

### **HOTELS NEAR SFBS/BOWES DORMITORY**

#### [INN AT THE OPERA](#)

333 Fulton Street  
415.863.8400

#### [HOTEL MAJESTIC](#)

1500 Sutter Street  
415.441.1100

#### [COURTYARD MARRIOTT SF DOWNTOWN/VAN NESS](#)

1050 Van Ness Avenue  
415.673.4711

#### [INN AT GOUGH](#)

135 Gough St.  
617.300.0956

#### [HAYES VALLEY INN](#)

417 Gough St  
415.431.9131

#### [HOLIDAY INN \(SF-Golden Gateway\)](#)

1500 Van Ness Ave  
415.441.4000

#### [BEI SAN FRANCISCO](#)

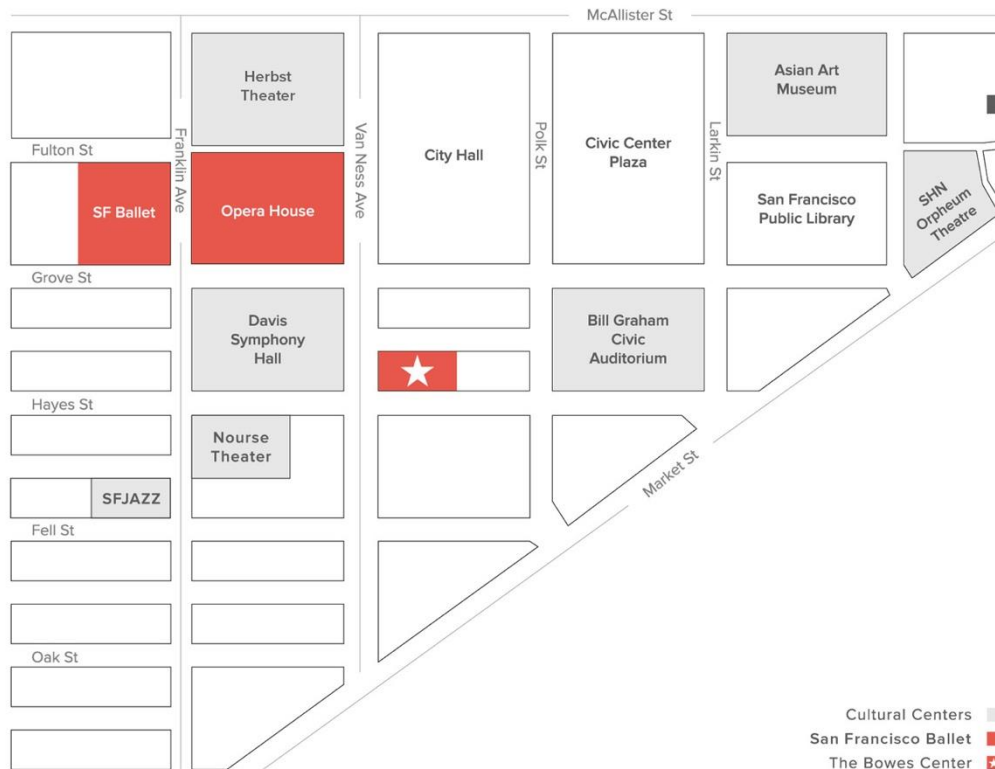
50 8th Street  
415.626.6103

# SAN FRANCISCO BALLET SCHOOL

## MAP, NEIGHBORHOOD & PUBLIC TRANSPORTATION

**The Bowes Center:** 200 Van Ness Avenue, San Francisco, CA 94102

**SF Ballet School:** 455 Franklin Street, San Francisco, CA 94102



### CIVIC CENTER/HAYES VALLEY NEIGHBORHOOD

Civic Center is a major artistic and cultural hub in San Francisco. The area is home to SF Opera, Symphony, SF Jazz, numerous theaters, museums, and San Francisco Ballet. Hayes Valley features numerous restaurants and shops. Students will be encouraged to explore the city and will be given the tools and guidance in how to do so in a safe manner. This is an important part of their development especially given that a ballet dancer's career starts very young. By age 18, most students are embarking on their careers. It is our goal that SF Ballet Schools students will be prepared to face the world as mindful, organized, and driven young adults.

San Francisco is not without the typical hurdles that metropolitan areas face. Homelessness is a reality that we live with daily. Residential Staff will work with students during the orientation to help students navigate this as we expect it will be a new experience for many students.

### PUBLIC TRANSPORTATION

Although students will be able to walk between the Bowes Center and SF Ballet School, if they wish to venture further across the city, they will likely take public transportation. MUNI is the public bus and light rail system within San Francisco. BART is the rail system that connects surrounding counties to San Francisco. For personal safety, students are required to travel in groups of three. MUNI is free for youth 18 years and younger.

<https://www.sfmta.com/fares/free-muni-all-youth-18-years-and-younger>

# SAN FRANCISCO BALLET SCHOOL

## MAIL

Students can have mail and packages sent to 200 Van Ness. The student's name and "SF Ballet School Student" must be indicated for timely delivery. Mail may also be addressed to the student at 455 Franklin Street and must note 'SF Ballet School Student' so that it can be directed properly. Please note, San Francisco Ballet School cannot be responsible for forwarding mail once the student has left the Dormitory. Packages that arrive at the dorm prior to the start of the session (1 week prior to move in) will be placed in student rooms prior to check-in.

## MAILING ADDRESSES

### Bowes Center:

Student Name  
SF Ballet School Student  
200 Van Ness Ave.  
San Francisco, CA 94102

### SF Ballet Building:

Student Name  
SF Ballet School Student  
455 Franklin St.  
San Francisco, CA 94102

## PACKING LIST

Required items to bring with you:

- Bed linens including a blanket and pillow (beds are Twin XL)
- Cell Phone and charger. **All international students should obtain a US cell phone upon arrival.** Alternatively, a student should obtain an internet phone number (ie google voice).
- Bath towels, shower shoes/flip flops
- Government issued identification (State ID/Driver's license or passport)
- Health insurance card
- Toiletries and personal medications, including sunscreen
- Street clothes appropriate for travelling in the city between the Ballet School and the Bowes Center (i.e., not ballet warm-ups; good ideas include jeans, sweatshirt/jacket and other items to layer. It is highly recommended for students to wear tennis shoes or other closed-toed walking shoes to protect their feet). Though San Francisco experiences relatively mild weather, students are encouraged to pack appropriate clothing.
- Bath caddy
- Reusable lunch bag for packing lunch to bring to the studio
- Reusable plate and utensils
- Laundry bag/ hamper/mesh laundry bags
- Laundry detergent, dryer sheets
- Spending money, preferably on an ATM card so students do not carry more cash than necessary.

Suggested additional items:

- Sewing kit
- Hangers for dorm closet
- First aid items that you will use regularly: band aids, reusable icepacks
- Activities for free time: books, games, etc.

Families may ship large items such as sheets, blankets, towels, etc. to arrive at Bowes in advance of their student's arrival. Items must not arrive at Bowes any earlier than one week prior to move-in. Please make sure that anything that is shipped in advance is very clearly marked with the student's full name. Please do not mail anything in advance to the SFB building (send to dorm only).

# **SAN FRANCISCO BALLET SCHOOL**

## **HEALTH INSURANCE AND IMMUNIZATION REQUIREMENTS**

### **HEALTH INSURANCE**

Students residing at the San Francisco Ballet School Dormitory must have medical insurance that covers medical care in the San Francisco Bay Area. Please be aware that many health care providers will not accept foreign health insurance and may not accept an HMO or PPO from outside of this region. It is recommended that students select a primary care physician in the Bay Area while living at the SFBS Dormitory.

The Ballet School will help students set up doctor's appointments for illness while residing at Bowes and dance-related injuries that are sustained while participating in the program. A staff member will accompany a student to all initial doctor's appointments and may attend follow up appointments as necessary. This does not include ongoing appointments that require weekly visits.

There are no plans that SFBS officially recommends. One option that many international students have found convenient is the POS plan with ISO Health Insurance: <https://www.isoa.org/>

## **STUDENT RESPONSIBILITIES AND REGULATIONS**

The following regulations are established to govern the conduct of individuals living and visiting the Dormitory. These regulations apply to all residents and visitors while they are in or around the SFBS Dormitory. In general, students with discipline problems will be referred to the School Administration. Violation of the policies outlined below may result in disciplinary action including revocation of scholarship, suspension, or expulsion. If dismissal from the School is deemed necessary, for any reason, tuition and housing fees will not be refunded. Responsibilities and regulations may change as needed to ensure the safety and wellbeing of all students and staff.

### **INDIVIDUAL RESPONSIBILITIES AND COMMUNITY RIGHTS**

#### **STUDENT ROOMS**

Rooms are assigned by SF Ballet School Staff prior to student arrival. Students may request a room or roommate, however neither can be guaranteed. Students will not be allowed to move rooms or switch roommates.

SF Ballet School Staff reserves the right to search a student room at any time with or without the student present and without notice.

Students who would like to decorate their rooms are only permitted to use blue painter's tape to affix items to the walls. Any other products, including but not limited to Command strips, Scotch tape, or Blu-Tack are forbidden and can result in fees at the end of the program.

#### **PHOTO BADGES FOR ROOM ENTRY AND MEAL SWIPES**

Photo badges are issued at check-in for use at the Bowes Center. There is a charge for any lost badge. No person shall permit others to use his/her/their badge for the purpose of improperly gaining access to the Bowes Center.

#### **Sign Out/Sign in process**

- Students need to sign out in person and share the destination and address with an RA any time they are leaving the dorms after class and on the weekends. In the middle of the day during breaks, they will sign out only when they are leaving the Hayes Valley/Opera Plaza areas. Students must sign-in at Bowes after their last class for the day before they can sign out again.
- Students must sign out in groups of 3 or more and there must be at least 1 cell phone with at least 50% charge left in the group.

## **SAN FRANCISCO BALLET SCHOOL**

- Students who do not attend class for the day may not sign out that day.
- During the student orientation at the dorm, we will go over areas that are excluded from sign out privileges/off limits, which include the Tenderloin neighborhood and Dolores Park.

### **CURFEW**

In order for students to be fully rested and best prepared for class, and to ensure a cohesive living community, the following curfews have been designated. Curfew may be adjusted from time to time at the Residence Manager's discretion.

Session 1 (Ages 12-15): curfew is 7 PM inside Bowes, 9 PM inside their own suite.

Session 2 (Ages 15-18): curfew is 8 PM inside Bowes, 9 PM inside their own suite.

If for any reason you may be late, you must notify a Residence staff member before curfew.

All students must follow the sign-in/sign-out procedures which will be described in detail at Orientation.

**QUIET HOURS begin at 10 PM .** During quiet hours, sound from a room should not be audible outside the room door nor in adjacent rooms. Quiet hours end in the morning at 6am, but students should still consider those around them that may still be resting.

No person shall cause or otherwise contribute to unreasonable noise in dormitory or surrounding areas. Unreasonable noise is that which interferes with or has potential for interfering with the legitimate rights of others. No person shall interfere with attempts of others to rest or sleep. Noise should not be audible from the street at any time.

### **CLEANING**

**Student Rooms:** All residents are expected to keep their own rooms clean and free of garbage. Rooms will be checked for general cleanliness and safety, with prior notice, once per week, or more often if necessary. Students are responsible for removing and properly disposing of trash and recyclables from their room. Students are responsible for washing all their own laundry on a regular basis. Students should supply their own cleaning products as there is only a limited supply provided by staff.

**Bathrooms:** All personal items in the bathrooms are to be kept in a bath caddy to make cleaning easier.

**Common areas:** Residents are expected to clean up after themselves when utilizing the kitchen and common areas. Students are responsible for washing any dishes/cooking utensils that they use after eating. No dirty dishes should ever be left in the sink after you are done eating/preparing food. Students are responsible for properly storing or disposing of uneaten food. If food spills onto the counters during preparation, students should utilize the provided disinfecting products to clean the surface for the next user. More information about chores and expectations will be provided at orientation.

### **RESIDENT AND NON-RESIDENT VISITATION**

Aside from the designated move-in and move-out times, parents, families, and friends are not able to visit past the first floor. The only guests allowed are enrolled students in the same program. All visitors must sign in with security. Visiting students must also leave their SFBS student badge with the Resident Assistant in the office. If a student does not bring their SFBS badge, they will not be permitted to visit the dormitories.

No person shall permit others to use his or her key fob for the purpose of improperly gaining access to the SFBS Dormitory.

## **SAN FRANCISCO BALLET SCHOOL**

All guests must leave the Bowes Center by the building curfew. At no time are guests, resident or non-resident, allowed into bedrooms. All guests must stay in common spaces in the suite and building.

A suite may only host up to 4 guests (other residents or current SFB students only) at a time. The front door to the suite must be propped all the way open and the bathroom door closed to not obstruct the sight line to the common space. Residents must return to their suite by curfew, also known as bed checks.

### **SATURDAY OVERNIGHTS**

Saturday overnights must be submitted by Thursday before the Saturday through the [Microsoft form](#). The Resident Assistant must see the student and adult to check-out when they leave. Hosts must be over the age of 25 and take full responsibility for the health and safety of the student while they are away from Bowes.

### **ALCOHOL, DRUGS & SMOKING**

Possession or use of alcohol and/or drugs of any nature is not permitted and is considered grounds for dismissal. No person shall organize or participate in a student group event where illicit drugs or alcohol are being consumed. Participation is defined as present at the event.

Smoking is not permitted anywhere on the grounds of the San Francisco Ballet Student Dormitory at any time by California law. It is illegal for students under 21 years of age to purchase or use cigarettes, e-cigarettes, or vaporizers.

### **PERSONAL AND COMMUNITY PROPERTY**

No person shall enter or remain in another individual's room without permission of that individual or without proper authorization.

No person shall tamper with or borrow without permission the personal property of others. Any student found stealing may be subject to immediate dismissal. No person shall damage, deface, or destroy any SFBS Dormitory property or the property of another individual. This is to include but not be limited to writing on or placing holes in walls, doors, windows, etc. Stickers are not allowed on doors or walls. Wall decorations should be hung with materials that will not damage walls or paint. Any damages will result in the resident being charged the rate given by SFCM's facilities staff.

No person shall, without proper authorization, remove any property from its assigned place. Dormitory room furniture is to remain in assigned rooms. In addition, no outside furniture is to be brought into the Dormitory.

### **SAFETY OF THE INDIVIDUAL AND COMMUNITY**

#### **APPLIANCES**

All food preparation must take place in the kitchenette/common area. Electric kettles and blenders are permitted in the common area. The use of appliances such as rice cookers, microwaves, open-coiled electric or heating appliances of any kind are not allowed in individual bedrooms.

#### **FIRE HAZARDS**

**No person shall have an open flame in their room. This includes the burning of candles, incense, matches, lighters, etc.** Those found in violation may be subject to SFBS sanctions. Burning of pointe shoe ribbons or the use of jet glue must be done in the 5<sup>th</sup> floor office at the dormitory. Halogen bulb lamps are not permitted.

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Residents shall not hang any materials on their ceiling or exterior door such as posters, flags, nets, etc. Fabric may not cover any portion of a light fixture in student rooms. No person shall possess weapons, explosives, or hazardous materials of any kind while in the Dormitory.

No person shall falsely report a fire, nor interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations. Tampering with any part of the building's fire alarm system, fire doors, hose, or extinguisher is prohibited. Those found in violation may be subject to a \$1,000 fine for each offense and/or SFBS sanctions.

### **FIRE SAFETY POLICY**

All members of the SF Ballet School community have a duty to observe policies designed to ensure fire safety in SF Ballet and SFCM buildings.

#### **SAFETY DRILLS**

All SF Ballet community members must comply with and participate in fire drills. Fire drills are conducted to test the life safety systems in SF Ballet and SFCM facilities as well as for the SF Ballet community to practice building evacuation procedures.

#### **APPROVED APPLIANCES**

- Blenders: Nutribullet or Magic Bullet, Ninja personal blenders, or Oster Pro 1200
- Electric Kettles: Hamilton Beach or Cuisinart. They must be less than 2 liters and must have auto shut off.
- Toaster: 2 slice toaster. No toaster ovens.
- Coffee maker: Nespresso pod style or Keurig pod style
- Rice cooker: 3 cups or less
- Air Fryer: 7 quart or less
- Slow Cooker (Crockpot): 6 quart or less; must have an auto shut off

#### **PROHIBITED ITEMS**

To ensure fire safety in SFCM buildings, you should be aware that items listed below are not permitted in SFCM offices, studios, or student housing without prior approval.

##### **Prohibited Domestic Kitchen Appliances**

- Space heaters and other portable heating devices
- Toaster ovens
- Hotplates, electric skillets
- Microwaves and convection microwaves (except what is provided by SFCM)
- Submersion coil water heaters
- Other small cooking appliances, such as a "George Foreman Grill," electric waffle iron, and electric sandwich press
- Smokeless indoor grill

##### **Prohibited Equipment**

- Any items and materials with open flames or that are combustible
- BBQ grills (charcoal, gas or other fuel)
- Portable gas ranges
- Tobacco, incense, or any item that burns or smolders when used



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- Candles, oil lanterns, and lamps
- Body weight scale
- All items powered by combustible fuels (such as a motorcycle)
- All flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.)
- All fireworks, explosives, etc.

### **Prohibited Other Hazardous Items**

- All corrosive (or poisonous) chemicals and hazardous materials
- All lightweight extension cords and/or multi plug outlet adapters
- Heavy weight power strips or extension cords without safety circuit breakers
- Multiple approved power strips or extension cords connected together ("chaining")
- Non-UL safety approved electric powered appliances
- All portable heating devices (space heaters of any type)
- Combustible materials as door decorations covering more than 20% of doors total

## **RESPONDING TO VIOLATIONS OF THE FIRE SAFETY POLICY**

Students found in violation of the Fire Safety Policy will be referred to the School Administration for disciplinary action.

## **ADDITIONAL SAFETY RULES**

For safety, all hallways, exits, stairwells, and doorways need to be completely free from furniture, garbage, bicycles, or other things that would limit access. Athletic games and rough housing are not allowed inside the dormitory.

No person shall throw or drop anything from a dormitory window or the terrace.

Those found in violation may be subject to a \$1,000 fine, clean-up costs, and SFBS sanctions. Telecommunication closets, janitorial closets, air handling rooms and fire escape stairwells are completely off-limits except in the case of an emergency or if directed by dormitory or emergency staff.

# SAN FRANCISCO BALLET SCHOOL

## FREQUENTLY ASKED QUESTIONS FOR STUDENT HOUSING

**Q. What do the students do in the evenings?**

A. Students mostly will rest, relax, and prepare for the next day of classes. Students will likely return to the dorms around 4:00pm. After a shower, dinner, and a phone call home, there might be time to borrow a movie or a game from the RA Office and before you know it, it will be time for room check and quiet hours.

**Q. What about the weekends?**

A. All students have classes on Saturday. Saturday afternoons, students may explore the city in small groups (of at least three). Sometimes RAs will arrange trips to destinations in the city: museums, the zoo, shopping, etc. On Sundays, students may elect to attend the Sunday excursions to Bay Area attractions such as Fisherman's Wharf and the Golden Gate Bridge. Excursions will be available to purchase online in the School e-Store in the spring. Each excursion fee ranges from approximately \$50-\$120.

**Q. Can students sign out overnight from the dorms to stay with family or friends?**

A. Yes, with prior permission and notice to the Resident Assistants, student may stay overnight away from the dorms on Saturday night with a host that is 25+. The electronic form must be submitted prior to the student signing out.

**Q. Who will my student room with at the dorms?**

A. Students will be paired primarily by age and level. If students have a roommate request, BOTH students should indicate their preference on the online Housing Form distributed in the spring. Requests after May 1 may be sent directly to [bowes@sfballet.org](mailto:bowes@sfballet.org). We do not share roommate assignments before the start of the program.

**Q. How can I reach my student?**

A. Students are encouraged to travel with their cell phones. You may also call the RA cell phone – the phone number will be distributed during dormitory orientation & is listed in this handbook. The RA Office is staffed morning and evenings while the students are at the Bowes Center. International students should obtain a U.S. cell phone upon arrival. While students are in classes, you may call the School Office at 415-865-6700.

**Q. What is the weather like? What clothing will I need for San Francisco?**

A. The summers here tend to be cool and foggy or warm and sunny - depending on where you're standing at any minute. Layering clothing is recommended. You may leave the Ballet Building in shorts where it's sunny and warm and by the time you reach the dorms, it may be cold and foggy. We strongly suggest that students wear athletic shoes or other comfortable closed-toed shoes to protect their tired feet while they travel between the Ballet School and the dorms. Students should also wear regular street clothing – not just ballet warm-ups – over their ballet clothes while travelling through the city.