



DANCE THEATRE OF HARLEM SCHOOL

STUDENT & PARENT HANDBOOK
2018-2019 FALL/SPRING SESSION

DANCE THEATRE OF HARLEM SCHOOL (DTHS)
MISSION STATEMENT

It is the goal of Dance Theatre of Harlem School to provide students of diverse cultural, social and economic backgrounds with access to world class dance training with an emphasis on Classical Ballet. Through innovative programming built on a strong classical foundation, we seek to instill discipline, self-esteem, accountability and responsibility while promoting creativity and self-expression in a safe, culturally rich, diverse environment. The skills and opportunities provided at DTHS will support students in their artistic endeavors and beyond, encouraging young people to achieve their fullest potential and to become productive, successful citizens of the world.

As a cornerstone of the Harlem community, we desire to share the rich legacy of Dance Theatre of Harlem with students, parents, our community and the world, and to do so through thoughtful cooperation of staff, faculty, alumni, financial supporters and volunteers.

DTHS is authorized under Federal law to enroll non-immigrant students within the Professional Training Program and will assist them with an F-1 Visa.

CONTACT INFORMATION

Dance Theatre of Harlem
The Everett Center for the Performing Arts
466 W. 152nd Street
New York, NY 10031-1896

Phone: 212.690.2800 / Fax: 212.690.8736
Website: www.dancetheatreofharlem.org

Robert Garland, School Director
Augustus van Heerden, Associate Director, Lower/Upper School Program
Rachel Sekyi, Associate Director, Tendu Program
Melissa Filippi, School Accountant
Karen Farnum-Williams, Student Affairs Officer

For questions about registration: registration@dancetheatreofharlem.org
For general school inquiries or notifications: school-info@dancetheatreofharlem.org
For questions about payments: payments@dancetheatreofharlem.org

All students/parents must read and sign one copy of the Acknowledgement and Agreement, which can be found at the back of this handbook.

PAYMENT SCHEDULE & REFUND POLICY

Any outstanding balances must be paid in full before registering for the Fall/Spring Session. The registration/activity fee is **non-refundable** and must be paid in full before a student begins taking classes. If the tuition fee has been paid in full and the student is unable to attend, or decides to withdraw from classes, a refund will be made in accordance to the schedule below:

- Two weeks prior to the start of class (8/28/18): 100% of total amount
- Within the first 2 weeks of classes (9/23/18): 50% of total amount
- After 2 weeks of classes (9/24/18): **NO REFUND**

Please be advised there is no refund for students who have been suspended or expelled.

Students withdrawal forms are available on our website. All withdrawal requests must be submitted electronically to registration@dancetheatreofharlem.org.

PLACEMENT CLASSES FOR ALL STUDENTS

The first week of classes of each session are considered placement confirmation classes to ensure students have been placed in appropriate levels. Students are placed based on a combination of age and technical ability in order to ensure an optimal educational experience. Students are placed according to DTH standards and placement at DTHS may not reflect a student's level or placement in other training programs. Each level at DTHS follows a specific syllabus. Students progress and develop as individuals at their own unique pace, and students may need to repeat a level before moving on to the next level. Level repetition is common when studying ballet, and should not be viewed as a negative occurrence. Level placement is at the sole discretion of Dance Theatre of Harlem Artistic Director, Virginia Johnson; School Director, Robert Garland; Upper/Lower School Associate Director Augustus van Heerden; and Tendu School Associate Director, Rachel Sekyi.

ATTENDANCE

The curriculum of the DTHS Fall/Spring Session is based on a full 32 weeks of attendance. Good attendance provides students with the consistency they need to grow and develop to their fullest potential.

SICK DAYS: Students are required to call or email DTHS if they are unable to attend classes. A doctor's note will be required from students who are sick more than three (3) consecutive class days. We can be reached at 212-690-2800 and school-info@dancetheatreofharlem.org.

ABSENCES & LATENESS: During our 32-week program, **Lower School Program** students in Levels (1-3) are allowed six (6) absences and **Upper School Program** Level (4-7) students are allowed eight (8) absences. **Tendu and Teen** students are allowed four (4) absences. Any additional absences may be accepted at the discretion of School Administration, if an explanation is provided in writing (including email) by the parent/guardian. Excessive absences or lateness may result in a warning, probation, loss of award (e.g. scholarship / tuition assistance), suspension or expulsion at the discretion of the School Artistic Director and School Administrator.

STUDENT DROP OFF & PICK UP

Parents who drive are asked to stay with their vehicles when dropping off and picking up students unless they are in a valid parking spot.

Do not leave vehicles double parked and unattended outside of the building. Double parked vehicles may block emergency vehicles that need to pass in case of an emergency.

Parents who choose to wait for students while they take class must wait in the basement waiting area. Use of building elevator is prohibited.

Parents or friends who are waiting for students may not wander the building or observe classes

Eating is prohibited in the lobby/first floor areas.

OPEN SCHOOL WEEKS

Open school week is an opportunity for family and friends, as well as outside people who may be interested in attending DTH to come into the studios and observe classes. Two family members per student are allowed to attend. Videotaping is permitted.

The first Open School Week for all students will take place:

- October 22 - 27, 2018
- February 25 - March 2, 2019

Additional Open School Days for Tendu Program students will take place:

- Saturday, December 8, 2018 (Tendu Program only)
- Saturday, January 19, 2019 (Tendu Program only)
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PERFORMANCE OPPORTUNITIES

Tendu Program:

- Making Memories Day, Sunday, March 10, 2019 (special event at DTH for students and their families)
- Studio Demonstration, Saturday, May 11, 2018

Lower/Upper School: Performance opportunities throughout the year may include Sunday Matinées at DTH; special events; and the annual holiday performances. Participation is at the sole discretion of the artistic staff.

The Fall/Spring Session will culminate for the Lower and Upper School with our annual Spring Performances which will take place May 18, 2019 (all dates are subject to change). DTHS students who have maintained satisfactory school standards of attendance and deportment will perform.

Additional rehearsals for all levels will take place in early May in preparation for our Spring Performances. Our school calendar will detail the days and general times the rehearsals will take place.

MEDICAL ATTENTION

Students requiring medical attention while participating in the Fall/Spring Session should seek help immediately from a DTHS staff or faculty member.

Students in the Fall/Spring Session are expected to maintain good health in order to be prepared for the intense physical exertion of dance training. Some muscle strain or soreness is expected but students experiencing serious pain or physical discomfort should notify the instructor before class begins. If a student needs more medical advice than DTHS can offer, the student may be referred to a physician or specialist for further treatment. Please be advised that DTHS will not administer medical care or any medications. If an injury severely impairs a student's ability to participate in the program for an extended period of time, the student may be asked to withdraw.

PROHIBITED ACTIVITIES & EXPULSION

Alcohol, Drugs or Weapons: The possession, use, or distribution of alcohol, drugs, improperly used controlled substances or weapons is **strictly prohibited**. Any infraction of this policy will result in IMMEDIATE EXPULSION from the Dance Theatre of Harlem School.

Gross Misconduct: Any student who verbally or physically abuses anyone, bullying, verbally defies any faculty or staff member, commits any unlawful action such as stealing or defacing DTHS property, will result in disciplinary action. Any action deemed by DTHS as grossly inappropriate will result in expulsion.

Studios: Students may only drink water in the studios. All other drinking and eating is strictly prohibited in studios and/or hallways. The use of rosin in Studio 3 is also strictly prohibited.

Elevator: Students and parents may not use the elevator unless they are physically unable to use the stairs.

Cell Phones: Cell Phones must be turned off completely between 5pm and 8:30pm on weeknights. On Saturdays, all cell phones must be turned off and put away prior to the start of classes and will remain off until students leave the building. All devices must be put in either a locker or personal bag. A cell phone being used in the studio will be confiscated and a parent will be required to come to DTHS to pick it up. Students are only allowed to receive or make telephone calls at the Front Desk or in the Administrative offices if there is an emergency. Only in an emergency situation will School Administrative staff take a message for a student.

Administrative Offices: Students and family members are not permitted in the Administrative Office at any time, unless conducting business with DTHS staff.

DANCE THEATRE OF HARLEM BUILDING PROCEDURES

Below you will find simple procedures used in the DTH building to keep the flow of students and parents safe and efficient for everyone.

Daily Bulletin: The Daily Bulletin Board will be located prominently in the lobby area. School staff will use the board to post the daily schedule, as well as any important notices, studio changes or reminders.

Please remember to always check the board when you enter the building!

Sign In and Sign Out: All students must sign in upon entering the building before going to class. The sign in desk is located in the lobby, just outside of the DTH Boutique. Students will find their name listed with their level and should enter the time they arrive. Upon exiting the building, students should enter the time they leave. Parents should sign in and out for students who are too young to do so.

Dressing Rooms: After signing in students should go down to the dressing rooms located in the basement, using Stairwell C. Changing clothes in the restrooms located on the first and second floors is strictly prohibited! Students and parents of young students who need assistance with changing should make a habit of arriving for class in enough time to change into their uniforms in the designated dressing areas.

Upper/Lower School: Lower School students must wait quietly outside of the studio until their teacher arrives or invites them in. Upper School students may enter the studio to warm up/stretch if the teacher is not present.

Running, playing or yelling in the basement, halls or stairwells is strictly prohibited! Eating is permitted in the basement area only. Eating is not allowed in the lobby or outside of the studios.

Important! Saturday Procedures ***Tendu Program (PreDance and PreBallet)***

Once students have signed in, families should proceed down to the Basement area using Stairwell C. Signs will be posted in the building to direct you. This will leave the other stairwells free for teachers and students to flow between classes and studios.

When students are ready for class, families should find the “class star” with their student’s level and class time displayed on it. This is the pick-up/drop off area for their class. *Every Saturday*, students will line up against the wall under their class star and wait for their instructor. Instructors will chaperone students up to their studio and return them to the class star when class is finished at which point they will be dismissed.

The DTH basement can become very crowded on Saturday afternoons. **For this reason strollers are not allowed in the basement, as they pose a fire hazard.** There will be a designated stroller parking area in the back lobby area.

For the safety of all of our children, parents are not allowed to observe classes from studio doorways or to wander the building without permission. Parents are free to wait for their children in the back lobby area or the basement area. **Parents and students are not allowed to use the elevator unless they are injured or physically challenged in some way.**

GENERAL RULES AND REGULATIONS

The Rules and Regulations are in place to support the Dance Theatre of Harlem School's mission to provide training in the art of dance within a safe, nurturing learning environment for all students. Dance Theatre of Harlem School is accredited by The National Association of Schools of Dance and is listed as an institution of higher education by the U.S. Dept. of Education. The Dance Theatre of Harlem School is authorized under Federal law to enroll non-immigrant students and will assist them with acquiring an F-1 Visa.

Students are strongly encouraged to familiarize themselves with the **Rules and Regulations** of the Dance Theatre of Harlem School. Any infraction of these Rules and Regulations is frowned upon and could result in suspension or expulsion from our program. In the interest of the overall security of our students and building and in keeping with the building/fire/insurance codes, we respectfully ask that you follow the guidelines listed below:

Students accepted into our program are required to submit all necessary forms in order to ensure complete and timely registration. The submission of these forms is necessary prior to the start of classes.

Students are required to submit timely payment of the Registration/Activity fees, along with full Tuition or a first installment payment as permitted through the approved Payment Plan. The submission of said payments is necessary prior to the start of classes and/or as outlined in the current registration documents.

Students are required to: 1. Be punctual 2. Attend classes regularly according to their program schedule 3. Adhere to DTHS dress code, 4. Apply themselves and commit to the dance training offered at DTHS, always demonstrating a respectful attitude toward fellow students, instructors and staff.

FALL/SPRING SESSION EVALUATIONS: All students will receive written evaluations at least once per semester. A Jury Assessment is required at the end of the Spring semester for Lower and Upper School students, during which each student will be assessed before a panel of instructors and artistic directors. Students who do not attend Jury Assessments will repeat their current level until evaluated by artistic faculty. Evaluations are based on the following criteria: Attendance, Attitude, Syllabus Vocabulary, Physical Improvement, and overall Performance.

SOCIAL MEDIA: Students may not use social media sites to publish disparaging or harassing remarks about DTHS community members, including, but not limited to, faculty, staff, and students. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon The Dance Theatre of Harlem.

BULLYING: Dance Theatre of Harlem School takes bullying in all forms very seriously! Students who are accused of bullying will be called to conference with their parents, the school administrator and the school artistic director. Bullying includes, but is not limited to verbal and/or physical abuse, intimidation, and abuse via social media, phone, email, etc.

DANCE THEATRE OF HARLEM SCHOOL
PARENT'S CODE OF CONDUCT

It is the intention of this program to promote respect for all participants within all levels of the Dance Theatre of Harlem School. It is expected that all parents/guardians of participants read and understand the Parent's Code of Conduct and continue to observe and follow all the principles contained within the Code throughout the year.

I will remember that my child participates for his/her enjoyment. I will not force my child to participate in the arts. I will try to make it FUN!

I will insist that my child participates in a safe and healthy environment. I will support an arts environment that is free of disrespectful behavior, inappropriate conversations, public critiques of student artists or the program, and I will refrain from this behavior at all times. I will encourage my child to abide by the rules and to resolve conflict without resorting to disrespect, hostility or violence in person, in verbal communication, through social media, etc. I will encourage my child to respect and show appreciation for the faculty, staff and volunteers who give their time to the success of the program.

I will teach my child that doing one's best is the primary goal so that my child will never feel defeated by the outcome of casting or placement. I will never ridicule or yell at my child for his/her casting or placement. I will not compare my child's casting or placement to other dancers openly in public or in front of my child. I will make my child feel successful every time by offering praise for working hard and following through on his/her commitment.

I will remember that children learn by example. I will applaud the talents of both my child and other student artists. I will not be critical of, or embarrass any student artist, at any time.

I will leave artistic vision, programming, casting and placement to the artistic staff. I will never question the artistic team's judgment, intention or honesty in public. I will trust that decisions have been made with integrity and strategy for the overall good of the program and its participants. I will encourage my child to participate in a manner consistent with the program's philosophy.

I will emphasize skill development and a serious approach to training (classes, rehearsals, and production weeks) and explain how skill development and consistency in training will benefit my child. I understand the benefits of participating in a rigorous arts training program, the commitment, the discipline and the social skills learned and acquired. I will attempt to learn about the arts world so that I may best support my child's development in the field.

I will communicate artistic questions and/or report any concerns regarding student conflicts or inappropriate behavior to a member of the Artistic/Program Staff (School Director, Student Affairs Officer, School Administrator or Faculty). I will communicate all questions about placement or programming through the proper channels, respectfully understanding the role of each member of the faculty and staff. I will request a conference during which I will communicate in a professional manner at an agreed upon time and place.