



# The School of New England Ballet Theatre

## Student & Parent Handbook

### 2022-2023 Season

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## Section One: Contact Information

### School Contact Information

The School of New England Ballet Theatre's Handbook is the collective resource for students and families for all applicable policies. Please note: The School reserves the right to terminate, amend or modify its policies at any time, for any reason with or without prior notice. The School will attempt to provide reasonable notice of any changes or additions to the policy. Any questions or comments about this handbook should be directed to the Director of The School, Victoria Manning.

At The School of New England Ballet Theatre we believe communication is key in providing an exceptional experience for students and their families. For questions, concerns or general inquiries, the best way to get in touch with us is via the contact information below.

School Email: [school@neballettheatre.com](mailto:school@neballettheatre.com) (Email or iMessage)

School Phone: 860-831-6328 (call or text)

School Website: [www.neballettheatre.com](http://www.neballettheatre.com)

We also utilize our Facebook and Instagram as a way to stay in touch and communicate with our families. If you're on social media, please like and follow us on Facebook and Instagram under The School of New England Ballet Theatre, @schoolof\_ne.ballettheatrect

### Student & Family Contact Information

In order to provide the best service to our students and families, it is essential The School has current and updated contact information for all enrolled students. We communicate primarily by email, it is imperative The School has an accurate and frequently checked email address on file. It is each family's responsibility to provide and update contact information as well as read all emails from The School. This is especially important in the event of an emergency.

### New England Ballet Theatre Mission

The mission of New England Ballet Theatre is to provide high-quality performances, to inspire through exceptional educational programs, and to cultivate an appreciation for dance throughout the community.

Our goal is to be a guiding example of how the celebration of diversity and support of our artists can create cutting edge new ballets that uplift, unite and strengthen our community and beyond.

### **About**

The School of New England Ballet Theatre is dedicated to ensuring ballet is accessible to everyone. We welcome students into a nurturing and supportive environment where they are encouraged to maximize their potential and further develop themselves as dancers and individuals. We foster and challenge their artistic and technical pursuits and support every dancer on their journey. We hold ourselves to high standards with exceptional education programs curated to excite the joy of movement within everyone. All students benefit from The School's passionate faculty and exceptional guest teachers.

## **Section Two: Program Expectations**

The School strives to partner with students in their own success. The policies below are intended to ensure overall safety and integrity in training.

### **Registration & Class Schedule**

Each NEBT family is required to create an account through our Dance Studio Pro Portal that includes emergency contact information, class enrollment/schedules, tuition balances, statements, and access to make payments.

To register for classes and access the Portal, please click here:

<https://dancestudio-pro.com/online/newenglandballettheatre>

Students are expected to participate fully in all classes that they are enrolled in. The curriculum is designed to build versatile and technically strong dancers aimed toward success. Program schedules are subject to change at the discretion of the Director and alternate modes of instruction (ex: Zoom) may be used should the situation arise.

### **Placement**

Students are placed in a level with dancers of similar technical and artistic capabilities. Please note placement is at the sole discretion of the Director. Our goal is to ensure students are placed at a level which safely challenges them.

### **Attendance**

Students are required to attend all assigned classes and rehearsals, either as full participants or, in the case of minor illness or injury, as attentive observers inside the studio. This includes all elective classes. Should a student anticipate absence, School staff should be notified

immediately. The School of New England Ballet Theatre reserves the right to remove a student from class or rehearsal in the event the student exhibits any signs of illness, including but not limited to Covid or flu-like symptoms, or other symptoms of a contagious illness, such as pink eye or rash. The School of New England Ballet Theatre also reserves the right to require a statement from a physician verifying a student's condition is not contagious to other students prior to the readmission of the student to future class or rehearsals. Missed classes for any reason are not eligible for refunds.

### **Injuries**

Students should inform a faculty member immediately about any injury. Injured students are not eligible for refunds and are encouraged to attend and learn through observation.

### **Student Arrival & Pick up**

The School of New England Ballet Theatre staff arrive 30 minutes before the start of classes. Students should not arrive more than 30 minutes before the start of their first class. All students must be picked up promptly after the last scheduled class of the day. If a student cannot be picked up immediately after class, please contact The School. A late pick-up fee of \$15/half hour will be assessed after 20 minutes past the end of the last class. In the event of an emergency, please call/text The School at 860-831-6328 or school@neballettheatre.com.

### **Tardiness**

The School of New England Ballet Theatre classes will begin promptly at the scheduled start time. Students are strongly encouraged to arrive early to warm up and stretch. (Please arrive no earlier than 30 minutes prior to the start of class.) Students who arrive 15 minutes after the start of class time will be asked to observe class as it is harmful to jump into advanced exercises without proper warm up.

### **Facility Use, Lunch, Breaks**

Students are expected to take care of the facility, dispose of trash and clean up after using any common spaces. The dressing rooms are available for students to change before or after class. Students are not permitted to use the restrooms as changing rooms. Students may not leave the facility during the day without written permission of School Staff.

Eating is permitted only in designated areas. No chewing gum, eating or drinking in the studio is allowed. Soda cans, bottles, cups or mugs will not be permitted in the studios.

Students are permitted to have a water bottle in the studio during class time. Students should only wear ballet or dance shoes on the studio floors. Street shoes are not permitted.

Please note students will not have access to refrigerators or microwaves.

**Allergen Awareness:** In order to ensure the safety and well-being of students and staff, the facility will be nut free. "Nut" includes all types of tree nuts and peanuts. Foods identified as "may contain traces of", "made in facilities", or "on equipment shared with" nuts or foods with coconut are ok.

## **Student Cell Phone Use**

While students may use personal cell phones during breaks, students must turn off and stow cell phones during class time. Students are prohibited from using cell phones in the changing areas and ALL electronic devices while in the studio during class time - this includes, but is not limited to cell phones, smart watches, gaming devices, music devices and cameras.

The use of cell phones by students is a privilege which may be revoked by The School Director at any time. Students found to be using cell phones or any other electronic media to intimidate, threaten, bully or harass another student or instructor will be subject to disciplinary action which may include dismissal from the program.

## **Personal Belongings**

Students should keep their belongings in the dressing rooms. Please bring only what is needed for class each day. Valuables should be left at home. The School of New England Ballet Theatre is not responsible for lost, misplaced, damaged or stolen items in any capacity. Students should mark all belongings with their name in permanent ink. Any lost and found items left unclaimed at the end of the program will be donated to charity.

## **Parent Observation/End of Program Viewing**

Parents are invited to join us in the studio (health guidelines permitting) during designated weeks.

### Parent Observation Rules

- Please respect the seriousness of the studio classroom
- Please no talking
- Please silence all cell phones
- Photography/Videography may be allowed depending on the repertoire being shared however, parents desiring to post images or videos online may do so only with the explicit written permission from the Director and only if their student is the only person in the image/video. No flash photography is permitted during class time
- Please wait for a class break to enter or exit the studio

## **Section Three: Student Conduct**

In line with New England Ballet Theatre's belief that a disciplined approach is essential to success and creativity, the following expectations of student conduct have been adopted and govern student behavior in all School-related environments. This includes but is not limited to classes and performances. The purpose of this policy is to ensure the fair and equitable treatment of all people and to ensure the efforts of students and staff remain focused on the professional development of dance artists.

Students are expected to conduct themselves in a courteous and respectful manner at all times and to adhere to the following:

**Respect for Others:** Students are expected to respect others' space, property, rights, well-being and dignity.

**Respect for Authority:** Students must listen to and follow instructions given by School Staff and Faculty.

**Respect for Self:** Students are expected to care well for themselves and refrain from any activity that could threaten their physical, emotional or mental health.

Students are forbidden from engaging in the following behavior:

- Violation of any law
- Verbal, written, online or physical harassment of any individual
- Threatening behavior or intimidation
- Sexual harassment
- Self-destructive or endangering behavior
- Lying, cheating or theft
- Bullying
- Drug or alcohol use or possession (including attending a School event under the influence)
- Smoking
- Possession of firearms, weapons, fireworks or explosives
- Swearing, cursing or yelling
- Gambling
- Filming or photographing in changing areas or restrooms

### **Non-Discrimination & Non-Harassment Policy**

New England Ballet Theatre believes in the power of dance to connect all people and as such is dedicated to the equitable, dignified and respectful treatment of all people in an environment free from harassment or discrimination. The School of New England Ballet Theatre prohibits harassment of any kind to or by any persons including but not exclusive to teachers, staff, students, parents and persons doing business with The School. This prohibition includes harassment for any unlawful or discriminatory reason such as race, gender, national origin, disability, age or religion. This policy also prohibits actions which, while they may not be serious enough to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful to others. Slurs, jokes, comments or rumors which are derogatory of a person's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are inappropriate for any School related event or activity. This policy extends beyond verbal harassment to include any form of online or digital harassment or bullying. Bullying also includes but is not limited to acts of intimidation or threatening behavior. Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct which may be in violation of this policy. A person who believes himself or herself to be the victim of discrimination or harassment should report the incident to the Director of The School. If a student only feels safe informing a parent, the parent should notify the Director of The School immediately so they have the

opportunity to address the situation and prevent further incidents to the best of their ability. The matter will be dealt with confidentially with disclosure only to the extent necessary for fair resolution of the matter and only to those requiring immediate knowledge. Failure to comply with this policy will result in disciplinary action which may include removal from the program.

### **Disciplinary Action**

It's the hope and desire of The School Faculty and Staff that the engagement in the rigors of training, the desire to pursue professional aspirations and a respect for all individuals keep students from any type of conduct infraction. However, students found in violation of any student conduct policy may be subject to any on of the following disciplinary actions:

- Verbal or written warnings
- Parent conferences (in person or by phone)
- Loss of privileges
- Loss of Scholarship
- Fines
- Suspension from classes
- Expulsion

The level of disciplinary action is at the sole discretion of The School Director. Serious infractions may result in immediate expulsion. The School of New England Ballet Theatre is not required to provide prior warnings to students and may, in its sole discretion, advance to more severe actions including expulsion.

### **Section Four: Student Dress Code**

Students are expected to adhere to the dress code. Faculty and staff have full discretion over what constitutes appropriate attire. Please see the separate document regarding dress code.

[https://docs.google.com/document/d/19rUV19-ujucNAmUulggeT3O-5psM\\_ayuoo6RYW8sWDs/edit?usp=sharing](https://docs.google.com/document/d/19rUV19-ujucNAmUulggeT3O-5psM_ayuoo6RYW8sWDs/edit?usp=sharing)

Students should not leave the facility in dance attire. Students should either change into street clothes or bring a cover up to wear over dance attire when they leave for the day.

### **Official Dancewear Retailer**

Beam & Barre  
241 E Putnam Ave  
Cos Cob, CT 06807  
203-622-0591

<https://www.beamandbarre.com/studio-requirements/>

## **Section Five: Payment Policies**

At The School of New England Ballet Theatre, we aspire to apply the policies consistently and fairly but please know we also understand extenuating circumstances. Contact us if you have any questions or concerns. Tuition information can be found here:

[https://docs.google.com/document/d/18FbzxLFR9TJsuJwhuGBpwA9z9w6ZvSAs\\_ph1tcYBU6E/edit?usp=sharing](https://docs.google.com/document/d/18FbzxLFR9TJsuJwhuGBpwA9z9w6ZvSAs_ph1tcYBU6E/edit?usp=sharing)

### **Payments**

All payments and fees are non-refundable and non-transferable. Students with outstanding account balances will not be able to participate in the program until their account is fully paid.

### **Payment Deadlines**

Tuition for the school year is divided into 10 equal installments September-June. All payments will be made either through your parent portal on Dance Studio Pro (preferred) or via cash/check brought to the office. You will receive your invoice on the first day of each month with the payment due on the 5th. A \$25 late fee will be charged for all late payments received after the 5th of the month.

### **Withdrawals and Refunds**

Students desiring to withdraw must provide The School with written notice of the withdrawal. Failure to attend does not constitute withdrawal. Program refunds (minus any non-refundable deposits) are only given in the case of a documented serious illness and must be accompanied by a doctor's note. In all other circumstances, families remain responsible for the full price of tuition for the session for which they registered. Injured students are not eligible for refunds and are encouraged to attend and learn through observation.

### **Delinquent Accounts & Declined Payments**

Please mark your calendar for payment dates and take an active role in making payments on your account. Should you have an issue with your scheduled payment date, please contact The School in advance. We understand that occasionally, extenuating circumstances apply and we will do our best to work with you.

Delinquent accounts and declined payments are subject to the following fees and actions:

- A \$25 fee will be charged for all declined credit card transactions. Please ensure The School has accurate credit card information.
- A \$35 fee will be charged for all returned checks.

### **Questions or Concerns**

Our hope is to provide both you and your student with a safe and rewarding experience. Any questions or concerns you may have are welcome. Please submit them to The School

Director, Victoria Manning at [school@neballettheatre.com](mailto:school@neballettheatre.com) so we have the opportunity to address them.