

# Nashville Ballet 2023-2024 School Handbook

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## Contact Information

### General Contact Information

#### **School of Nashville Ballet**

Email: [school@nashvilleballet.com](mailto:school@nashvilleballet.com)

Phone Number: (615) 297-2966 x910

Address: 3630 Redmon Street, Nashville, TN 37209

Contact for:

- Operations/General Questions
- Children's Division, Community Youth, and Community Adult Questions

#### **Youth Cast**

Email: [youthcast@nashvilleballet.com](mailto:youthcast@nashvilleballet.com)

#### **Intensives**

Email: [intensive@nashvilleballet.com](mailto:intensive@nashvilleballet.com)

Contact for:

- Summer Intensive, Winter Intensive, Contemporary Intensive, and Junior Intensive Questions

### School of Nashville Ballet Administration

#### **Interim School Manager: Mia Zappacosta**

Email: [mzapp@nashvilleballet.com](mailto:mzapp@nashvilleballet.com)

Contact for:

- Classroom and Faculty Concerns
- School Policies/Procedures
- SNB Social Media/Marketing Questions
- Scheduling Questions
- Academy, YMSP, PD, and NB2 Questions

#### **Enrollment and Programs Coordinator: Lara Kennedy**

Email: [lkennedy@nashvilleballet.com](mailto:lkennedy@nashvilleballet.com)

Contact for:

- Enrollment and Tuition Questions
- Studio Reservation Requests
- Daily Operations Questions

#### **Youth Programs Coordinator: Lara Parker**

Email: [lparker@nashvilleballet.com](mailto:lparker@nashvilleballet.com)

Contact for:

- Youth Cast Questions
- Summer Intensive Questions

- Summer Intensive Tour Questions

## Artistic Faculty

### **Anais Chalendard**

Professional Programs Manager, Full-Time Ballet Faculty, and Allocated Instructor for Level 6/7, Day Program, and Professional Division

Email: [achalendard@nashvilleballet.com](mailto:achalendard@nashvilleballet.com)

### **Kate Kastelnik**

Full-Time Ballet Faculty and Allocated Instructor for Level 3

Email: [kkastelnik@nashvilleballet.com](mailto:kkastelnik@nashvilleballet.com)

### **Lydia McRae**

Full-Time Ballet Faculty and Allocated Instructor for Community Youth Advanced

Email: [lmcrae@nashvilleballet.com](mailto:lmcrae@nashvilleballet.com)

### **Melissa Mangold**

Full-Time Ballet Faculty, Allocated Instructor for Level 1 and Level 2, and Children's Division Instructor

Email: [mmangold@nashvilleballet.com](mailto:mmangold@nashvilleballet.com)

### **Nicole Koenig**

Practical Teaching Supervisor, Syllabus Manager, Full-Time Ballet Faculty, and Allocated Instructor for Level 4

Email: [nkoenig@nashvilleballet.com](mailto:nkoenig@nashvilleballet.com)

### **Shabaz Ujima**

Full-Time Contemporary and Modern Faculty and Children's Division Instructor

Email: [sujima@nashvilleballet.com](mailto:sujima@nashvilleballet.com)

To contact an instructor not on this list, please email [school@nashvilleballet.com](mailto:school@nashvilleballet.com), and your message will be forwarded accordingly.

## About Nashville Ballet

### **Nashville Ballet Mission**

We create, perform, teach and promote dance as an essential and inspiring element of our community.

### **School of Nashville Ballet Mission**

School of Nashville Ballet provides exemplary dance education for children, youth and adults. The school is dedicated to human development, inclusivity, and excellence in dance through the fundamental foundation of classical ballet, where all students discover and develop an admiration for dance.

### **Academy Mission Statement**

The Academy provides exemplary dance education for youth, with a heightened focus and commitment within a classical ballet syllabus and methodology of School of Nashville Ballet. The Academy is dedicated to human development, inclusivity, and excellence in dance through the fundamental foundation of classical ballet training. Academy students discover and develop an admiration for dance while dedicating their studies at an elevated level for their individual goals within the dance community.

### **Values**

Artistry, Excellence, Strength, Passion and Athleticism

### **Nashville Ballet Diversity Statement**

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, disability status, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

## Code of Conduct

With the goal of creating a safe, welcoming, and positive experience for all students, School of Nashville Ballet holds students, families, faculty and staff to a high standard of personal decorum.

- Profanity, bullying, and disrespect will not be tolerated in all forms of communication from students and families.
- School of Nashville Ballet reserves the right to dismiss any individual whose behavior is deemed inappropriate, disruptive, and/or in violation of our policies and procedures.
- Students, families, faculty and staff are expected to maintain a respectful, friendly and supportive environment.

## Classroom Etiquette

- Students must always respect the space (including but not limited to: no running in the lobby or hallways and maintaining a quiet space in the lobby).
- Students should be ready and in their spots when teachers arrive for class.
- If a student is late, they should wait politely by the door until they are acknowledged by the teacher and curtsy or bow before entering the studio (same if they exit and re-enter the studio for any reason). If the student is more than 15 minutes late to class, they will need to sit out and take notes.
- All students are expected to have a dance journal in their bag for notes, choreography, and other needs.
- Students must not lean on the barres in between combinations.
- Students should avoid standing with hands on hips, arms crossed in front of their bodies and making sure that they respectfully acknowledge and perform corrections when given.
- When working in groups, the students should have respect for their fellow classmates and teacher and not chatter on the sides of the room which causes a distraction.
- Students should not “mark” their arms in class as this will develop incorrect neuropathways and demonstrates poor work ethic. The students are still in the process of their training and must be mindful of this.
- Students are expected to be personally responsible for their class material and must prepare mentally prior to the beginning of class. This skill is an essential part of training to be a professional dancer.

## Building Etiquette

- No chewing gum, food, or drink will be permitted in the studios, apart from capped bottled water.
- Please throw away trash promptly. Do not leave food or trash in the hallways.
- Students are asked to keep their bags and personal effects organized and neatly stored in the cubby holes located in the lobby during their classes. If a student's belongings do not fit in the cubbies, they may place their items neatly outside their class's studio on the racks or in the hallway.
- Cell phones are strictly prohibited in the studios. Students may use their cell phones in the lobby, but loud noises and disrupted behavior is prohibited.
- Students should refrain from bringing valuables to the studios. Nashville Ballet is not responsible for lost or stolen goods.
- **Only dancers, staff and faculty are permitted in studios and back hallways.** When students enter the studio areas, we ask that they quietly warm up and mentally prepare for class. This policy helps foster an atmosphere of focus and self-discipline.
- Should you arrive late or need to get a message or package to your child, please call the front desk staff at 615-297-2966 x910.

## Parking, Drop Off, and Pick Up

- When dropping off or picking up students from School of Nashville Ballet, please observe the flow of traffic in our parking lots and park in designated spaces.
- Parents must accompany children under 10 years old in and out of the building.
- Only dancers, staff and faculty are permitted in studios and back hallways.
- The lobby will be available for students who need to be dropped off early and all students will wait in the lobby until their ride arrives.
- If you need assistance with drop off or pick up for any reason, please contact the School office.
- Students arriving late will be accompanied to class by School staff.

## Admission and Enrollment

### Admission Requirements

- All students must complete registration forms online and provide emergency contact information prior to the start of their first class.
- All students are required to have a Permanent Liability Waiver on file prior to the start of their first class. It can be completed online on the portal.
- All students must provide a working email address.
- Tuition is to be paid prior to the start of each semester.
- Willingness to adhere to School of Nashville Ballet's Code of Conduct and acknowledgement that violation may result in sanction, including dismissal from program.

### Enrollment and Tuition Policies

- Enrollment is for an entire semester (Children's Division and Community Youth Division) or year (Academy and Professional Division). Tuition is to be paid in full prior to the start of the semester or school year.
- Tuition is nonrefundable after the first meeting of each class. Cancelled classes will be prorated and refunded. There is no proration for scheduling conflicts. There are no refunds or proration of payment plans for voluntary or involuntary withdrawal.
- Payment plans may be established for full-year enrollment only.
- **In the event a payment plan is established, payment in full will be required by no later than April 30. School of Nashville Ballet will neither cancel nor prorate payment for any mid-semester or mid-year voluntary or involuntary withdrawal.**
- Payment may be made by check or credit card, but payment plans are only available through our automated system with a credit card.
- Receipts will be emailed to the email address on file. In the event you do not receive a receipt, please contact the school administrative staff and one will be provided upon request.
- School of Nashville Ballet reserves the right to cancel a class due to lack of enrollment. Cancelled classes will be prorated and refunded.
- Students with outstanding balances are not permitted to take classes until their accounts are current.
- Late payments will interrupt class participation.
- There is no proration for scheduling conflicts.

### Refunds and Payment Plan Cancellation

- Voluntary or involuntary withdrawal and missed classes are not considered eligible for refunds or cancellation of payment plans.
- In the case of serious injury or illness, refunds may be considered on an individual basis. These refunds are not guaranteed and may be subject to a 25% administration fee.
- Classes are not transferable to other students.

## General Policies and Procedures

### Communication

Any questions or concerns should be communicated to the administrative staff and the student's allocated instructor. Please refer to the second page of the handbook to find each staff member's best form of contact. Students and family members are not permitted to contact the faculty via phone or social media.

**Profanity, bullying, and disrespect will not be tolerated in all forms of communication.** Refusal to abide by these standards will result in the student being suspended from School of Nashville Ballet classes for a set amount of time. If the issue persists, the student will be expelled from all School of Nashville Ballet classes and programs.

### Social Media

Cell phones are prohibited in the studios. Family members may take photos/videos of their student(s) during Observation Week. When posting photos/videos of your student on social media, all others in the frame must be blurred or stickers must be placed over their faces to conceal their identity and respect that family's right to privacy.

### Email Communications

In the process of registering for class, each student is asked to provide a working email address, which serves as the main form of communication between the school and the student.

- For minors, the primary email on file should be that of a parent or guardian.
- In addition to a working email address, please provide emergency contact information, including name and mobile phone number.
- School of Nashville Ballet regularly sends out important information via email and text, such as weather-related school closings, master classes, new semester registration, etc.
- Your primary email address will also serve as your username for online account management, which you can access through the MindBody app or online here:  
<https://clients.mindbodyonline.com/classic/ws?studioid=21459&styp=-98>
- Should your email address change, please provide us with updated contact information.
- Please add @nashvilleballet.com to your safe sender list and check spam folders often
- Nashville Ballet uses an email marketing company for the majority of our important announcements for both the organization and School of Nashville Ballet. Please note that if you unsubscribe from any of the Nashville Ballet emails, you will be opting out of important emails that will contain pertinent information over the year. If you have unsubscribed from any Nashville Ballet emails you will need to email [school@nashvilleballet.com](mailto:school@nashvilleballet.com) to opt-in and receive this communication.
- Please follow Nashville Ballet on Facebook and Instagram for updates:
  - Facebook: <https://www.facebook.com/nashvilleballet>
  - Facebook (School): [www.facebook.com/schoolofnb/](http://www.facebook.com/schoolofnb/)
  - Instagram: <http://instagram.com/nashvilleballet>
  - Instagram (School): <http://instagram.com/schoolofnb>



### Text Alerts

School of Nashville Ballet will utilize a text message alert system to communicate any immediate or last minute schedule changes, weather-related cancellations, or other emergency messages. Please sign up for the appropriate text alerts using the following links:

- Academy:
  - Levels 1 & 2: <https://www.remind.com/join/snbacad12>
  - Level 3: <https://www.remind.com/join/snbacad3>
  - Level 4 & 5: <https://www.remind.com/join/snbacad45>
  - Level 6 & 7: <https://www.remind.com/join/snbacad67>
- Day Program & Professional Division: <https://www.remind.com/join/snbdppd>

### School Closings

School of Nashville Ballet does not follow the Davidson or Williamson County school closings for inclement weather and does not typically close for fall or spring break. For the 2023-24 school year, School of Nashville Ballet has a Fall and Spring Break implemented (Please see the Master SNB Calendar for exact dates), but this may not be the case in the future. In the event of severe weather or loss of power, School of Nashville Ballet may cancel classes for a portion of the day or for the entire day. Closing information will be posted on our website, social channels, and announced via our preferred text message alert system, Remind. If School of Nashville Ballet remains open, we encourage students to attend classes at their discretion during inclement weather. There will not be a penalty for those students that use their discretion and choose not to attend class. Sign up for text alerts to receive closing notices (see previous section for more information). In the event of a prolonged closure (natural disaster, pandemic, etc) Nashville Ballet will provide virtual learning options for students. Follow-up communication will be sent regarding any prolonged exposure and available virtual options for students.

### Family/Teacher Conferences

Family/Teacher conferences will be held twice during the school year for Academy students and are **mandatory**. Additional mandatory meetings may be requested by the student's allocated teacher. The conference is designed for teachers to discuss a student's strengths, weaknesses, and overall progress. It's also a great time for students and family members to ask questions and discuss any concerns they may have.

The first conference will be held in the fall on the Monday and Tuesday before Thanksgiving. The second one will be held in the spring after Syllabus Presentations. In addition to the verbal conferences, written evaluations will also be administered.

School of Nashville Ballet faculty members will accommodate all students and families who wish to meet. Due to teaching and scheduling constraints meetings are to be scheduled through the front desk staff at [school@nashvilleballet.com](mailto:school@nashvilleballet.com) or 615-297-2966 x910.

## General Operations Procedures

### **ID Cards**

At orientation (or upon enrollment if after the first day of classes), each Academy and Professional Division student will receive a Nashville Ballet ID card. Children's Division and Community Youth students may ask front desk staff for a scan card, if they would like one. Students are required to scan their ID card at the front desk prior to the start of each class. This system allows our staff to track attendance and ensure each dancer is accounted for while in the building. Parents of young children are asked to help their child(ren) sign in regularly. Please contact a School Associate if you do not receive an ID card or need a replacement. ID cards are available at the front desk and carry a \$5 replacement fee.

### **Observation**

School of Nashville Ballet schedules opportunities throughout the year to observe what students are learning in class. During those designated times, parents and family members are welcome to view classes from inside the studios. Additional observation opportunities may arise when master classes and special events are held. Parents will be notified of these opportunities in advance. Due to fire safety codes, our studios have limited capacity. Because of this, each student is allotted two chairs for their observers.

### **Allergies and Medical Conditions**

The safety and well-being of our students is important to us. Nashville Ballet is not an allergen-free facility. Please notify us in writing of any life-threatening allergies or medical conditions you or your child(ren) may have.

### **Lost and Found**

The lost and found is located in the F/G hallway. Items will be held in lost and found for three weeks only. Any items left with School of Nashville Ballet for more than that amount of time will be donated to charity. For the safety of students and the cleanliness of the facilities, our lost and found is always locked. Please see the front desk staff if you believe one of your belongings may be in our lost and found.

## Uniform and Appearance Standards

In the tradition of classical ballet and in encouragement of each dancer's positive self-image, we strive to have a clean, uniform appearance for all students.

### Uniform Requirements

For each division, there are two options for uniforms. Students of all genders are welcome at Nashville Ballet and School of Nashville Ballet, and we understand that young people may be exploring their gender identity as they grow and develop. Students may choose to wear either option, regardless of gender, and may choose to switch options at any point in the school year without notice to the faculty or staff.

Please visit [www.nashvilleballet.com/uniform](http://www.nashvilleballet.com/uniform) to view the uniform options for each division and class level.

### Appearance Standards

- Jewelry, other than small earrings, may not be worn in the studios.
- Hair should be pulled away from the face and secured neatly. This standard is encouraged for all levels and is a requirement for Pre-Ballet II and III in the Children's Division through our Professional Division.
  - Acceptable hairstyles include but are not limited to: ballet bun (long hair), headband/bandana (short hair), and hair clips and barrettes (short hair).

If a student does not follow these standards, a note will be sent home with the student that will indicate which requirement is not being met. After three instances, a family/teacher conference will be scheduled to discuss next steps.

### The Importance of Cover Ups

All students must wear street clothing and shoes over their ballet attire when coming to and from their classes. Extra layers ensure modesty and help muscles warm up and cool down properly. We encourage dancers of all ages to practice this healthy habit. Clothing should be changed in dressing rooms only, not the lobby, bathroom, or hallways. Ballet shoes cannot be worn outdoors as this tracks dirt into the studio, which can compromise the safety of our dancers and students, and is detrimental to the studio floors. Warm-up boots are welcome, but should not be worn outdoors either, as they too can track dirt into the studio.

## Curriculum and Instruction

### Level Placement

The faculty determines the class placement of each student. Each student progresses at a different rate, and it is very rare for a student to move up a level every year. Upper Academy levels are typically considered two-year levels. A student will only be allowed to repeat a level for up to three years. After their third year, a family/teacher conference will be scheduled to determine the next steps for the student's training.

Students are not guaranteed advancement to the next level in the Academy or an invitation to enroll in the Academy for the following year. Acceptance and or advancement to the next level is based on age, technical proficiency, attendance, and faculty recommendations.

Excessive absences will impact the student's eligibility to continue in the Academy. Please see the Attendance Policies section for more information.

### Pointe Assessments

Students will go through pointe assessments with a licensed physical therapist – a series of exercises that provides feedback on pointe preparedness. The decision to start pointe work will be made on an individual basis with the advice of the instructors and the feedback from the assessment, **even if a student has been on pointe at a previous studio.**

Students purchase pointe shoes only AFTER being permitted by their instructors. Instructors will check the fit of the shoes to ensure the students purchase proper shoes for their feet. Students should sew ribbons and elastics on their shoes AFTER they receive approval from their instructors.

Academy faculty discourages students from practicing pointe work outside the Academy studios unless otherwise approved. **Pointe work is difficult and can be dangerous if practiced unsupervised and on improper floors.**

### Additional Academy Classes

To foster growth and increase studio time, Academy students are encouraged to take additional Academy classes free of charge as follows:

- Academy Levels 3-7 may take additional Academy classes one level down from their assigned level.
- Academy Level 2 may take Academy Level 2 classes on the days they are not already scheduled, or Academy Level 1 classes if the other Academy Level 2 class time does not work with the family's schedule.
- Academy Level 1 may take Academy Level 1 classes on days they are not already scheduled or Pre-Ballet III classes free of charge.

### Supplemental Instruction

Academy students must submit a School of Nashville Ballet Outside Participation Request Form for the enrolled student to participate in any supplemental ballet instruction outside School of Nashville Ballet. The Request Form can be found on the Academy and YMSP Enrolled Student Portal. The Request Form covers, but is not limited to classes, performances, competitions, and private instruction (other than with

SNB faculty). Participation in these activities without submitting a Request Form is grounds for dismissal from the Academy without a tuition refund or proration.

## Competition

Eligibility to compete is reserved for Day Program students and is by invitation only. If you choose to compete without approval, even as an independent competitor, you may be subject to disciplinary action up to and including being removed from the school without a refund.

## Attendance Policies

### Absences

Please communicate anticipated absences (due to sickness, travel, etc.) to us via the School of Nashville Ballet Absence Reporter which can be found on the Academy Portal. **Students are allowed 2 unexcused absences per semester.** All other absences must be made up in other sections of their level or the level below (not Community Youth classes).

### Makeup Classes

**Missed classes can be made up within the current semester only.** Please inform the School office upon arrival for a makeup class. Academy students should also sign in at the front desk on the paper roster indicating which class they are taking and whether the class is an additional class or a makeup class.

### Sickness

Please help us maintain a healthy environment and reduce the spread of illness. Students with a fever greater than 100 degrees, who have experienced vomiting/diarrhea, or have another contagious illness should not attend class until they are symptom-free for at least 24 hours and are no longer contagious. Please communicate the student's sickness and anticipated absence(s) to us via the School of Nashville Ballet Absence Reporter which can be found on the Academy Portal. See our COVID-19 policies located on the Academy Portal.

## Dancer Accident/Injury Procedures

### Minor Accidents/Injuries

- Any injured dancer should report their injury(ies) to their teacher or the nearest faculty or staff member immediately. An Accident/Injury form must be turned in to the front desk, copies are available at the front desk.
- If deemed necessary, the teacher will administer First Aid.
- Minor accidents/Injuries will be reported to the School Administrative Director after class has ended. At this point a plan for the dancer to return to class/rehearsal will be put in place.

### Serious Accident/Injury

- A Faculty or staff member who receives first report of any serious accident or injury will report immediately to the Professional Programs Manager and School Administrative Director. They will then contact the parents of the dancer(s) involved immediately. At this point a plan for the dancer to return to class/rehearsal will be put in place.
- If an injury is serious enough, i.e. there is suspicion of broken bones, head or eye injuries, or excessive bleeding, that dancer will be transported to the nearest hospital or dealt with as advised by parents/guardians.
- **All injuries need to be reported through the portal as well by the dancer.**

**In the event of severe injury, parents/guardians will be immediately contacted concurrently with a call requesting an ambulance.**

### Injuries Cont.

In the case of injuries which preclude participation in class, we ask that students still attend class to observe and continue to learn from the instructor and peers. Students should request a class observation form when they check in with the front desk. **All outside injuries should be reported through the Injury Reporting form found on the Academy Portal.**

## Health Policy

- The school will monitor dancers' health as effectively as they can and promote a positive attitude towards weight, healthy eating habits, and body image at all times.
- All dancers keep to a healthy athletic weight to ensure that they are able to perform to their best ability.
- Dancers who fall below their recommended norm may be putting their health at risk and therefore the school has the right to address the issue with effective and rapid intervention
- If the faculty of Nashville Ballet determines that a dancer's health is at risk:
  - The family and the dancer will be notified and a private conference scheduled to discuss the issue and select appropriate action.
  - If the dancer's condition does not improve, intervention and treatment from a trained professional will be strongly advised.
  - If the dancer's health continues to decline, that individual will have their workload altered or will be unable to participate until the health is restored depending on the severity of each circumstance.