



New Ballet

• San Jose •

Student Handbook

40 N. First St. San Jose, CA 95113

408.352.5616

newballetschool.org

The New Ballet School - San Jose (NBS) provides unparalleled training for serious pre-professional ballet students. NBS is proud to feature the American Ballet Theatre National Training Curriculum and is one of only five schools nationwide designated as an American Ballet Theatre Certified School.

Training at NBS focuses on developmentally appropriate instruction and dancer health for each student. Our certified teaching staff has many years of experience bringing high quality artistic training to students ranging from 2.5 years to 22 years old. The majority of our staff have danced professionally and understand first-hand the elements required for an artist's development.



School Policies

Payment

Tuition, including registration fees, deposits, and merchandise, is non-refundable. Any payment more than one week late will be subject to a \$25 late fee. All new students incur a one-time, non-refundable \$75 enrollment fee. Enrolled students who, due to injury or serious illness, are forced to withdraw prior to the end of the school year should inform the School Office immediately with a letter of medical release. Such students may be eligible for partial refund. An early withdrawal penalty of \$200 will be charged for students who withdraw due to circumstances other than injury or illness. Students not current in payments may be ineligible to participate in performances.

School Year

Students must register for a full season of ballet training (September-May) in order to attend classes in either the Primary Division or the Pre-Professional Division of the New Ballet School with the exception of classes eligible for semester rates. Classes must have a minimum of 4 enrolled students by October 15th to continue. If classes have less than 4 students, currently enrolled students will receive a refund for remaining classes.

Attendance

Students are required to attend all scheduled classes and are expected to inform the school of an intended absence prior to class by calling or sending an email including the student's name, class level, reason for absence and duration of absence, (if longer than one class) to the school at 408.352.5616 x205 or attendance@newballetschool.org. Attendance will be taken in every class. The School does not provide "make-up" classes in the Pre-Professional Divisions. Students in the Primary Division are allowed 2 make-ups in the first semester and 1 make-up in the 2nd semester if before March. An excused absence will be given if a student is ill. Excused classes are still absences, however, and effect casting, exam and performance eligibility, and level promotion.

Illness

Students should not attend class when ill and return only when symptoms have subsided in order to prevent the spread of germs to other students and teachers.

Conduct

All parents must review the Code of Conduct with their student and ensure the student understands all rules regarding student behavior. Parents must sign and turn in their Code of Conduct agreement to the School Office (also available online) within one week of their student's first class. If the agreement has not been turned in after one week, the student will not be permitted to participate in class until the agreement has been received.

Observation

Parents are invited to observe classes during Parent Observation Weeks, which occur two times a year. This is the only occasion when parents are permitted to observe class. Cameras and recording devices are allowed but posting of other students without permission from their guardian on social media is prohibited.

Performance Opportunities

Students in Primary A-Level 6 are eligible to perform in The San Jose Nutcracker and a story ballet in the Spring. A variety of other performances opportunities arise throughout the year that students may be eligible for. Studio Company also has a contemporary works performance in addition to the mentioned performances and various other smaller performance opportunities throughout the year.

Advancement

Level promotion is subject to each individual student's development and is at the discretion of the Director, Principal, and Faculty. Students will not necessarily be promoted to a higher level on an annual basis. Poor attendance may impact a student's placement. Pre-Professional Division Students will be scheduled a yearly evaluation meeting at which the student, a parent, and the student's primary teacher, will discuss the student's progress. Placement for the following School Year, and examination results for participating students may be discussed in evaluation meetings. Questions regarding level placement, student performance, progress, and all other concerns regarding students' training and classroom behavior should be either directed to the School Principal or brought up in yearly evaluation meetings. To make an appointment with the School Principal, please contact the School Office.

Examination

The opportunity for select students to be examined by ABT examiners will be provided each year. Typically, examinations occur in the beginning of March. Examinations will not be mandatory, although all students who are determined to be ready for examination will be encouraged to take advantage of this opportunity for further feedback and recognition. The examination will consist of a ballet class prepared by each Level's primary teacher. Preparation for the examination will occur during regular class work, and students presented for examination will be thoroughly prepared. Faculty will provide guidance in determining whether or not a student or class is ready for examination, and at what level.

The examination will be composed primarily of dancing, with some oral questions regarding dance theory. The examination process is designed to be a fun and positive performing experience and does not involve a written test. Upon completion, students will receive an evaluation with feedback on their performance and progress, as well as a formal certificate. A student's examination score and evaluation will be an additional form of feedback, providing insight into the student's development. While examination scores may be taken into consideration, student level placement for subsequent School Years will be determined by the Faculty and will be discussed with parents along with examination scores and evaluations at each student's yearly evaluation meeting.

School Policies continued

Examinations cont.

There is a nominal fee associated with participating in American Ballet Theatre Examination classes. Students and families will be responsible for this fee, should they choose to participate in examinations. This fee covers the cost of the exam fee as well as flight and accommodations for the examiners.

Parent Information

- Please read all emails from the School Office for up to date information.
- Please notify the school immediately if any of your contact information has changed, particularly your email address.
- Students must sign in and out with a security guard upon entering and exiting the building. Students are not permitted to leave the building without a parent or guardian.
- Parents must pick up their students within 15 minutes of their class end time. Parents who pick up their child later than 30 minutes after their class end time will be charged a \$30.00 fine.
- Children should not be left unattended in the school lobby. The ballet school staff will not be held responsible for any accidents/injuries. No pets allowed.
- Students must put all personal belongings in cubbies; any items left behind or lying around will be placed in lost and found. Students should never leave money or valuables unattended. The New Ballet School cannot be held responsible for lost property.
- No food or drinks are allowed in the studios. Chewing gum is prohibited in class and elsewhere in the building.
- Only staff members may write on or post anything on the bulletin boards, schedules or notices.
- All policies are set in the best interest and safety of students, consideration of staff, and professionalism of the school.

Non-Discrimination Policy

The New Ballet School - San Jose recruits and admits students of any race, religion (creed), gender, gender expression, or sexual orientation, in any of its activities or operations to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, religion (creed), gender, gender expression, or sexual orientation in administration of its educational policies, scholarships/financial aid/fee waivers*, educational programs and/or performance activities*. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public-school district initiated, desegregation.

*Should they exist

All Policies subject to change

Code of Conduct

The New Ballet School's mission is to foster the talent of school age to professional students in a professional environment. To that end, this code of conduct has been established to enhance all students' experience by creating a safe and healthy atmosphere.

Respect Your Peers

Students are expected to treat everyone around them with dignity, kindness, and respect. A student's words and actions should be uplifting and encouraging, without negatively affecting the physical and emotional well-being of others. Therefore, students are expected not to verbally or physically harass one another, whether during The New Ballet School related activities or at any other time outside of the ballet school. Harassment includes any inappropriate comments or conversations about others, whether they are in person or in writing (including letters, phone calls, emails, texts, communication via social networking websites or any other form of communication). Students must keep in mind that gossip and bullying is damaging to their classmates and everyone around them and distracts them from their focus at The New Ballet School, which is to learn the art of classical ballet and support one another in this endeavor.

Respect Your Authority Figures

Students are expected to know and comply with The New Ballet School policies. Students are to maintain a respectful attitude toward their instructor, pianist, administrative staff, faculty members, and all other The New Ballet School staff at all times. Students must practice good behavior in and out of the classroom and follow all directions and corrections by their instructor. Being respectful toward others and paying attention in the classroom require a positive attitude and putting forth one's best efforts at all times. When in the lobby, students must be respectful of the ballet facility and working environment by using a quiet voice and being calm in their conduct, including cleaning up after themselves. Students must treat the schools and other people's property with care.

Respect Yourself

Students must not use or possess tobacco products, alcohol, or drugs. Students must not use inappropriate language. Students must not use negative body talk towards themselves. Students should be prepared for their classes by being on time and following the dress and grooming standards as described in the school policies. Students are expected to attend all classes and report absences in advance.

Parent and Family Code of Conduct

Parents and families are expected to treat all students, faculty, and staff at with dignity, kindness, and respect. Words and actions should be uplifting and encouraging, without negatively affecting the physical and emotional well being of others. The New Ballet School promotes a positive and welcoming environment; please help us to further support this by adhering to the following:

Parents and families are expected to refrain from commenting on any student's physical appearance, technical ability, or any other sensitive issues at The New Ballet School related activities or at any other time outside of the ballet school. This includes but is not limited to the following forms of communication: letters, phone calls, emails, texts, and social media posts.

Encourage your student and others to enjoy their training and to have fun. Providing support to your student and other students will further encourage their training and build the confidence they need to excel in their ballet training.

Please respect the decisions and expertise of The New Ballet School Faculty and Staff. Faculty and Staff have the students' best interests in mind when making decisions regarding the school and students.

-The code of conduct above is not exhaustive – any student behavior that causes distraction, discouragement or damage to the classroom, ballet building, theatre or to anyone associated with The New Ballet School, will not be tolerated. Anyone who witnesses or is aware of a violation to this code of conduct is expected to report it to the School Director or to a member of the School Administration. Violations of this code may result in one or more of the following disciplinary actions: a verbal warning, "time out," dismissal from class, notification of parents/legal guardians, one-on-one meeting with the School Director, or meeting with the School Director and parents/legal guardians. On-going or serious violations of this code of conduct may result in expulsion from The New Ballet School.

Dress Code

Grooming-Girls

- Girls hair must be in a tight, sturdy bun. Small and subtle decorative hair items such as flowers or barrettes without dangling embellishments may be worn.
- No bangs or fly away hairs.
- Ballet tights are underwear and should be washed after each use. Ladies in the Pre-Professional Division may not wear additional underwear beneath tights.
- No jewelry or nail polish allowed except for small and subtle stud earrings.
- All students must have their elastics sewn on their shoes. Both across the foot and crisscrossed are acceptable.

Grooming-Boys

- Boys Hair (Senior Pre-Professional Division) must be cut short above the chin and bangs brushed off the face. Boys Hair if long (Primary and Junior Pre-Professional Division) must be secured back from the face in a tight pony tail.
- Boys must wear a dance belt and ballet tights in Levels 3A and up, not leggings.
- All students must have their elastics sewn on their shoes. Both across the foot and crisscrossed are acceptable.

How to make a proper ballet bun

What do I need?

- Hair brush with nylon or natural bristles (close bristles).
- One or two large covered hair elastics, depending on thickness of hair. Thinner hair can be tightly held with only one elastic, and a flat bun is the desired outcome so don't add extra bulk if it is not needed.
- Nylon hair net (matching hair color-available in most drug stores).
- Thick hair pins (not bobby pins). Hair pins (U shape) are thicker and will grip more hair than bobby pins which may slide out of your bun.
- Bobby pins, and/or small metal push barrettes (matching hair color) to hold back bangs, wisps, and any loose pieces of hair that do not fit into the ponytail.
- Hair spray, gel, and spray bottle with water.

How do I make the bun?

- Brush hair smooth and free of tangles. Wet hair with spray bottle and comb through gel.
- Pull hair back neatly into a ponytail at the back of the head or higher using a brush and then comb to avoid lumps until hair is completely tight and smooth. This is the key step. Ponytail placement determines the height of the bun.
- Secure ponytail tight with 2 hair elastics.
- Use plenty of hair spray to eliminate wisps around the head and smooth any remaining bumps of hair.
- Twist the ponytail as you gradually wrap it around the hair elastic creating a tight, flat, coiled circle, inserting hair pins (not bobby pins) as you wrap. Insert the hair pin horizontally and twist flat once both hair from the ponytail and head are secured. Use plenty of pins (12-16 on average). For thicker hair, split the ponytail into two sections and do two coils.
- Wrap hair net around it as many times as it will allow for a snug fit.
- Spray any wisps with hair spray and secure any short, loose hairs around the neck and face with bobby pins.

Short hair

- Short hair must be slicked back with gel and hairspray, and secured with a black elastic headband, bobby pinned or attached with small metal barrettes to the head so that it will not slide and become a distraction to the student. Must withstand jumping and turning.
- No hair may be hanging in the face. Use bobby pins or small metal barrettes to secure any dangling strands of hair around the face and back of neck.
- If hair is long enough to form a ponytail at the nape of the neck, a ponytail should be worn as well as the black headband.

Uniform Requirements

All students Primary A-Studio Company

One leotard/uniform per weekly class recommended. ABT uniforms, tights, and Primary Division ballet shoes available for purchase at Student Services.

Ladies should wear ballet pink, non-seamed tights. Canvas or leather ballet shoes are acceptable.

Gentlemen in the Primary Division and Junior should wear white socks and white ballet shoes. Gentlemen in the Senior Division should have both black and white ballet shoes and socks.

Primary Division

Creative Movement and Pre-Primary: No uniform required. Dancewear, including ballet shoes, suggested.

Students may purchase the Primary A uniform in this level.

Primary A: ABT Skirted Leotard in White (ABT01)

Primary B: ABT Skirted Leotard in Lemon (ABT01)

Primary C: ABT Skirted Leotard in Candy (ABT01)

Primary A, B, C boys: ABT Youth Cap Leotard (ABT07) and Youth Shorts (ABT08B)

Primary Boys Class: White T-shirt and Black shorts (any brand, just minimal or no logos)

Junior Division

Level 1A & 1B: ABT Sleeveless Leotard in Aqua (ABT02)

Level 2A & 2B: ABT Sleeveless Leotard in Lilac (ABT02)

Level 3A: ABT Sleeveless Leotard in Magenta (ABT02)

Level 3B: ABT Sleeveless Leotard in Bluebell (ABT02)

Boys Levels 1A-2B: ABT Youth Cap Leotard (ABT07) and Youth Shorts (ABT08B)

Boys Levels 3A & 3B: ABT Youth or Adult Cap Leotard (ABT07/ABT09) and Stirrup tights (81AM)

Senior Division

Level 4A: ABT Cap Sleeve Leotard in China Blue (ABT04) and matching wrap skirt (ABT06)

Level 4B: ABT Cap Sleeve Leotard in Coral (ABT04) and matching wrap skirt (ABT06)

Level 5A: ABT Cap Sleeve Leotard in Violet (ABT04) and matching wrap skirt (ABT06)

Level 5B: ABT Cap Sleeve Leotard in Sapphire (ABT04) and matching wrap skirt (ABT06)

Level 6/SC: ABT Cap Sleeve Leotard in Black (ABT04) and matching wrap skirt (ABT06)

Gentlemen: ABT Youth Cap Leotard (ABT09) and Stirrup tights (81AM)

Character/Modern/Contemporary

Level 4A Girls Character: Black Character Skirt 24" (just below the knee)

Suggested retailer: Motionwear 1364

1 inch Character Shoe in black

Suggested retailer: Capezio 550 or So Danca CH550

Level 4A Boys Character: Black Mariano character shoe

Suggested retailer: Sansha BR91

Levels 3-6/SC Modern/Contemporary

Students will may wear form fitting or slightly loose clothing over their uniforms. No shoes are required but students may wear socks or contemporary footwear of choice.

Level 5B and 6 tutu requirement

Female students in levels 5B and 6 are required to purchase a white rehearsal tutu for partnering class and white leotard for performances.

Studio Company Dress Code

Male and Female Studio Company dancers are expected to purchase the Level 6 school uniform to wear during school classes. They may wear the uniform described below during company activities.

Ladies

- Any white or black solid colored leotard with matching short skirt
- Pink tights
- No shorts or cover-ups; pink tight leg warmers may be worn at the barre if it is cold

- Hair secured neatly away from the face for all classes and rehearsals
- Hair must be cut in a style that can be put into a classical bun and must be color appropriate for classical ballets

Gentlemen

- Any white or black shirt or bodysuit, must be tight fitting and tucked into tights
- No logos or patterns. No messy or fraying hems
- Any white, black, or grey tights
- White or black shoes in a color that coordinates with socks or tights (must have both)
- Must be clean shaven
- Must have a haircut, color, and style that is appropriate for classical ballet at all times unless otherwise directed

Tuition Policy

Payment Options:

Plan 1: One payment

- One Payment • Full payment due upon registration

Plan 2: Two Payments

- 1st payment automatically charged August 1
- 2nd payment automatically charged January 1
Automatic payment set-up required.** Fee of \$50 per year.**

Plan 3: Quarterly Payments

- 1st payment automatically charged on August 1
- 2nd payment automatically charged on November 1
- 3rd payment automatically charged on January 1
- 4th payment automatically charged on March 1
Automatic payment plan required.**Fee of \$100 per year.**

Plan 4: Monthly Payments

All payments charged on the 1st of each month from August through May

Automatic payment required.** Fee of \$150 per year.**

*To pay by alternate methods, a credit card must be on file and payment must be made by 4:00pm the day before payment is due or your credit card will be charged the amount due.

Deposits:

Returning Students must submit a \$200 deposit and registration forms by May 15th to receive Payment Plan fee waivers. Please do not miss this important deadline. New Students must submit a \$200 deposit, registration forms, and \$75 registration fee to reserve a spot. Class size is limited. Deposits are non-refundable and applied towards tuition.

Sibling Discounts

Families who register more than one student will receive 10% off each additional child's tuition. The first child (or the child with the highest tuition) will pay full price. The 10% sibling discount will be taken off the already discounted price, if the family is also receiving any other discounts.

Scholarships and Financial Aid

A limited number of merit scholarships, as well as financial aid assistance packages, are available. The number of scholarships and amount of financial aid awarded is based on available funds, and careful consideration is given to every application and award. Once awarded a Merit Scholarship or Financial Aid, students must sign a contract agreeing to the terms of the award. Should the student exit the program without prior written consent from The New Ballet School they will be ineligible to apply for a scholarship in the future.

Scholarships

All students in the Pre-Professional Division are automatically considered for Merit Scholarships. There is no application process for Merit Scholarship awards.

Financial Aid

All students, including those currently receiving financial aid, who are interested in receiving continued financial aid must turn in a new Financial Aid Application each school year and before each Summer Intensive in order to receive continued financial aid. In order to qualify for Financial Aid, you must file a

PFS form through SSS online service. Please contact the School via email at school@newballetschool.org for more information on this process. If you have already gone through this process for Summer Intensive Financial Aid, be sure to turn in a Financial Aid form by May 15th.

Tuition Terms

Tuition, including registration fees, deposits and merchandise, are nonrefundable. Once enrolled, students are registered for a full year. Enrolled students who, due to injury or serious illness, are forced to withdraw prior to the end of the full year should inform the School Office immediately with a letter of medical release. Such students may be eligible for partial refund. An early withdraw penalty of \$200 will be charged for students who withdraw due to circumstances other than injury or illness. Students not current in their payments may be ineligible to participate in performances.