

Student Handbook 2025-2026 Season

1756 Junction Ave, Suite E San Jose, CA 95112 408-286-9905 godance@sjdt.org

Artistic Director

Nicole Haskins

SJDT Faculty

Brooke Wertwijn, Sian Ferguson, Kim Gardner, Nicole Khoo, Kathryn Petak, Anton Pankevich, Rebecca Nugent, Hollie Rudolph, Sydney Strong, Sarah Stevens

Administrative Faculty

Executive Director- Elizabeth Sweeney **Administrative Assistant-** Traci Boya & Iris Pettitt

SJDT Board of Directors

John Torrey, Kay Pettitt, Jennifer Joyce, Melissa Brown, Matt Duke, Carmen Cook

Pre-Ballet Division

Toddler Pre-Ballet - Ages 3-4

45 min | 1 class per week

Students are introduced to the basic concepts of dance in a fun and creative way. Dancers develop coordination, motor skills, and musicality all while learning socialization skills of being in a group class. An emphasis is placed on demonstrating the joy of dance and learning through play and imagination!

Pre-Ballet - Ages 5-6

45 min | 1 class per week

Dancers continue working on their coordination, balance, and flexibility. Students are introduced to basic ballet vocabulary. Dancers will learn about spatial awareness and dancing musically and rhythmically while still incorporating imagination and play.

This class is recommended for those in Kindergarten.

Primary Division

Level 1 - Ages 6-8

1 hour Ballet | 1 class per week

This level is an introduction to the formal structure of a ballet class. Students will learn the basics of ballet class etiquette. Classes are taught with a focus on the joy of movement. Age-appropriate basic ballet terminology is introduced. Exercises are practiced in the center and across-the-floor.

This class is recommended for those in 1st and 2nd grade.

Level 2 - Ages 8-10

1 hour Ballet | 2 required classes per week

The ballet barre is introduced in Level 2. Classes include an expanded age-appropriate repertoire of ballet fundamentals. Students will begin to learn correct execution of turnout and placement in basic positions. Students will work cooperatively with the teacher and their classmates, continue to learn ballet class etiquette, and begin working on strength and flexibility with simple conditioning exercises.

Level 3 - Ages 9-11

3 Days a week with 3 required classes

Level 3 students continue their training in ballet technique, vocabulary, and classroom etiquette. Students begin to connect what they learn at the barre with the movements they will be executing in the center. Dancers are given more complex combinations and are encouraged to retain corrections from class to class. Teachers guide students to develop a greater awareness of placement, musicality, and coordination.

Requirements:

- The Nutcracker
- Spring Performance
- Summer Intensive

Intermediate Division

Level 4 - *Placement class required*

3 days a week with 4 required classes

Students have now learned the foundation of barre and center exercises and will begin slowly increasing the complexity with a focus on proper technical execution. Maintaining turnout and correct posture throughout barre work is emphasized. Conditioning classes are included in the curriculum. This includes exercises to improve strength, alignment, flexibility, balance, and stability. Variations is added to the curriculum for dancers to explore dynamic movement, expression, musicality, and retention of choreography in preparation for more challenging parts in the Nutcracker and Spring Performances.

Requirements:

- The Nutcracker
- Spring Performance
- Summer Intensive

Level 5 - *Placement class required*

4 days a week with 7 required classes

Students should have a proper understanding of the execution of turnout, placement, and port de bras. Teachers will continue to increase the complexity of exercises and introduce new material while focusing on correct technique and coordination. Modern is added to challenge dancers to move in new ways while. Variations continue to expand dancers knowledge of ballet repertoire and artistic abilities

Requirements:

- The Nutcracker
- Spring Performance
- Summer Intensive

At the discretion of the faculty, dancers will be approved for pointe shoes once proper alignment, placement, and strength are consistent throughout their technique.

Advanced Division

Level 6 - *Placement class required*

5 days a week with 9 required classes

Students should have sound technical fundamentals and be ready for increasingly complex work. Teachers guide students to develop their artistry and provide opportunities for dancers to take ownership of their dancing and progress. Dancers will have developed the strength needed to execute increasingly challenging pointe work with increasing amounts of time devoted to dancing in pointe shoes to build their endurance and dexterity in preparation for more challenging roles in The Nutcracker and Spring Performance. Modern and Variations continue to push dancers versatility, strength, and maturity.

Requirements:

- The Nutcracker
- Spring Performance
- Summer Intensive

Eligible for invitation to Studio Company

Level 7 -*Placement class required*

6 days a week with 10 required classes

This is the highest level for advanced dancers. Teachers prepare students for the most challenging work in the classical repertoire, with a focus on correct technique and artistry. Students will have increased performance opportunities, including the opportunity to perform and represent SJDT at community events. Level 7 prepares students to audition for Trainee Programs, Professional Dance Companies, and University Dance Programs. SJDT students go on to be successful young adults with a lifelong passion for dance. Ballet technique classes are lengthened to train dancers in complex adagio, pirouette, allegro, and pointe work. Supplemental classes continue to aid in dancers' well-roundedness, dexterity, and commitment, allowing them to confidently tackle principal roles in The Nutcracker and Spring Performance.

Requirements:

- The Nutcracker
- Spring Performance
- Summer Intensive

Eligible for invitation to Studio Company

GENERAL SAN JOSE DANCE THEATRE POLICIES AND INFORMATION

PLACEMENT CLASS | We welcome all new students to San Jose Dance Theatre. All new students must schedule a trial placement class in advance with staff by emailing or calling. The student will be placed in a level that supports their current ability and challenges them to excel. The Placement Class Fee is \$25.00 per student.

MAKE-UP CLASS POLICY | Dancers are allowed 2 make-up classes per semester if you are unable to attend your scheduled class due to illness, injury, or unforeseen circumstances. Dancers in Level 6 and higher may take an open division class as a make-up class. Dancers in level 4 and below may take a make-up class in any lower division class. All make-up classes must be scheduled with the front desk staff.

PERFORMANCES | Dance is a performing art, participation is integral to education. Students in Level 4-7 are required to perform in The Nutcracker and Spring Performance. Performances are optional for Levels 3 and below. Specific age requirements must be met to participate in performances.

PHOTO / VIDEO POLICY | No photography or filming of classes or posting online images of classes or rehearsals is allowed unless given written permission. Please understand that this is to ensure the best learning environment for your child and enforced out of respect for the teachers and safety of all children.

NON-DISCRIMINATION POLICY | SJDT will not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, sexual orientation, gender identity or gender expression, and any other status protected by the law. This list is not exhaustive. All employees, managers, stakeholders, agents and clients at SJDT will comply with these anti-discrimination policies.

PARENT INVOLVEMENT | SJDT thrives on the volunteerism of its families. As a parent of a dancer in our academy you will be asked to volunteer for each SJDT production. Volunteer opportunities for parents and families during productions can be accessed through the parent portal on our website www.sjdt.org

RESOLVING ISSUES | San Jose Dance Theatre recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to contact godance@sjdt.org.

OFFICE HOURS| If you would like to meet with Artistic Director Nicole Haskins, please email Nicole@sjdt.org to arrange an appointment during their office hours.

TUITION AND FINANCIAL POLICIES | Upon enrollment, students commit to the full dance season (August-June) and have the option of paying for the semester in a lump sum or breaking it up into installment payments.

FEES | All students are required to pay an annual registration fee at the beginning of each academic year, or upon enrollment for new students. Participation fees for productions are not included in tuition.

- Registration Fee (ALL LEVELS) \$50.00
- Placement Class Fee \$25.00
- Performance Participation Fees Nutcracker (December 13th-21st, 2025) & Spring Production (May 30th and 31st, 2026)
- A Late Fee of \$30 will be applied after 7 days if a payment is not received.
- Returned Check Fee: \$30.00
- **Fees are subject to change**

REFUND AND WITHDRAWAL POLICIES | Tuition, registration fees, deposits, and merchandise are non-refundable. Extenuating circumstances are taken into consideration by the Accountant, Artistic Director, Executive Director, and Board of Directors. Enrollment at SJDT is for the full school-year program. If you wish to withdraw your dancer from SJDT, our offices must be notified of the withdrawal in writing. Failure to attend class does not constitute a withdrawal. Withdrawals are acceptable in the case of a family move or student injury with a letter of medical release. Cancellation of enrollments will result in a credit to the client's account. Other cases should be discussed with the Director before a final decision is made. Tuition will continue to accrue and the parent or guardian is responsible for this amount until written notice is received. If a tuition refund is granted under circumstances of family move or injury, tuition will be prorated and there will be a cancellation fee of \$25.

Withdrawals are acceptable in the case of a family move or student injury with a letter of medical release. Other cases should be discussed with the Academy Director before a final decision is made. Tuition will continue to accrue and the parent or guardian is responsible for this amount until written notice is received. If a tuition refund is granted under circumstances of family move or injury, tuition will be prorated as of the 1st of the month following the written notice. Tuition will not be held as credit or carried on into the next school year.

SCHOLARSHIPS | San Jose Dance Theatre has funding set aside to provide scholarships for students based on financial need and merit. Students that receive scholarships will be required to represent San Jose Dance Theatre at all functions as requested by the Academy Director and their family will be expected to volunteer throughout the year as directed by the artistic staff.

BOYS' TUITION | All newly enrolled boys will receive one semester free of tuition. After that semester is over, 50% of tuition is due. Boys pay full tuition for Summer Intensive, Master Classes, Registration Fee, Performance Fee, Summer Classes, and any other fees or costs outside of regular tuition charges during their free semester and afterward.

FINANCIAL ASSISTANCE | Any student in Level 3 and above who needs financial assistance may inquire with San Jose Dance Theatre staff for eligibility. The Academy Director, Executive Director, and Accountant review the case and evaluation is completed, the student is provided with a letter indicating eligibility and a modified payment plan. Financial assistance is granted on a case-by-case basis. For more information, please email Elizabeth@sidt.org

DIVERSITY SCHOLARSHIP | San Jose Dance Theatre is committed to creating a welcoming and inclusive environment for all dancers. Our Diversity Scholarship is awarded to students from underrepresented backgrounds in the arts, with the goal of increasing access to high-quality ballet training. Recipients are selected based on potential, passion, and a commitment to their dance education. As with all scholarships, students are expected to represent SJDT at events and families are required to volunteer during the season as directed by the Academy staff.

DANCE CLASS ETIQUETTE & CODE OF CONDUCT

Appearance

- Come to class prepared with your correct dancewear/uniform and shoes.
- Hair should be secured into a bun or similar style out of the face.
- During your class, you are likely going to work up a sweat! Please be aware of yourself and others, by using deodorant that is unscented or that has a neutral scent and avoid the use of perfumes
- No jewelry. Jewelry can be a hazard; necklaces and bracelets can become entangled and rings can hurt someone.
- Dancers should wear warmups over their ballet uniform when arriving at the studio and when leaving the studio. Coming to and from the studio in your tights/leotard is not appropriate.

Be on Time

- Always be at least 5 mins early for class it is essential to be considerate of not only your instructor's time but also the time of other students in your ballet class.
- Level 4+ should be 15 mins early for class and are allowed to stretch + warmup quietly in the studio.
- If you are going to be absent, email or call the front office.

In Class

- Be present in class. Dance class is time to concentrate on your teacher and on your own body. No talking, slouching, yawning, or leaning on the barre.
- Once class begins, stay in the classroom until break time or the end of class.
- Take corrections with a positive mindset and apply them. Dancers will progress only as well as they can take corrections and feedback.
- Do not ask to go to the bathroom in the middle of class unless it is an emergency. You should go before or after class.
- Be aware of your surroundings in the studio so everyone has room to dance. You should have enough room to stretch out your arms and not touch anyone or the walls.
- No cell phones or smart watches in the studio at any time. This causes distractions for you and your fellow classmates.
- Be kind to your classmates. Displays of temper or rudeness are unacceptable, and your teacher reserves the right to ask you to leave if negative behavior is observed.

Arriving Late

- If you are late to class, wait by the door until the teacher invites you into the studio. This is for safety reasons especially if the class is currently working on an exercise.
- If you are more than 15 min late for class, it is at the teacher's discretion if you can participate or if you should observe and take notes. The beginning of class is important for warming up your body. If you miss this part of class, it can be unsafe to join and could cause injury.

Leaving the Studio

- If you have to leave class early, inform your instructor before class. When you have to leave, do so quietly as to not distract other students.
- Leave the studio clean and keep your own items tidy. Dancers on pointe must discard any toe tape or similar garbage in the trash.
- Please thank your teachers for class, rehearsals, and corrections.

Eating/Drinking

- SJDT is a Nut-Free Zone.
- Only water is allowed in the studios.
- No gum in the studio.
- Other beverages and food can be consumed in the hallways, lobby, or lounge.

Parents, Guardians, and Siblings

- Families are welcome to wait in our lobby while their children are dancing.
- Siblings of students must be accompanied by an adult at all times. Faculty is not responsible for watching siblings.
- Parents are welcome to watch class through the observation windows.
- There will be dedicated Parent Observation Weeks throughout the year for families to observe class in the studio.
- The faculty/staff will not be held responsible for any accidents or injuries.

ANTI-BULLYING POLICY

STATEMENT OF INTENT

San Jose Dance Theatre (SJDT) is committed to providing a caring, friendly, and safe environment for all of our dancers so they can participate and dance in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our academy and performances. If bullying does occur, all children and parents should be able to openly communicate the situation with staff and board members and know that any and all incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is suspected or happening is expected to notify SJDT staff immediately. When bullying escalates to include attacking personal identities on race, ethnicity, religion, gender, families, or sexual orientations SJDT has a zero tolerance policy. When one of these personal identities is attacked by dancer, staff, or parent they face expulsion, probation, or being excused from participating in a performance. Parents or children should not be taking matters into their own hands without bringing staff into the conversation to resolve.

OBJECTIVES OF THIS POLICY

- All dancers, teacher, staff, and parents at SJDT should be able to clearly state what constitutes bullying after review of this policy and know that it will not be tolerated
- All staff will internalize and be able to clearly state SJDT's policy on bullying, and take immediate action when bullying is reported.
- All dancers, staff, parents, and guest artists should know the policy on bullying and what they should do if bullying occurs or is suspected.

WHAT IS BULLYING?

- Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim whether intended or not. Bullying can be, and does include (but not limited to) emotional, verbal and physical abuse.
- Verbal bullying includes but is not limited to derogatory comments, lies, false rumors, teasing, ridicule and bad names.
- Emotional bullying includes but is not limited to being unfriendly, excluding others, or sending hurtful/tormenting messages via social media forms.
- Physical bullying includes but is not limited to pushing, kicking, hitting, punching or any other use of violence.
- Bullying also includes but is not limited to attacks on religion, race, color, gender or sexuality.
- Unwanted physical contact or suggestive comments are never acceptable.
- Misuse of associated technology such as unwanted camera and video usage and social networking exposure is prohibited.

IF YOU THINK YOUR DANCER IS BEING BULLIED:

• Ask the child directly. • Take any incidents of bullying that they tell you about seriously. • Talk calmly with the child about their experiences. • Make note of what the child says. • Reassure the child that they have done the right thing by telling you. • Understand that your child may need to change aspects of their behavior. • Never approach another parent directly. • Do not encourage your child to retaliate. • Contact the SJDT School or Executive Director immediately.

PARENT/ GUARDIAN BEHAVIOR

Parents & volunteers are required to adhere to the same expectations of behavior laid out for the students. Please be respectful of other parents and dancers. If a circumstance cannot be solved easily or quickly between themselves, they are required to notify SJDT staff immediately to rectify.

REPORTING PROCEDURES

- 1. Immediately report all incidents and unwanted behavior to the SJDT Staff.
- 2. SJDT will take every concern seriously and will investigate the issue.
- 3. If necessary and appropriate, the police will be consulted.
- 4. Parents may be asked to come in to discuss the problem or file a formal complaint.

Social Media Policy

San Jose Dance Theatre (SJDT) is not responsible for managing or overseeing the social media accounts of dancers in our school. While we strive to create a safe and supportive environment within our studio walls, we recognize that social media extends beyond our reach. It is the responsibility of parents to monitor their child's social media activity and ensure their online interactions align with appropriate behavior.

If SJDT becomes aware of an incident involving bullying or inappropriate behavior between dancers on social media, we will bring it to the attention of the parents. However, it is ultimately up to the parents to address and manage the situation with their child. If social media conflicts begin to impact a dancer's experience in the classroom or during performances, SJDT will take steps to mitigate disruptions within our program as necessary.

SJDT will not penalize any dancer for choosing to block an account, limit interactions, or set their profiles to private. These are personal decisions that dancers should make with guidance from their parents to ensure a safe and comfortable online experience.

DRESS CODE: BALLET							
Level	Leotard	Tights	Ballet Shoes	Hair			
Toddler Pre-Ballet	Any Color	Any Color	Pink Leather	Out face, ballet bun preferred			
Рге-вапет	T-Shirt	Leggings	Black Leather				
Pre-Ballet	Pale Pink	Pink footed	Pink Leather	Out face, ballet bun preferred			
	White T-Shirt	Black footed	Black Leather				
Level 1	Lilac	Pink footed Pink Leather		Bun			
		Flesh Tone footed	Flesh Tone Leather				
	White T-Shirt	Black footed	Black Leather				
Level 2	Lilac	Pink footed	Pink Leather Bun				
		Flesh Tone footed	Flesh Tone Leather				
	White T-Shirt	Black footed	Black Leather				
Level 3	Light Blue	Pink Convertible Pink Leather/Canvas		Bun			
		Flesh Tone Convertible	Flesh Tone Leather/Canvas				
	White T-Shirt	Black Convertible	Black Leather/Canvas				
Level 4	Level 4 Light Blue Pink Conv		Pink Leather/Canvas	Bun			
		Flesh Tone Convertible	Flesh Tone Leather/Canvas				
	White T-Shirt	Black Convertible	Black Leather/Canvas				
Level 5 Navy Blue		Pink Convertible	Pink Leather/Canvas	Bun			
		Flesh Tone Convertible	Flesh Tone Leather/Canvas				
	White T-Shirt	Black Convertible	Black Leather/Canvas				
Level 6 Navy Blue		Pink Convertible	Pink Leather/Canvas	Bun			
		Flesh Tone Convertible	Flesh Tone Leather/Canvas				
	White T-Shirt	Black Convertible	Black Leather/Canvas				
Level 7	Black	Pink Convertible	Pink Leather/Canvas	Bun			
		Flesh Tone Convertible	Flesh Tone Leather/Canvas				
	White T-Shirt	Black Convertible	Black Leather/Canvas				

- * No Skirts during class time. Level 6–7 may wear black skirts for pointe classes.
- * In winter months, form fitting warm-ups may be worn but must be removed after pliés.
- *** Leotards: Mirella Cotton Camisole (Style No: M207C) OR Bloch Essential Camisole (Style No: L5607

DRESS CODE: JAZZ						
Level	Leotard	Other	Shoes	Hair		
Level 4	Light Blue	Black shorts, capris,	Black leather	Bun		
	White T-Shirt	leggings worn over tights				
Level 5	Navy Blue	Black shorts, capris,	Black leather	Bun		
	White T-Shirt	leggings worn over tights				
Level 6	Navy Blue	Black shorts, capris,	Black leather	Bun		
	White T-Shirt	leggings worn over tights				
Level 7	Black	Black shorts, capris,	Black leather	Bun		
	White T-Shirt	leggings worn over tights				

DRESS CODE: MODERN							
Level	Leotard	Other	Shoes	Hair			
Level 6	Navy Blue	Black shorts, capris, leggings worn over tights	Bare feet	Bun or ponytail			
	White T-Shirt	leggings worm over tights					
Level 7	Black	Black shorts, capris, leggings worn over tights	Bare feet	Bun or ponytail			
	White T-Shirt	leggings worm over tights					

Additional Dress Code Policies:

Students must attend class in the appropriate attire. No warm-ups, shorts, tank tops, or leg-warmers are allowed in ballet classes. During winter months, warm-ups may be worn at the beginning of class and removed after pliés. Elastics and ribbons on ballet slippers and pointe shoes must be properly sewn. We highly recommend you purchase all shoes at a dance store to be fitted properly. Hair must be in a tight, sturdy bun. If hair is too short to be in a bun, it must be secured in a ponytail or headband.

LOCAL DANCE STORES:

Keating Capezio

19449 Stevens Creek Blvd #110, Cupertino, CA 95014

Dance Theatre Shop

San Mateo: 414 S ELLSWORTH AVE, San Mateo, CA, 94401

Mountain View: 982 El Monte Ave. Mountain View, CA, 94040

Dance Dejour

1927 Menalto Ave, Menlo Park, CA 94025

ONLINE RETAILERS:

<u>Discount Dance Supply</u> <u>dancesupplies.com</u>

MANDATORY SUMMER INTENSIVE

SJDT requires our dancers to stay active over the summer. This is to prevent injuries in the fall term, and to also prepare them for Nutcracker auditions.

Level 4 and above are required to take our summer intensive, unless they are enrolled in an outside program.

San Jose Dance Theatre Summer Intensive:

LEVEL 6 & 7 (3 weeks)

LEVEL 5 (3 weeks)

LEVEL 3 & 4 (2 weeks)

- Ballet Technique (including pointe or pre-pointe)
- Conditioning Classes (Pilates, Yoga, much stretching, and teachings on injury prevention)
- Men's Class for boys & Pas de Deux classes
- Variations/ Repertory
- Jazz or Hip Hop
- Nutrition
- Contemporary Class Choreography
- Labanotation Ballet Education & Dance history

The Summer Intensive program will culminate with an In-Studio Showcase for all dancers and their families.

Open Division (Ages 11+)

Beginning Ballet

This class is an introduction to Ballet fundamentals for teenagers. In this class the student will learn correct execution of turnout and placement for ballet movement and positions, carriage of the arms and use of the head as well as simple center work. Students in the Open Teen Division may audition for The Nutcracker.

Intermediate Ballet

Students should have a good understanding of the proper execution of turnout, placement, and port de bras. Teachers will continue to increase the complexity of exercises and introduce new material while focusing on correct technique and coordination. Students in the Open Teen Division may audition for The Nutcracker.

Adult Division

Absolute Beginner Ballet

This is an Introduction to Ballet movement and the fundamentals of Ballet technique. The students will learn basic barre exercises, body awareness and strengthening exercises specific to Ballet work.

Beginning Ballet

This class is designed for adult students who have some dance training or body awareness training. In this class the student will learn correct execution of turn out and placement for ballet movement and positions, carriage of the arms and use of the head. Simple basic center work begins.

Intermediate Adult Ballet

Designed for dancers with some previous ballet training who are looking to step up beyond the beginner ballet class. It is a great next step for adults who are looking to challenge themselves further and push beyond beginner ballet training. Teachers will continue to increase the complexity of exercises and introduce new material while focusing on correct technique and coordination.

Advanced Adult Ballet

This class is a great option for those looking to maintain and improve their ballet technique. This class is designed for dancers with a considerable amount of previous ballet training and a knowledge of ballet vocabulary. This class will focus on technical strength, coordination and movement quality. Students should have strong technique at the barre and center.

^{**}Due to seasonal changes, please see our updated class schedule by visiting our website sidt.org

TUITION | OPEN DIVISION

Open Division + Adult Classes

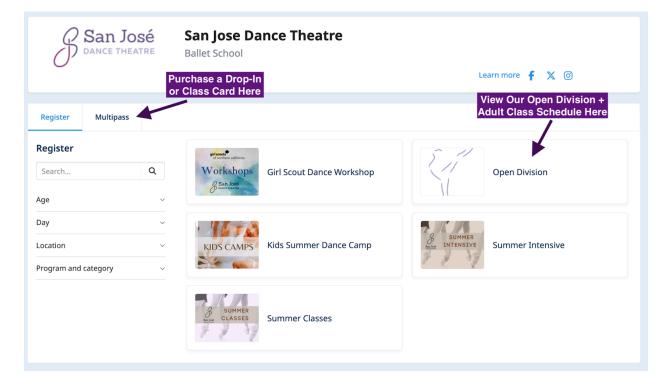
\$22 | Drop-in \$210 | Class Card for 10 Classes

**Open Division and Adult dancers are eligible to audition for our Nutcracker Performances. Performance fees for Open and Adult Division Dancers - \$250

How to Sign up for Open Teen and Open Adult Division Classes

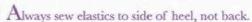
SJDT | Registration Link

To register for our Open Division Classes and Adult Division Classes, purchase a Drop-in Class or Class Card in the **Multipass** Section.





4. Before you sew each ribbon, double-fold one end.

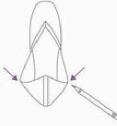




Single elastic passes around the ankle.



Double elastics crisscross the foot.



5. Sew the folded end inside the shoe, on the mark you made in Step 3. All done!

