



DANCE THEATRE OF HARLEM SCHOOL

STUDENT & PARENT HANDBOOK
2019-2020 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.

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
Najaree Wallace, 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

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:

If tuition is paid in full and the student must withdraw, refund of tuition will be made in accordance to the schedule below:

- Before the first day of classes: 100% of total amount
- Within the first week of classes: 50% of total amount
- After the first week of classes: **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

The first week of classes for each session are considered placement classes. This is to ensure students are 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 DTHS standards and placement may not reflect a student's level 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 School Director, Robert Garland; Upper/Lower School Associate Director Augustus van Heerden; and Tendu School Associate Director, Rachel Sekyi.

STUDENT DROP OFF & PICK UP

Dance Theatre of Harlem is in a residential neighborhood. As such, 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 permitted in the basement area only.

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 can attend. Videotaping is permitted.

Open School Weeks for Lower/Upper School & Tendu Program students will take place:

- October 21 - 26, 2019
- February 24 - 29, 2020

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

- Saturday, December 7, 2019 (Tendu Program only)
- Saturday, January 18, 2020 (Tendu Program only)

TENDU PROGRAM SPECIAL EVENTS

- Making Memories Day, Sunday, March 29, 2020 - A special event at DTH for students and their families.
- Studio Demonstration, Saturday, May 9, 2020 - The end of year Tendu student showing.

LOWER/UPPER SCHOOL SPECIAL EVENTS

- 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 on Saturday, May 16, 2020 (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.

FALL/SPRING SESSION EVALUATIONS

All students will receive written evaluations once per semester. A Jury Assessment is required during the Spring semester for Lower and Upper School students, during which each student will be assessed before a panel of instructors and artistic directors. Jury Assessments are conducted to evaluate overall progress and development, which will decide future placement. **Students who do not attend Jury Assessments will repeat their current level until evaluated by artistic faculty.** Jury Assessments for the current school year take place from Friday, February 21-Saturday, February 29, 2020.

MEDICAL ATTENTION

As a reminder, please keep the school informed of any medical conditions that may arise. Students requiring medical attention while on the DTH premises 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. DTHS may recommend students see a physician or specialist for 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, 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 are strictly prohibited in studios and/or hallways. The use of rosin in Studio 3 is also strictly prohibited. All dance bags should go in the studio and left at the front of the room.

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.

Gum Chewing: The chewing of gum is prohibited on the DTH premises.

Valuables: Students are asked to avoid bringing valuables or jewelry to DTH. The wearing of jewelry is not permitted in any dance class.

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. **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. Students should find their name and 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 the *St. Nicholas Avenue stairwell (the stairway located across from the bathrooms on the first floor)*. Dressing rooms are for changing only. Changing clothes in the restrooms located on the first and second floors is strictly prohibited!

Lower/Upper 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.

Tendu Program: Pre-Dance & Pre-Ballet students are encouraged to arrive pre-dressed. Students should go to the basement and line up against the wall, under their class star. Instructors will chaperone students up to their studio and return them to the class star for dismissal. Students that aren't picked up will be escorted to the Front Desk on the first floor.

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.

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.

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.

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.

ABSENCES & LATENESS: During our 32-week program, students in Levels 1 & 2 are allowed four (4) absences. Level 2AP, 3, 3AP, 4, 5 & DF students are allowed six (6) absences. Level 4AP-7AP students are allowed eight (8) absences. Tendu 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 Director(s).

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.

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.

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 administration and the School Director(s). Bullying includes, but is not limited to verbal and/or physical abuse, intimidation, and abuse via social media, phone, email, etc.

PARENT GUIDE

It is the intention of the Dance Theatre of Harlem School to promote respect for all participants. It is necessary for all Parent/Guardian's to go through the handbook with their children to ensure a level of conduct that promotes maximum success and wellbeing for all. We consider our parents to be a vital part of how the student body regards this organization and we value the experience of all students and their families.

- Parents may not observe classes from studio doorways or wander the building.
- Parents may wait for their children in the basement area.
- Parents are only permitted to use the elevator if injured or physically challenged.
- There is a designated area for strollers on the ~~ground~~ first floor. Strollers are not permitted in the basement.
- We don't offer late pick-up services, so it is imperative that parents pick-up promptly at the time of student's last class.

- All placement and casting are at the discretion of the Artistic Staff.
- Parents wishing to speak to a teacher can schedule an appointment by emailing Ms. Karen Farnum-Williams, School Affairs Officer, kwilliams@dancetheatreofharlem.org.
- Parents are asked to report any misconduct or student conflicts to the School Staff (Director, Associate Director, Teacher, School Administration). In addition, incidents can be sent directly in writing to Ms. Karen Farnum-Williams, School Affairs Officer. kwilliams@dancetheatreofharlem.org.

For any other questions or concerns, please contact the DTH School Artistic and Administrative Staffs.