

# School Policies

Updated May 2010

## Payment

Tuition, including registration fees, deposits, and merchandise, is non-refundable. Any payment more than one week late will be subject to a \$25.00 late fee. All new students incur a one-time, non-refundable \$50 enrollment fee. Enrolled students who, due to injury or serious illness, are forced to withdraw prior to the end of the full semester should inform the School office immediately with a letter of medical release. Such students may be eligible for partial refund.

## Semesters

Tuition is charged per semester. The Fall Semester runs September through January. The Spring Semester runs February through late May. During the summer, a Performance Camp is offered for two weeks followed by a four-week Summer Intensive in July.

## Attendance

Students are required to attend all scheduled classes and are expected to inform the School office at 408.288.2820 x 223 of an intended absence prior to class. Attendance will be taken in every class. The School does not provide “make-up” classes. An excused absence will be given if a student is ill.

## 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. All students must wash their hands before and after each class.

## Conduct

All parents must review the BSJS 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 Registrar within one week of their student’s first class. Students age 13 and older must also sign the Code of Conduct agreement. 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 twice per semester. This is the only occasion when parents are permitted to observe class. The use of cameras, recording, or video equipment is prohibited until the class is finished.

## Performance Opportunities

Ballet San Jose School students are encouraged to participate in School and Company performances to supplement their classroom training. Student performances are typically scheduled as follows:

*The Nutcracker*: Open 2A, 2B, 2C and Pro 1A, 1B, 2, 3, 4 students who meet the specified height requirements and are available for all scheduled rehearsals and performances are eligible to audition for *The Nutcracker*. Performance opportunities are also available to Professional Division students as selected by the Artistic Director.

*Spring Performances*: Lise la Cour’s Fairy Tale Ballet Performance in the California Theatre (Professional Division only) and Annual School Showcase in Studio A and E (Professional and Open Division) in May.

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## **Advancement**

Level promotion is subject to each individual student's development and is at the discretion of the School Director. Students will not necessarily be promoted to a higher level on an annual basis. Poor attendance may impact a student's placement. Open Division and Professional Division students will be given individual letters at the end of the Spring semester, with their level placement for the summer and upcoming school year.

Questions regarding level placement, student performance, progress and all other concerns regarding students' training and classroom behavior must be directed to the School Director, and not the administrative staff or faculty members. To make an appointment with the School Director, please contact the School Registrar at (408) 288-2820 ext. 223.

## **Parent Information**

- Please read all notices and bulletins posted in the school lobby and the school website 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 fifteen 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. BSJS 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.

## **Mandatory Dress Code**

- Teen/Adult Division: No formal dress code is prescribed, but adults are requested to wear appropriate dance or athletic attire and ballet slippers.
- Open and Professional Division: All open and professional division students must wear the prescribed dress code with appropriate brands, styles and colors. Please see the dress code information for girls and boys on the following pages.