



## NMBC Handbook

For Students & Families

*Last updated on July 12, 2023. NEW and updated policies highlighted in RED.*

---

### Contact Information

**Anna Bridge**

*Artistic & School Director*

[anna.nmbc@gmail.com](mailto:anna.nmbc@gmail.com)

School line: 505-659-8523

**Contact Anna about:**

*Enrollment & Level Placement*

*Tuition, Portal Account, Billing*

*Attendance & Absences*

*Other NMBC School inquiries*

**Maureen Talley**

*Company Manager*

[mjtcrafts@gmail.com](mailto:mjtcrafts@gmail.com)

Company line: 505-292-4245

**Contact Maureen about:**

*Audition information*

*Company Productions*

*Volunteer opportunities*

*Other Company related inquiries*

### Address

**The New Mexico Ballet Company**

6207 Pan American Freeway NE

Albuquerque, NM 87109

**School Line: (505) 659-8523**

**Company Line: (505) 292-4245**

**Website:** <https://newmexicoballetcompany.com>

**Parent Portal:** <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=537993>

**Social Media:** [@nmballetschool](#) [@nmballetcompany](#)

**NMBC App:** <https://the-nmbc.app.link/OX3v5sBPBvb>

## TABLE OF CONTENTS

Studio Calendar	3
General Policies	
Communication	4
Class Schedule & Cancellations	4
Withdrawal / Drop Policy	4
Payment Policy	4-5
Billing Issues & Questions	5
Tuition Rates	5-6
Studio Rental	7
Private Lessons	7
Attendance, Absences & Make-ups	8
Illness, Injury & Observation	8
Level Placement	9
Dress Code	10-11
Studio Facility	12
Code of Conduct	13
Behavioral Issues & Termination	14

## STUDIO CALENDAR: August 2023 – May 2024

*Schedule is subject to change as needed.*

*Red = CLOSED. No classes will be held on closed days.*

*Green = Adjusted schedule. See below for details.*

*Purple = Performances*

**July 24 – August 5: Summer Intensives for Levels 1–5**

*July 24 – July 29: No Level 1–5 afternoon/evening classes; Regular Children’s classes & Adult classes only.*

*July 31 – August 5: No regular Children’s, Levels 1–5, or Adult evening classes*

*August 6 – 12: CLOSED No classes*

**August 13: Fall classes begin**

**August 20 – 21: Auditions** for *The Nutcracker Ballet* (ages 8 to adult)

**August 27: Casting** pickup for *The Nutcracker Ballet*

*September 2 – 4: CLOSED Labor Day Weekend*

*November 19 – 26: CLOSED Thanksgiving Break (Tech week for The Nutcracker Ballet)*

November 25-26: **The Nutcracker Ballet** at Popejoy Hall performances

December 2-3: **The Nutcracker Ballet** at Popejoy Hall performances

*December 20 – January 6: CLOSED Winter Break*

**January 7: Spring Term classes begin**

*April 1 – 7: CLOSED Spring Break (Tech week for Wizard of Oz)*

April 6: **Wizard of Oz** performances at Popejoy Hall

**\*\*May 18: Children’s Showcase** Performances, ages 3–6 in Creative Movement & Pre-Ballet at NMBC Studio

**May 24: Last day of ongoing Spring classes**

**\*\*May 27 – 31: Tech week for Spring Recital & Choreographer’s Collective** at NHCC

**\*\*June 1 – 2: Spring Recital & Choreographer’s Collective** Performances at NHCC

*June 3 – 9: CLOSED End-of-year break*

*\*\*Tentative schedule – NMBC will update and confirm dates as soon as possible.*

## GENERAL POLICIES

### COMMUNICATION

- NMBC School's primary method of communication is EMAIL, followed by use of the NMBC App, lobby signage, social media, and the Parent Portal.
- Every family must have a current email address on file. *Do not block emails from Jackrabbit Dance or NMBC*. Students and their families are responsible for checking and reading email on a regular basis to stay up to date on important NMBC information.

### CLASS SCHEDULE & CANCELLATIONS

- NMBC reserves the right to combine or cancel any class due to an emergency, inclement weather, fewer than 5 paying students, instructor availability, conflicting NMBC events, or other reasons deemed necessary by NMBC.
- NMBC will notify students and families via email, the NMBC App and Parent Portal, and on our social media accounts. For questions, call (505) 659-8523.

### WITHDRAWAL POLICY

- **Requests to drop classes or withdraw from NMBC School must be received in writing**, either via email to the School Director ([anna.nmbc@gmail.com](mailto:anna.nmbc@gmail.com)) or a note delivered to the Front Desk, **no later than the last day of the current month**.
- Failure to withdraw by the last day of the current month will result in the following month's tuition being posted to your account and charged to the card on file on the 1st of the next month. Unused paid tuition will not be refunded or prorated upon withdrawal or failure to withdraw without prior notice.

### PAYMENT POLICY

- **Tuition** charges based on your current enrollment are posted to your account on the 1st of each month. **Drop-in** charges are due at the time of service.
- **Tuition payments are now due on the 1st of the month, or the following Monday if the 1st falls on a weekend or holiday. In cases of mid-month enrollment (August or during the season for new students), tuition will be prorated and payment is due at time of enrollment.**
  - Payment schedule August 2023 – June 2024: August 1 (or at time of enrollment if after the 1st), September 1, October 2, November 1, December 1, January 8, February 1, March 1, April 1, May 1, June 3
- **ePayments** will be charged to the credit/debit card on file.
- **Declined payments:** In the event your card is declined, you have a grace period of 5 days to update your billing information and make a payment manually through the portal before incurring a late fee. Declined payment notifications are sent via email.

- **Late Fee:** A late fee of \$10 will be charged to your account for every 5 days a payment is late.
- NMBC is a non-profit organization and timely payments are expected of all students and families. NMBC reserves the right to pause enrollment for an account with an outstanding/unpaid balance until the account is fully paid off, especially accounts with frequent late payments, excessive late fees, or unpaid fees. NMBC is understanding that financial issues may arise and are difficult to deal with and is willing to work with families who communicate with as much advance notice as possible to develop a payment plan.
- Credit/Debit card payments are preferred, however, cash and checks made out to NMBC are accepted. If you prefer to pay your monthly tuition with cash or check, select Cash/Check Only as your ePayment method and pay on time at the Front Desk.
- Refunds will not be given except in cases of admin error, event/class cancellation by NMBC, or advance notice of illness/injury accompanied by a valid doctor's note before the start of a workshop/event.

## BILLING ISSUES & QUESTIONS

- Contact [anna.nmbc@gmail.com](mailto:anna.nmbc@gmail.com) or call (505) 659-8523 with any billing, account, and payment questions or concerns.
- If you believe you were billed or charged in error, **please contact us before contesting any charges with your financial institution.** Errors on NMBC's part can easily be rectified with an adjustment, refund, or account credit.
- Read and understand all enrollment, tuition, withdrawal, and billing policies before contesting a charge or requesting a refund.

## TUITION RATES *(effective June 1, 2023)*

- Monthly Tuition rates are based on hours of class taken per week per student. Rates are based on 4-week months and remain the same regardless of short (3-weeks) or long (5-weeks) months. During the course of the year, each class day generally has the same number of total classes offered.
- Tuition will not be refunded or prorated due to student illness, absence/no shows, withdrawal without prior notice, or studio closure (weather, holidays, breaks, etc). Make-up classes are allowed for all excused absences.
- Tuition is prorated for partial months only upon registration or with prior written notice for scheduled absences (travel, illness, work, etc.).
- Registration fee: \$35 per family due upon enrollment between August and May.

## NMBC TUITION RATES 2023-2024

*Tuition rates and fees listed below are effective June 1, 2023. Tuition payments are due on the 1st of each month, or on the following Monday if the 1st falls on a weekend. Drop-in charges are due at time of service. NMBC is a non-profit organization and therefore does not charge sales tax in addition to tuition charges and other fees. Donations to NMBC are tax deductible.*

<b>Annual Registration Fee</b>		<i>\$35 per family; charged at time of registration August – May</i>		
<b>Hours of dance per week</b>	<b>Monthly tuition rate</b>	<b>Drop In Classes</b>	<b>Regular Rate</b>	<b>Professional, Instructor, College ID</b>
<i>up to 0.75 hours</i>	\$52.50	<b>30-45 min</b>	\$12	\$8
<i>up to 1 hour</i>	\$68.25	<b>1 hour</b>	\$18	\$10
<i>up to 1.5 hours</i>	\$94.50	<b>1.5 hours</b>	\$24	\$12
<i>up to 2 hours</i>	\$126.00	<b>2 hours</b>	\$32	\$16
<i>up to 2.5 hours</i>	\$147.00	<b>Former NMBC Company Dancers</b>		
<i>up to 3 hours</i>	\$162.75	<i>\$10 per class</i>		
<i>up to 3.5 hours</i>	\$178.50	<b>Professionals, Instructors &amp; College ID</b>		
<i>up to 4 hours</i>	\$194.25	<i>50% discount on monthly enrollment rates</i>		
<i>up to 4.5 hours</i>	\$210.00	<b>Punch Cards for Adult Students</b>		
<i>up to 5 hours</i>	\$223.60	<i>Punch cards are available for purchase through the NMBC App. No discounted rates on punch cards. Ages 18+.</i>		
<i>up to 5.5 hours</i>	\$239.20	<b>ADC Team Members &amp; Student Apprentices</b>		
<i>up to 6 hours</i>	\$249.60	<i>Regular tuition rates will apply effective August 1, 2023. Recital participation fees will be waived.</i>		
<i>up to 6.5 hours</i>	\$260.00	<i>Spring Recital performance registration fees will be waived.</i>		
<i>up to 7 hours</i>	\$270.40	<b>Spring Recital &amp; Children's Showcase</b>		
<i>up to 7.5 hours</i>	\$278.10	<i>Participation fee per student: \$50.00. Individual costume fees vary depending on the number of registered participating dances.</i>		
<i>up to 8 hours</i>	\$288.40			
<i>up to 9 hours</i>	\$298.70	<b>Work Study &amp; Class Demonstrators</b>		
<i>up to 10+ hours (unlimited rate)</i>	\$309.00	<i>Email <a href="mailto:anna.nmbc@gmail.com">anna.nmbc@gmail.com</a> to inquire about opportunities throughout the year to offset tuition costs.</i>		

## STUDIO RENTAL & PRIVATE LESSONS

- Studio space is available to rent on a case-by-case basis depending on the current class schedule and availability.
- Studio rental fees are due at the time of rental in the form of cash/check to the Front Desk or charged through your Jackrabbit account (Parent Portal).
- Private lesson fees are at the discretion of the instructor. Paying your instructor directly for private lessons is preferred, and the method of payment should be agreed upon in advance with the instructor.
- If you wish to charge your credit/debit card on file for a private lesson, a 5% surcharge will be added to the private lesson fee. Payment is due on the date of the private lesson.

STUDIO	NMBC Rate	Non-NMBC Rate	Group (4+) Rate
N - Medium	\$20 / hour	\$40 / hour	\$75 / hour
M - Medium	\$20 / hour	\$40 / hour	\$75 / hour
B - Small	\$15 / hour	\$30 / hour	\$50 / hour
C - Large	\$30 / hour	\$50 / hour	\$100 / hour

## ATTENDANCE, ABSENCES & MAKE-UPS

- **Consistent attendance** is essential for maintaining and improving a dancer's technique and artistry. Without consistent attendance, progressing to the next level is highly unlikely.
- Dancers must arrive on time to class, come prepared and ready to dance, stay focused during class, and be respectful of all NMBC students, teachers, and staff.
- **Tardiness** is distracting and disrespectful to the teacher and other students. If a student is more than 5 minutes late to class, they may be asked to sit and observe class at the discretion of the instructor. If you know you will be more than 10 minutes late to class, please schedule a make-up class for another day to receive a full class and minimize distraction to others.
- Communicate all **absences** with as much advance notice as possible. [Submit absences through your Parent Portal](#), email [anna.nmbc@gmail.com](mailto:anna.nmbc@gmail.com), or call 505-659-8523.
- Students with excessive *unexcused (no advance communication)* absences in a row will be considered a "No Show" and will be dropped from the class. Tuition will not be refunded after failure to attend, or without advance notification for withdrawal or dropping a class.
- **Make-ups** may be taken in any class or style at the student's same technique level or lower. Example: A Level 2 student may take a make-up class in any Level 2 or Level 1 class.

## ILLNESS, INJURY & OBSERVATION

- Dancers and parents are expected to communicate about any injuries or health issues limiting a student's ability to participate prior to class or rehearsal.
- To the best of their ability, injured students are encouraged to attend, participate in, or observe all classes and rehearsals.
  - Students who **observe** class should bring a notebook and something to write with for taking observation notes.
  - Students observing class are expected to stay in the studio for the duration of their class. Do not leave the studio without permission from the instructor.
- In case of fever or contagious illness, including COVID-19, follow all recommended health guidelines and do not come to the studio until you are no longer contagious. Help us maintain a clean and healthy environment for all NMBC families, dancers, and staff.



## LEVEL PLACEMENT

- Level placement is determined by NMBC professional faculty's assessment of several factors, including technical ability, age, maturity, focus during class, consistent attendance, work ethic, and more.
- New students may take a FREE TRIAL class to determine level placement before fully enrolling in NMBC School.
- Some styles and levels may be combined as needed for enrollment, studio scheduling, instructor availability (i.e. Tap 2/3, Hip-Hop 4/5, etc). Classes with fewer than 5 enrolled *paying* students may be canceled or combined.

### **Class Levels by Age:** *Age cutoff is September 1 for 2023-2024 classes*

**Creative Movement 3** - 3 years of age as of cutoff date above

**Creative Movement 4** - 4 years of age as of cutoff date above

**Pre Ballet 5** - 5 years of age as of cutoff date above

**Pre Ballet 6** - 6 years of age as of as of cutoff date above

### **Class Levels by Ability with age as a guiding factor:**

**Ballet 1A** - 7 years of age as of Sep 1 OR first year in Ballet 1

**Ballet 1B** - 8 years of age as of Sep 1 OR second year in Ballet 1 OR based on ability

**Ballet 2A** - 9 years of age as of Sep 1 OR completion of Ballet 1B OR based on ability

**Ballet 2B** - 10 years of age (guideline) OR second year in Ballet 2 OR based on ability

**Ballet 3** - 11 years of age (guideline) OR completion of Ballet 2 OR based on ability

**Ballet 4** - 13 years of age (guideline) OR completion of Ballet 3 OR based on ability

**Ballet 5** - 15 years of age (guideline) OR completion of Ballet 4 OR based on ability

**Pre-Pointe** - 10 years and up, Ballet 2B placement or higher

**Beginning Pointe 3** - 11 years and up, completion of Pre-Pointe, Ballet 3 level or higher

**Intermediate Pointe 4** - Ballet 4 placement

**Advanced Pointe 5** - Ballet 5 placement

### **Levels & Styles Offered:**

**Level 1:** ages 7+; Ballet, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 2:** generally ages 9+; Ballet, Pre-Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 3:** generally ages 11+; Ballet, Pre-Pointe, Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 4:** generally ages 13+; Ballet, Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 5:** generally ages 15+; Ballet, Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Open to Levels 2–5:** Dance Umbrella, Improvisation

**Open to Levels 3–5:** Open Ballet, Open Modern, Modern Choreography Workshop

**Adults & Beginning Teens:** Beginning Adult/Teen Ballet, Intermediate Adult Ballet, Adult Modern, Adult Tap/Jazz, Open Ballet, Open Modern, Stretch & Strength

## DRESS CODE

*Proper dance attire reflecting the identity of the individual student should be clean and professional for all classes and rehearsals. Dancewear and dance warm-ups should be form fitting and not hinder movement or hide body lines so instructors can give effective feedback on alignment and technique. Street clothes are not appropriate warm-ups for ballet classes.*

### Levels 1 – 3 (ages 7+ & teens)

- **Ballet & Pointe**
  - Females: Black leotard, “convertible” pink or skin-toned tights, pink or skin-toned split-soled ballet slippers (canvas preferred for classes, leather is acceptable)
    - Skirts or black fitted dance shorts may be worn for pointe classes, when personally necessary, or at the instructor’s discretion.
  - Males: White or black fitted t-shirt, black shorts/leggings/dance pants, dance belt if necessary, split-soled ballet slippers.
  - Warm-ups may be worn for pliés and tendus, or at the instructor’s discretion. **NO street clothes or excessively baggy warm-ups! Warm-ups should be form fitting and/or designed specifically for dance.**
  - Long hair must be secured out of the face in a classical bun or similar style. NO ponytails or bangs that cover the eyes. Long hair is both dangerous and distracting to the dancer.
- **Modern Dance: Leotard and fitted **black** leggings or tights. Bare feet - NO socks. Knees and torsos must be covered for dancer safety. Absolutely NO shorts, crop tops, or only sport bras without a shirt.**
- **Jazz & Lyrical: Leotard or fitted top; tights/leggings/dance pants; appropriate footwear (jazz/lyrical shoes, socks, or bare feet). Torsos must be fully covered (i.e. no sport bras without a shirt on top). Knees should be covered.**
- **Tap: Athletic clothing or dancewear that does not hinder movement; tap shoes (check that your screws are tight and not exposed, as this can damage the floor).**
- **Hip-Hop: Athletic clothing or dancewear that does not hinder movement and clean dance sneakers (no outside street shoes on the studio floors). Torsos must be fully covered (i.e. no sport bras without a shirt on top).**
- **Please do not apply lotion or body oils to feet or exposed skin before dance classes involving floor work (modern, lyrical, hip-hop, etc.). Lotion and oils make the marley flooring slippery and unsafe for the next class.**

### Levels 4 & 5 (ages 14+)

- **Ballet & Pointe**
  - Females: Any leotard, black or colored; “convertible” pink or skin-toned tights; pink or skin-toned split-soled ballet slippers (canvas preferred, leather is acceptable). NO cutoff tights in technique classes.
    - Skirts or black fitted dance shorts may be worn for pointe classes, when personally necessary, or at the instructor’s discretion.

- Males: White or black fitted t-shirt or leotard, black shorts/leggings/dance pants/tights, dance belt, unitards or bike-tards are acceptable, split-soled ballet slippers.
- Warm-ups may be worn for pliés and tendus, or at the instructor's discretion. **NO street clothes or excessively baggy warm-ups! Warm-ups should be form fitting and/or designed specifically for dance.**
- Hair must be secured out of the face in a classical bun or similar style. NO ponytails or bangs that cover the eyes. Long hair is both dangerous and distracting to the dancer.
- **Modern Dance:** Leotard and fitted **black** leggings or tights. Bare feet - NO socks. Knees and torsos must be covered for dancer safety. Absolutely NO shorts, crop tops, or only sport bras.
- **Jazz & Lyrical:** Leotard or fitted top; tights/leggings/dance pants; appropriate footwear (jazz/lyrical shoes, socks, or bare feet). **Torsos must be fully covered (i.e. no sport bras without a shirt on top). Knees should be covered.**
- **Tap:** Athletic clothing or dancewear that does not hinder movement; tap shoes (check that your screws are tight and not exposed, as this can damage the floor).
- **Hip-Hop:** Athletic clothing or dancewear that does not hinder movement and clean dance sneakers (no outside street shoes on the studio floors). Torsos must be fully covered (i.e. no sport bras without a shirt on top).
- **Please do not apply lotion or body oils to feet or exposed skin before dance classes involving floor work (modern, lyrical, hip-hop, etc.). Lotion and oils make the marley flooring slippery and unsafe for the next class.**

#### **Adults (ages 18+)**

- See Level 4-5 above for traditional dancewear options, or adult students may wear comfortable athletic clothing that allows for full range of movement with footwear appropriate to the style of dance.
- **Please do not apply lotion or body oils to feet or exposed skin before dance classes involving floor work (modern, lyrical, hip-hop, etc.). Lotion and oils make the marley flooring slippery and unsafe for the next class.**

#### **Children's Classes (ages 3–6)**

- **Creative Movement:** Light pink leotard (no detachable skirts) with Footed tights & ballet slippers (traditional pink or matching skin tone) OR White or black t-shirt, black shorts/leggings/dance pants & ballet slippers
- **Pre-Ballet:** Black leotard (no detachable skirts) with Footed tights & ballet slippers (traditional pink or matching skin tone) OR White or black t-shirt, black shorts/leggings/dance pants & ballet slippers

**Support Local!** Shop for your dance needs at **New Mexico Dancewear:** 8206 Menaul Blvd NE, Albuquerque, NM 87110 | (505) 292-2747 | <http://www.nmdancewear.com/>

## BUILDING & STUDIO FACILITIES

- Drop-off & pick-up: Parents/guardians are expected to drop off and pick up their children in a timely manner. NMBC does not offer child supervision and is not responsible for students when they are not in class.
- Students who do not drive themselves will wait in the lobby to be picked up.
- Students are expected to treat the studio facility with respect. Vandalism will not be tolerated and will result in charges for any damage caused. Destructive behavior may result in expulsion from NMBC School if deemed necessary by the NMBC administration.
- Properly dispose of all trash and recycling, keep dressing rooms and lobby areas tidy, and report any maintenance issues immediately to the Front Desk.
- For security and safety reasons, the Front Desk area, Staff Lounge, and Tulle Shed costume storage are off limits to students.
- Students are allowed to use the microwave and refrigerator in the Kitchen. Please check in with the Front Desk before use.
- Viewing areas should remain quiet and respectful of the dancers in class/rehearsal.
- Food is only allowed in the front lobby and hallway areas. Do not bring or dispose of food or drinks other than water in the studios. For the safety of our students with severe allergies, please do not bring any peanut or tree nut products/foods to the studio.
- Smoking, vaping, and illicit drug use are prohibited inside the studio facility and on NMBC facility property.
- NMBC is not responsible for any personal items that are lost, stolen, or damaged at the studio or other NMBC event locations.

## NMBC SCHOOL CODE OF CONDUCT

*\*\* Upon enrollment at NMBC, all students and parents are responsible for reading, understanding, and adhering to the Code of Conduct. \*\**

- Students are expected to have a positive attitude and behave in a respectful manner at all times toward their teachers, peers, NMBC staff, and volunteers.
- Be attentive, follow instructions, accept and apply all corrections, and have fun!
- Always thank your instructor after every class and/or rehearsal.
- Come to class prepared in dress code with hair done. Be warmed up and in your assigned studio by the time class/rehearsal begins. Tardiness is disruptive to other students and the instructor. Dancers who arrive more than 10 minutes late have missed the most important and foundational part of class, putting themselves at risk for injury. Late arrivals may be asked to sit and observe the rest of class at the discretion of the instructor.
- Students may not leave class/rehearsal at any time without permission from the instructor. Dancers should never sit down during class unless they are injured or instructed to do so.
- Talking is not permitted during class/rehearsal as it is disrespectful and distracting to others. If you have a question, raise your hand and wait for the instructor to call on you. Excessive disruptive behavior may result in dismissal from class at the instructor's discretion.
- Do not touch mirrors, windows, or hang on the barres.
- Bring a labeled water bottle to every class/rehearsal.
- Food and drink, other than water, are not allowed in the studios. Eating in the lobby area and hallways is permitted.
- Never chew gum during class or rehearsal as it is a choking hazard and considered rude during class. Dispose of gum properly in a trash can.
- Dancers should bring only what is needed for class: shoes, water bottle, etc. Leave valuables at home.
- Cell phone use is prohibited during class/rehearsal. Dancers' phones will remain on silent and in dance bags except in cases of emergency.
- Students must adhere to the dress code outlined in the handbook. Students should wear a "cover up" over their dance clothes when arriving at or leaving the studio.
- Ballet slippers and other dance shoes should never be worn outside. Street shoes are prohibited in the studio to protect the marley flooring.
- Smoking and vaping are prohibited inside the building.

## BEHAVIORAL ISSUES & TERMINATION

All NMBC students and their families are expected to maintain respectable behavior (actions and language) in the studio, at theaters, on social media, and at any other NMBC related events. Any grievances or concerns held by dancers or families should immediately be brought to the attention of the School Director or another administrative staff member. Concerns or issues should not be posted or discussed on social media platforms. If necessary, a meeting will be scheduled with the dancer or family to address concerns.

Inappropriate, disruptive, and/or disrespectful behavior will not be tolerated. If an issue arises during a class or rehearsal, the student(s) involved may be asked to leave the class/rehearsal/event. A meeting will be scheduled to address any concerns and find a resolution. If inappropriate or destructive behavior continues, the dancer and family may be dismissed from NMBC School.

Bullying will not be tolerated. Any issues concerning bullying should immediately be brought to the attention of a teacher or administrative staff. Staff will investigate the situation and determine an appropriate course of action within the scope of classes, rehearsals, and other NMBC events.

If a dancer and their family are released from NMBC, they will receive a letter informing them of their dismissal and effective date of dismissal. Refunds will be considered on a case-by-case basis dependent on the circumstances and timing of departure. If a refund is due and money is accepted, the student and family agree to release all ties to NMBC and cease communication with the company and its affiliates. Continued engagement or harassment could result in legal action.

Reasons for dismissal from NMBC and its affiliate programs include and are not limited to the following:

- Bullying by a dancer and/or their family within NMBC School, as determined by NMBC staff, or in connection with any other affiliate program.
- Property damage to NMBC possessions or the studio facility.
- Engagement in any activities or behavioral issues that are deemed detrimental to the studio environment and morale.
- Failure to meet commitments for participation, expectations for behavior, and all other elements outlined in the Student & Family Handbook.

This list is intended to illustrate possible scenarios; however, dismissal will be decided on a case-by-case basis by NMBC staff and in the best interest of the organization.