

CODE OF CONDUCT

Dance requires grace and poise from the student at all times. New Bedford Ballet students are expected to behave in a well-mannered fashion with dignity and respect for the studio, the study of dance, and all of the teachers. It is essential for students to display a professional attitude every time they enter the building. These rules should serve as guidelines for proper behavior, but must be supplemented by the decorum of parents and other guests. The resulting atmosphere will be that of a pleasant learning environment.

- Parents must wait in the waiting area. Students must wait for class to begin either in the dressing room areas or QUIETLY warming up outside the studio. Again, students must be silent and working to warm up and not engaging in loud conversation, which could be disruptive to classes. The main lobby is for parent or student waiting only, and small children should be engaged in quiet activity. Parents should meet their children in the lobby after class. New Bedford Ballet asks that waiting children wait inside the building for their parents.
- Siblings of students should never be left unattended to roam the building.
- Food and beverages may be enjoyed responsibly in the waiting room and dressing rooms only. Litter will not be tolerated.
- New Bedford Ballet is a non-smoking facility.
- NBB assumes no responsibility for lost or stolen property. Cell phones, iPods, and wallets should be placed in dance bags.
- Cell phones should be reserved only for student/parent conversations. Students who use the phones to talk to others during class or rehearsal times will be asked to leave the phone in the office until pick up or dismissal.
- NBB is a DRUG FREE studio.
- NBB will not tolerate swearing or inappropriate discussions in the studio or dressing rooms.
- Class payments should be made on time.
- NBB is a Bully-Free studio.

TUITION

- Tuition is calculated on a 36-week school calendar. For your convenience it is divided into 9 equal payments and due on the following dates for the 2023/2024 academic year: August 31st, September 28th, October 26th, November 30th, January 11th, February 8th, March 14th, April 11th, and May 16th.
- A \$10.00 late fee will be added to any tuition that is not paid on time.
- All tuition must be paid in full by May 16, 2023.
- Students with outstanding balances will not be allowed to participate in the final performance.
- Tuition is not refunded for missed classes. Payment is expected regardless of whether the student is present in class.
- To withdraw from a class, parents must give written notice to the school administrator at least one month in advance of departure. Parents are responsible for payment until the written notice is received.

ATTENDANCE

- Students are required to attend all classes and rehearsals within their level. This includes Ballet, Pointe, and Modern.
- Missed classes should be made up by attending the class level below.
- Missed classes are considered in evaluations and casting choices, and may hinder a student's progression to the next class level.
- To prevent injury, no student is permitted to participate in class if they are more than ten minutes late to that class. A student may observe class in this instance, however, the class will be considered as missed and must be made up.
- Excessive absences or tardiness can severely hamper a student's progress and result in injury; therefore, poor attendance may force New Bedford Ballet to restrict a student from participating in performances, result in the need for NBB to place a student in a lower level, and/or for a student to repeat a level.

BULLYING

This serves to inform students and parents of the ballet school (a) about the definition of and consequences for bullying, and (b) about the policy regarding aggressive and inappropriate behavior among students.

Students and parents understand that New Bedford Ballet has a zero tolerance policy concerning bullying. Bullying is defined as follows:

- Bullying can be physical, verbal, or emotional.
- Bullying consists of, but is not limited to: name-calling, violence, theft, rumors, exclusion, threats, intimidation, put-downs, and pranks.
- All students should be treated with courtesy and equality regardless of age, gender, race, religion, orientation, size, disability, intelligence, athletic ability or popularity.
- Student pledges to uphold the following rules:
 - To abide by the ballet school's policy concerning bullying and harassment.
 - To report incidents of bullying to a trusted teacher or staff member.
 - To stand up for victims of bullying.
 - To encourage others to treat all students with respect and courtesy.
 - To help make the ballet school a place where everyone feels safe and respected.
- Student understands that any incidents of bullying will result in the following consequences:
 - First report of bullying: Student/Parent/Teacher meeting.
 - Second report of bullying: Student/Parent/Teacher meeting. Class and/or performance consequence.
 - Third report of bullying: Student/Parent/Teacher meeting. Student will be asked to leave the school.

INJURY AND ILLNESS

- Injured dancers must watch class. Valuable lessons are learned through observation.
- If a student is sick and unable to attend, please contact the school staff at 508-993-1387. If no one is available to take your call, please leave the staff a voicemail message that includes the student's name and class level.

CANCELLATIONS/SUBSTITUTIONS

The school reserves the right to cancel class and/or substitute teachers when it deems it necessary or appropriate. If inclement weather forces the school to close, an announcement will be made via the school's telephone answering service, website, email, and Facebook. Please contact the school for instructions on how to receive text alerts for cancellations.

ADVANCEMENT

Each student is individually monitored on their progression and advanced to the next level based upon individual ability and readiness.

OFFICE

- No children should be left at the NBB studios if they are not attending a class.
- The office will be locked when the manager or assistant manager is not in the office.
- The front door of NBB will be locked after the last class for the evening has entered the building.
- Students are not allowed in the office at any time without permission.

CLASSROOM ETIQUETTE

- All dancers are expected to respect their teachers, their fellow dancers, and their art form. Any violation of classroom etiquette will be addressed by the Artistic Director in a telephone call or email to the parent.
- A NBB dancer is polite at all times, looking adults in the eye and responding with 'please' and 'thank you'.
- Dancers are required to treat their teachers and classmates with kindness and respect.
- Talking is not permitted during any class or rehearsal unless prompted by the teacher. Questions should be kept to a minimum. Students who cannot control their outbursts will be asked two times to stop talking then they will be asked to sit down for the rest of the class. If this behavior continues, the student's parents will be informed.
- Students will not correct other students. Students should devote all of their energy and concentration to their personal performance.
- Students will not interrupt the teacher.
- Dress code will be followed. The teacher should not have to remind students to remove extra clothing and jewelry.
- Unless injured or ill, students must participate in all combinations in class.

DRESS CODE

- The dress code at NBB exists for a variety of reasons. It is part of the tradition and etiquette of ballet, instills discipline and builds self-esteem, builds class unity and makes it easier for the teacher to see and correct mistakes. In addition, the uniform presents a unified and immaculate class to a group of observers in keeping with a professional standard of training.
- ALL STUDENTS MUST BE DRESSED IN THE APPROPRIATE UNIFORM FOR THEIR CLASS LEVEL.
- **Hair:** All girls must wear their hair in a neat bun for every class unless they have very short hair (a headband may be of use). A professional appearance should be maintained throughout all levels of our school.
- **Jewelry and appearance:** No jewelry is permitted with the exception of small earrings. Any other type of jewelry could be a hazard or a distraction while dancing.
- All students are required to wear appropriate clothing into and out of the building. This includes a cover-up for students of all ages and proper footwear. Dance shoes should never be worn outside.

YOUTH BALLET

The New Bedford Youth Ballet originated over thirty years ago with the purpose of giving committed dancers the opportunity to practice performing skills the entire school year and exposing the community to the world of ballet. NBB understands that students want to explore other activities; this is a choice made by the student. Acceptance of NBB Youth Ballet Policies must be made prior to auditioning. Students must audition each fall; even if they took part in Youth Ballet the previous year.

1. Be present at New Bedford Youth Ballet audition.
2. Return all Youth Ballet paperwork on time.
3. Commit to the Nutcracker and March In-School Performances. Students can apply for a waiver in extenuating circumstances by appealing to the NBB Board in writing.
4. Willingly help when moving sets, floors, mirrors, etc. at schools and at NBB.
5. Always represent NBB in a positive manner at performance venues and at NBB.
6. See Performance Attendance Policies.
7. See Performance Policy.

STUDIO I, II, AND III POLICIES

1. Students in levels D and E can go into the studio of their upcoming class up to 15 minutes early to stretch if there is currently no one in the studio. Lights are to be kept on and the door open.
2. Students in levels Discovery, Pre-Ballet, Adaptive Ballet, Foundation, Ballet A, Ballet B, and Ballet C will wait for the teacher to invite them into the studio.
3. Students cannot use the stereo system without permission from staff and/or teachers.
4. Students who would like to use studio space for preparation for an audition, preparing choreography, and/or rehearsing, MUST at least one week in advance and in writing, ask for permission to use the space. The written request will be discussed by the Executive Board and the student will receive an answer as quickly as possible.
5. Trash will be put in the trash bins. Recycling will be put in recycling bin.
6. All personal items cannot be left in the studios and must be put in lockers or taken home after each class.

DRESSING ROOM

If the following rules cannot be followed, the dressing room will have to be closed and will reopen when it is determined that the rules can be followed.

1. After each class or rehearsal, all items must be off the floor and put in lockers. If any items cannot fit in the lockers, they must be taken home each night.
2. All trash in a trash can and recycling in recycling bin. No trash found under costumes, bins, etc.
3. No food left in the dressing room overnight. No food in lockers. No food found under costumes, bins, etc.
4. All staff and teachers can come into the dressing room at any time and will be greeted with respect. Staff and teachers will knock prior to entering to make sure students are properly dressed.
5. During performances when dressing rooms are designated for a particular class dressing area, all staff, teachers, chaperones, and other performers who need to come into the dressing room to prepare to get into correct spots and to use the bathroom will first knock to make sure students are dressed appropriately. Students in the dressing rooms are asked to respond to the knocks and let it be known if students in the dressing room are dressed appropriately so that others can enter.
6. If anything in storage such as costumes, bins, props, etc., is out of place, students will put the items back in place.
7. Counter space will be kept clean and organized.
8. No inappropriate or offensive box labels, or items will be tolerated.
9. Students are not to take out and handle costumes, tutus, etc. at any time.

PERFORMANCE ELIGIBILITY

Attendance

All students MUST have at least 75% attendance to participate in performances. Attendance will be checked monthly. Students who are not meeting the 75% attendance requirement, therefore, in jeopardy of not being able to perform, will be given a warning. After a warning is given, student's attendance MUST improve. Following the warning, if attendance does not meet the 75% requirement, the student will not be able to perform.

Participation in Nutcracker, March Youth Ballet Performances, and June Performance

A. Current students of NBB in levels Ballet C, Ballet D, and Ballet E:

- To participate in Youth Ballet performances (Nutcracker and March performances), student must audition and commit to the entire Youth Ballet season from October – March.
- To participate in the June performance, student must be enrolled in the entire school year program.

B. Current students of NBB in levels Ballet A and Ballet B:

- To participate in Nutcracker performances, students must be enrolled from the beginning of the school year.
- To participate in the June performance, students must be enrolled in the entire school year program.

C. Current students of NBB in levels Pre-Ballet 3 and Foundation:

- To participate in Nutcracker performances, students must be enrolled from the beginning of the school year.
- To participate in the June performance, students must be enrolled by January 5.

D. Current students of NBB in levels Pre-Ballet 1, Pre-Ballet 2, and Adaptive Ballet:

- To participate in the June performance, students must be enrolled by January 5.

E. Current students of NBB in levels Discovery 1 and Discovery 2:

- Students in these levels do not participate in performances. Students in these levels will have a Parent's Observation the last week of the school year.

F. New NBB students placed in levels Ballet C, Ballet D, and Ballet E:

- To participate in Nutcracker performances, student must audition for Youth Ballet and commit to the entire Youth Ballet season from October – March.
- To participate in June performance, student must be enrolled by January 5.

G. New NBB students in levels Ballet A and Ballet B:

- To participate in Nutcracker performances, student must be enrolled from the beginning of the school year.
- To participate in June performance, student must be enrolled by January 5.

H. New NBB students in levels Pre-Ballet 3 and Foundation:

- To participate in Nutcracker performances, student must be enrolled from the beginning of the school year.
- To participate in June performance, student must be enrolled by January 5.

I. New students of NBB in levels Pre-Ballet 1, Pre-Ballet 2, and Adaptive Ballet:

- To participate in the June performance, students must be enrolled by January 5.

J. New students of NBB in levels Discovery 1 and Discovery 2:

- Students in these levels do not participate in performances. Students in these levels will have a Parent's Observation the last week of the school year.

PERFORMANCE POLICIES

1. Casting and costuming decisions are made by the Artistic Director for the benefit of the overall production and for the students who have trained so diligently. It is expected that participants accept the roles, choreography, and costumes that have been selected for them. All choreography and costumes of any culture will be chosen with guidance from appropriate sources to guarantee that the choreography and costumes are culturally appropriate. If students or guardians have a concern such as sensory issues, modesty, etc. regarding costumes, they are welcome to talk to the Artistic Director.
2. Students will attend all rehearsals. If there is an extenuating circumstance, the conflict must be put in writing prior to rehearsals beginning so that the Executive Board can discuss if the student is able to participate.
3. NBB is extremely fortunate to have an array of beautiful costumes, especially our valuable handmade tutus. Therefore, students must handle costumes with care. This means keeping costumes off the floor, hanging them on the correct hangers, putting headpieces in bags, etc.
4. Students who have a long-term serious injury prior to casting, must have a doctor's note clearly stating that the student will be dancing fully at least a month prior to show dates. The doctor's note will clearly state how the student will be being monitored, how progression will be calculated, the physical therapy used to reach the ability to perform, etc.
5. Students who receive long-term serious injuries during rehearsals for a particular show, must have a doctor's note clearly stating that the student will be dancing fully at least a month prior to show dates. The doctor's note will clearly state how the student will be being monitored, how progression will be calculated, the physical therapy used to reach the ability to perform, etc.
6. If a student is ill and cannot perform all roles given to them, for the safety of all other participants, the student must go home.
7. Required payment of performance fee and any required paperwork for any performance will be returned by the date it is due. There will be NO EXCEPTIONS. If the paperwork is not received as detailed the student will not be able to take part in the performance.
8. Performers will be prepared to perform all roles as expected. Proper soft ballet slippers, pointe shoes, tights, etc. are the student's responsibility. If a student is unprepared or cannot perform as expected, the Artistic Director has the right to recast the role.