



Student Handbook 2026-2027

Artistic Director

Nicole Haskins

School Director

Marianna Koubou

Executive Director

Elizabeth Sweeney

Director of Communications

Missy Kim

Special Projects Coordinator

Charlotte Cattivera

Front Desk Administrator

Alisha Hernandez

SJDT Teaching Faculty

Kim Gardner, Rebecca Nugent, Kathryn Petak, Hollie Rudolph, Augusto “Guto” Silva, Sydney Strong

SJDT Board of Directors

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

1756 Junction Ave, Suite E

San Jose, CA 95112

408-286-9905

godance@sjdt.org

GENERAL RULES AND EXPECTATIONS

ATTENDANCE | Students are expected to attend all scheduled classes promptly and ready to dance

- Attendance will be taken daily with parents notified of excessive absences and tardies
 - Please notify the school ASAP for any absences or unexpected delays by emailing godance@sjdt.org or calling the front desk (408) 286-9905
- ALL makeup classes are to be scheduled through the front desk at godance@sjdt.org
- Missed classes may be made up in the same (if available) or lower SJDT level class
- Level 6 and 7 may take an open division class as a make up
- Tuition is not prorated for absences, other than emergencies or extenuating circumstances.
- Excessive Absences may result in a meeting with the School Director to find a suitable solution
- Level 6 - 7 dancers must attend class before rehearsal unless given permission by the Artistic Director

PUNCTUALITY | Class begins promptly and on time

- Pre-Ballet - Level 4 are expected to be ready at the studio at least 5 minutes before class begins
- Levels 5 to 7 are expected to be at the studio at least 15 minutes before class to warm up
- If late, dancers are expected to enter the studio as quickly and quietly as possible as to not disturb class but ensuring the teacher is aware of your arrival
 - Dancers will be invited by the teacher to enter the class when appropriate
 - At the teachers discretion dancers will be asked to either join directly or warm up on their own before joining
- Excessive Tardiness may result in a meeting with the School Director to find a suitable solution

DRESS CODE

- Students are expected to wear the appropriate uniform corresponding with their level except on free dress days
- No jewelry except small stud earrings are permitted to be worn - no smart watches.
- Dancer's hair must be put neatly in a bun or pulled back if it's too short for a bun.
 - No hair accessories may be worn during ballet class
- Dancers must wear deodorant.
- Dancers must wear clothing over their dancewear when entering and exiting the building.

ETIQUETTE

- No cell phones permitted in the studio
- No gum allowed in the building
- SJDT is a nut-free zone
- Dancers are expected to keep the studios clean and tidy and hallways clear of bags and trash
- Only water is to be consumed in the studio
- Other beverages and food can be consumed in the hallways, lobby, or greenroom

PARENTS, GUARDIANS, SIBLINGS

- Families are welcome to wait in the lobby while classes are in progress
- All parents, guardians and siblings are welcome to watch class during observation weeks
- Parents/Guardians of new students are welcome to observe their child's first class
- Parents/Guardians of pre-ballet students may observe classes from observation window unless asked by teacher to wait in the lobby
 - Please do not block the hallway at any time
- Siblings must be accompanied by an adult at all times
- Staff is not responsible for non-SJDT students

INJURIES

- Dancers should alert the teacher at the start of class if unable to dance or as soon as they begin to feel pain
- Please email godance@gmail.com if your dancer is experiencing pain or is injured
- SJDT nor its employees will be held responsible for any accidents or injuries that occur inside or outside of the studio

I have read the above and agree:

Student _____ Parent/Guardian _____ Date _____

GENERAL SJDT POLICIES AND INFORMATION

PLACEMENT CLASS | We welcome all new students to San Jose Dance Theatre. New Students will be given a trial class to determine the level that supports their current ability and challenges them to excel.

PERFORMANCES | Students in Level 4-7 are required to perform in The Nutcracker and Spring Performance. Performances are optional but highly recommended for Levels 1-3. 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. This ensures the best learning environment for your child and is enforced out of respect for the teachers and safety of all children.

PARENTAL RESPONSIBILITY | It is the responsibility of the parent or adult student to be aware of all school activities such as recitals and school closures. Parents must provide and maintain an email address to receive important notices. Additionally, the school will post notices on the windows and bulletin board. An academic calendar of events and holidays will be posted on the Parent Portal. It is the parent's responsibility to regularly check email and the school's website for scheduling changes or events. It is the responsibility of the parent to inform the school of any email, address, or phone number change.

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.

OFFICE HOURS | If you would like to meet with Artistic Director Nicole Haskins or School Director Marianna Kombou, please email godance@sjdt.org to schedule a time during their office hours

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.

DISCLOSURE OF RISK OF INJURY | Professional dance instruction involves aerobic and vigorous physical exercise and like any active sport there is inherent risk of minor and major injuries. Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

TUITION AND FINANCIAL POLICIES

TUITION | Upon enrollment, students commit to the full dance season (August-June). Families have the option of paying for tuition in a lump sum or breaking it up into installment payments. Registration fees, performance fees, Summer classes, Summer Intensive, Ballet Alliance participation among other additional fees will be charged separately.

WITHDRAWAL POLICY | Registration fees, deposits, and merchandise are non-refundable. If you wish to withdraw your dancer from SJDT, a written notice must be submitted with a 30 day notice to our office. If approved, a \$100 cancellation fee will be charged with any determined refund. Any withdrawals due to prolonged illness, severe injury, or unforeseen circumstances may have the cancellation fee waived at the discretion of the School Director. Failure to attend class does not constitute a withdrawal.

I have read the above and agree:

Student _____ Parent/Guardian _____ Date _____

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

FINANCIAL ASSISTANCE | Any student who needs financial assistance may inquire with San Jose Dance Theatre for eligibility. Financial assistance is granted on a case-by-case basis. For more information, please email Board President John Torrey john@sjdt.org

MERIT SCHOLARSHIPS | San Jose Dance Theatre has funding set aside to provide scholarships for exceptional students. Recipients are selected based on potential, passion, and a commitment to their dance education.

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.

SIBLING DISCOUNT | At San Jose Dance Theatre, we believe in family and encourage our families to bring all your children to dance. Families with two or three children enrolled will receive the following discount. *Families with four or more children will be considered individually by the School Director.*

Two Children at SJDT: *Older sibling tuition: paid in full; Younger sibling tuition: 10% discount*

Three Children at SJDT: *Oldest sibling tuition: paid in full; middle sibling tuition: 10% discount; Youngest sibling tuition: 15% discount*

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.

I have read the above and agree:

Student _____ Parent/Guardian _____ Date _____

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.

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 Director or Artistic 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.

I have read the above and agree:

Student _____ Parent/Guardian _____ Date _____

DRESS CODE

For the 2026-2027 school year, SJDT is streamlining our dress code to simplify requirements for families. SJDT will provide the required leotard or T-shirt for all registered Academy dancers. This ensures every dancer is in the correct attire and allows dancers to focus solely on their training.

Families are responsible for purchasing remaining dress code items. While we have provided example links to help you find affordable options, please note that these are for reference only (except for the bike shorts required for Level 4 and below). If you are unsure about style or sizing, we recommend visiting a local dance shop or reaching out to godance@sjdt.org with any questions.

SJDT LEVEL	SJDT Will Provide	To be Purchased
ALL BOYS	White T-Shirt	Black Tights Black Flat Shoes
Pre-Ballet A Pre-Ballet B Level 1	Leotard(s) Skirt White Socks	Pink Ballet Shoes Black Shorts for Conditioning
Level 2 Level 3 Level 4	Leotards Skirt	Pink or Flesh Tone Transition Tights Pink or Flesh Toned Ballet Shoes (to match tights) Black Shorts for Conditioning
Level 5 Level 6	Leotards Skirt	Pink or Flesh Tone Transition Tights Pink or Flesh Toned Ballet Shoes (to match tights) Black Bike Shorts for Conditioning
Level 7		Solid Black Leotards (any style) Short Solid Black Skirt Pink or Flesh Tone Transition Tights Pink or Flesh Toned Ballet Shoes (to match tights) Pink or Flesh Toned Pointe Shoes (to match tights) Black Bike Shorts for Conditioning

Flat Shoes Examples:

[Bloch](#)

[Capezio](#)

[Capezio for Kids](#)

[So Danca](#)

[Stelle](#)

[Stelle for Kids](#)

Transition Tights Examples : (*Tights with a hole on the foot to allow the dancer to have bare feet*)

[Bloch](#)

[Capezio](#)

[Capezio for Kids](#)

[So Danca](#)

[Stelle](#)

[Stelle for Kids](#)

Men's Tights Examples:

[Capezio](#)

[Capezio](#)

RETAILERS

Online: DanceSupplies.com

DancewearCorner.com

Trendy Trends - 152 Martinvale Ln, San Jose, CA 95119 - (408) 281-4100

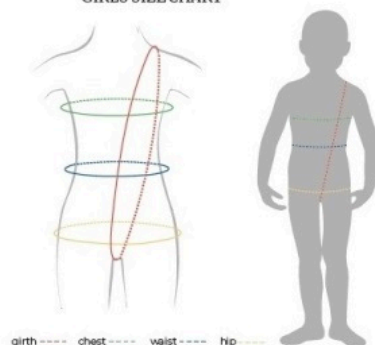
Keating Capezio - 19449 Stevens Creek Blvd #110, Cupertino, CA 95014 - (408) 996-0466

Dance Theatre Shop - Mountain View: 982 El Monte Ave. Mountain View, CA, 94040 - (650) 965-7066

Dance Dejour - 1927 Menalto Ave, Menlo Park, CA 94025 - (650) 321-4000

SIZE CHART FOR SJDT DRESS CODE LEOTARDS

GIRLS SIZE CHART



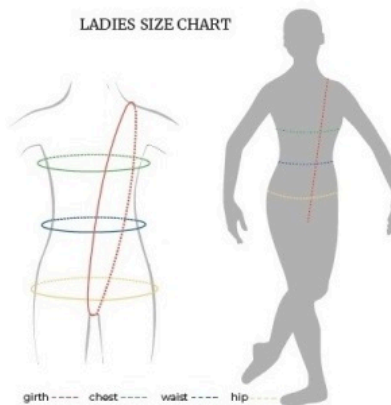
GIRLS

	2-4 (CHP) - 00		4-6 (CHS) - 0		6x-7 (CHI) - 1		8-10 (CHM) - 1B		12 (CHL) - 2		14 (CHXL) - 3A	
	Inches	cms	Inches	cms	Inches	cms	Inches	cms	Inches	cms	Inches	cms
CHEST	20.5-22	52-55	22-23.5	56-59	23.5-25	60-64	25-27	64-68	27-28.5	68-72	28.5-30	72-76
WAIST	17.5-18.5	44-47	18.5-19.5	47-50	19.5-21	50-54	21-23	54-58	23-24.5	58-62	24.5-26	62-66
HIP	21-22.5	54-58	22.5-24	58-61	24-25.5	61-65	25.5-27.5	65-70	27.5-29.5	70-75	29.5-31.5	75-80
GIRTH	38.5-40	99-102	40-41.5	102-106	42-44.5	106-114	45-48	114-122	48-51	122-130	51-54	130-138
INSEAM	N/A	N/A	19.5-21.5	50-55	22-24	56-61	24.5-26.5	62-67	26.5-28.5	68-73	26.5-38.5	68-73

BLOCH®

APPAREL SIZE CHART

LADIES SIZE CHART



LADIES

	PETITE (P) - 2		SMALL (S) - 3		MEDIUM (M) - 4		MED LONG (ML) - 1B		LARGE (L) - 5		LARGE (XL) - 6	
	Inches	cms	Inches	cms	Inches	cms	Inches	cms	Inches	cms	Inches	cms
CHEST	30-32	76-81	32-34	81-86	34-36	86-91	34-36	86-91	36-38	91-96	38-40	96-101
WAIST	22-24	56-61	24-26	61-66	26-28	66-71	26-28	66-71	28-30	71-76	30-32	76-81
HIP	28-30	72-77	30-32	77-82	32-34	82-87	32-34	82-87	34-36	87-92	36-38	92-97
GIRTH	56-57.5	142-146	57.5-59	146-149	59-60.5	149-153	60.5-62	154-158	60.5-62	153-157	62-63.5	157-161
INSEAM	30.5-32.5	78-83	30.5-32.5	78-83	30.5-32.5	78-83	30.5-32.5	78-83	30.5-32.5	78-83	30.5-32.5	78-83

HOW TO HELPFUL TUTORIALS

How to make a Ballet Bun

[Making a Bun](#)

[Curly Hair](#)

[Thick Hair](#)

[Natural Afro Hair](#)



1 Put hair into ponytail (hair gel and hairspray will secure this). Hair gel fringe.



4 Secure with pins.



2 Twist ponytail.



5 Place hair net on top and secure with pins.



3 Coil into bun shape.

Always sew elastics to side of heel, not back.

[Sewing Elastics on Ballet Shoes](#)



Single elastic passes around the ankle.



Double elastics crisscross the foot.

STUDENT EVALUATION AND LEVEL ADVANCEMENT

Placement and advancement within the SJDT Academy are based on each dancer's technical development, artistic growth, physical readiness, and overall progress rather than age alone. Students in Levels 1 through 7 progress to the next level when they have demonstrated the knowledge, skills, and maturity necessary to successfully meet the expectations of the next level.

Unlike academic school it is common for dancers to remain in a level for more than one year.

Students in Levels 1 through 7 participate in SJDT Academy performance opportunities, including The Nutcracker, the Spring Performance, and other Academy performances appropriate for their level. Participating in rehearsals and performances give dancers valuable experiences that aid in their growth and development and allow them to showcase their growth. Individual written evaluations are provided annually to help students and families understand each dancer's strengths, progress, and goals for continued development.

ACADEMY LEVELS

Pre-Ballet Division

Pre-Ballet A - Ages 4-5

1 day a week | 45 minutes of instruction per week

Pre-Ballet A introduces our youngest dancers to the joy of movement through music, imagination, and creative exploration. In a nurturing and encouraging environment, children begin developing coordination, balance, rhythm, flexibility, and body awareness while learning basic classroom skills such as listening, following directions, and working cooperatively with others. Through age-appropriate activities, students build confidence, creativity, and a love of dance while preparing for future ballet training.

Pre-Ballet "A" is open to children who have turned 4 by September 1, 2026

Pre-Ballet B - Ages 5-8

1 day a week | 1 hour of instruction per week

Pre-Ballet B continues building a strong foundation by introducing the basic structure of a ballet class while maintaining creativity and imagination appropriate for young children. Students begin learning introductory ballet positions, simple vocabulary, musicality, posture, and movement quality while improving coordination, flexibility, balance, and concentration. This level prepares students for a smooth transition into formal ballet instruction.

Pre-Ballet "B" is open to children who have turned 5 1/2 by September 1, 2026

Primary Division

Level 1 - Ages 6-8

2 days a week | 2 hours of instruction per week

Level 1 marks the beginning of formal ballet training. Students begin learning the fundamental principles of classical ballet through carefully structured exercises that develop proper posture, coordination, musicality, flexibility, and body awareness. Basic ballet vocabulary and classroom etiquette are introduced while students learn to retain corrections and develop healthy technical habits. The goal of this level is to establish a strong technical foundation while nurturing each child's enjoyment and confidence in dance.

Level 2 - Ages 7-10

2 days a week | 2.5 hours of instruction per week

Level 2 builds upon the foundation established in Level 1 as students develop greater strength, balance, coordination, and technical understanding. Exercises become more structured as dancers continue refining posture, turnout, alignment, and musicality. Students are encouraged to demonstrate increasing independence while improving focus, body awareness, and the ability to apply corrections consistently.

Level 3 - Ages 8-12

3 Days a week | 4.5 hours of instruction per week

Level 3 introduces students to more complex technical work while strengthening classical ballet fundamentals. Dancers continue refining placement, coordination, flexibility, and musicality while developing greater control, precision, and artistry. Conditioning exercises help build strength and stability appropriate for continued technical growth. Students are encouraged to become increasingly responsible for their own progress by applying corrections and developing consistent practice habits. This level prepares dancers for the increased technical demands of the Intermediate Division.

Intermediate Division

Level 4 - 3 Days a week | 5 hours of instruction per week

Level 4 continues refining classical technique while encouraging greater artistic expression and confidence. Students work toward improved balance, coordination, strength, and movement quality through increasingly challenging combinations while reinforcing healthy technical habits. Additional emphasis is placed on performance skills, musical interpretation, and artistry as dancers continue preparing for advanced training.

Level 5 - 4 days a week | 7.25 hours of instruction per week

Level 5 continues refining classical technique while developing increased strength, endurance, precision, and artistic maturity. Ballet variations, contemporary movement, and performance opportunities encourage versatility and deeper artistic expression. At the discretion of the faculty, dancers will be approved for pointe shoes once proper alignment, placement, strength, focus, and maturity are consistent throughout their classwork.

Advanced Division

Level 6 - 5 days a week | 10.5 hours of instruction per week

Level 6 represents the transition into advanced ballet training, emphasizing technical excellence, artistry, and personal responsibility. Students continue refining advanced ballet vocabulary, pointe work, performance quality, and musical interpretation while developing confidence and independence as young artists. Greater expectations are placed on discipline, consistency, and leadership within the Academy as students prepare for increasingly demanding performance opportunities.

Eligible for invitation to Studio Company and participation in The Ballet Alliance

Level 7 - 6 days a week | 12.5 hours of instruction per week

Level 7 represents the highest level of training within SJDT Academy. Students continue refining their technical abilities while developing artistry, professionalism, and individual expression. Advanced repertoire, pointe work, conditioning, and performance experiences prepare dancers for collegiate dance programs, pre-professional training, or lifelong participation in the performing arts. Students are also encouraged to serve as positive role models within the Academy, demonstrating respect, discipline, and a love of learning.

Eligible for invitation to Studio Company and participation in The Ballet Alliance