



**DANCE THEATRE OF HARLEM SCHOOL**

**STUDENT & PARENT HANDBOOK  
VIRTUAL DANCE 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. 152<sup>nd</sup> Street  
New York, NY 10031-1896

Website: [www.dancetheatreofharlem.org](http://www.dancetheatreofharlem.org)

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

For questions about registration: [registration@dancetheatreofharlem.org](mailto:registration@dancetheatreofharlem.org)

For general school inquiries or notifications:  
[school-info@dancetheatreofharlem.org](mailto:school-info@dancetheatreofharlem.org)

For questions about payments: [payments@dancetheatreofharlem.org](mailto:payments@dancetheatreofharlem.org)

### **PAYMENT SCHEDULE & REFUND POLICY**

The registration 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 with 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:	<b>NO REFUND</b>

**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](mailto:registration@dancetheatreofharlem.org).**

### **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 could result in suspension or expulsion from our program.

### **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 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; Lower/Upper School Associate Director Augustus van Heerden; and Tendu School Associate Director, Rachel Sekyi.

## **DANCE THEATRE OF HARLEM ZOOM PROCEDURES**

**Below you will find simple procedures used on the DTH Zoom platform to keep the flow of classes safe and efficient for everyone.**

- Zoom Links for classes will require a passcode.
- Please arrive 10 minutes prior to the start of class. We have a full schedule and must start classes on time.
- When setting up in Zoom, please be sure to include your first name in the portal. If you need to rename the account for classes that day, please do so ahead of time.
- When you arrive to class, type your name into the Chat. We use this feature to take attendance.
- Set up your electronic device so you can only view your instructor (or PIN the teacher).
- Angle your device so we can see the student's full body child's full body when standing or sitting on the floor.
- We recommend that participation in class be indoors.

**ABSENCES & LATENESS:** During our programs, parents and students should remain aware that lapses in regular attendance will severely impact the progress of the student.

**SICK DAYS:** Students are required to email DTHS if they are unable to attend classes. All documents should be sent to **[school-info@dancetheatreofharlem.org](mailto:school-info@dancetheatreofharlem.org)**.

**SOCIAL MEDIA:** Students may not use social media 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 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! Bullying includes, but is not limited to verbal and/or physical abuse, intimidation, and abuse via social media, phone, email, etc.

## **PROGRESS REPORT**

All students will receive a progress report at the end of the session.

## **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.

- All placement is at the discretion of the Artistic Staff.
- Parents wishing to speak to an instructor or School personnel can schedule an appointment by emailing Ms. Karen Farnum-Williams, School Affairs Officer, [kwilliams@dancetheatreofharlem.org](mailto:kwilliams@dancetheatreofharlem.org).

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

## **DTH SCHOOL PARENT 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 during all dance sessions.

1. I will remember that my child participates for his/her enrichment. I will encourage my child to participate in a manner consistent with the program's philosophy.
2. I will support a safe and healthy environment that is free of disrespectful behavior, and inappropriate conversations. I will encourage my child to abide by the rules and to resolve conflict without resorting to hostility or violence.
3. I will teach my child that doing their best always is a goal worth striving for. I will give my child the support needed throughout his/her dance education, through good and difficult times.
4. I will leave artistic decisions, curriculum, 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 in the best interest of my child and with the utmost integrity, communicating all questions through the proper channels.
5. I will support my child's skill development and teach my child the importance of commitment and dedication to training. I understand the benefits of participating in a rigorous arts training program, 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.
6. I will report any concerns regarding student conflicts or inappropriate behavior to a member of the DTH School Staff (School Director, Associate School Director, Student Affairs Officer, School Administration and/or Faculty).
7. I will respect the privacy of others by refraining from postings (messages, photographs, video) on social media of a derogative nature regarding any student or dancing discipline. Recording classes is not allowed at any time.
8. I will pay accounts on time. The DTH School relies on tuition and fee payments, as well as generous support from donors, to provide exceptional dance training and activities for your child.
9. I understand the importance of my child's training and will do my best to ensure my child's punctuality at all classes. I understand that regular attendance is necessary for good training and development, and I will notify the DTH School of any conflicts with my child's schedule as soon as possible.
10. I will continue to teach my child to treat students, parents, teachers, and others at the DTH School with respect, maintaining a courteous attitude always.
11. I understand the DTH School communicates important information about my child and school activities through emails, virtual town halls, and the DTH website.
12. I have read and understand the above Parent Code of Conduct and agree to abide by it always. I understand that if I do not follow this Code of Conduct, I may be asked to cease an activity, or I may be asked to withdraw my child from the program.