

**DANCE DEPARTMENT
HANDBOOK**

Every effort has been made to ensure that information provided in this Student Handbook is current and accurate. Please note, however, that policies and conditions are subject to change. This Handbook and the Academic Year Policies documents are available online in their most current form.

HCD students are expected to comply with all policies and procedures as outlined in this document.

If you have any questions about The Hartt School Community Division Dance Department, please contact the Dance Department Office at 860-768-6000, or email dancedesk@hartford.edu.

HCD FACILITIES | LOCATIONS | CONTACT INFORMATION:

STUDIO LOCATION:

Mort and Irma Handel Performing Arts Center (HPAC)

35 Westbourne Parkway, Hartford, CT 06112

860.768.6000

Fax: 860.768.2496

Use the Dancedesk for general contacts, information, absence reporting, etc.:

dancedesk@hartford.edu

The Mort and Irma Handel Performing Arts Center has 5 dance studio spaces, administrative and production offices, a conference room, a wardrobe shop, two black box performance spaces, and dressing rooms as well as open public spaces. The building also houses the dance and theatre programs of The Hartt School of the University of Hartford. A public safety office is on duty in the building at all times. The Backstage Café is available while the University programs are in session.

Students and guests are free to use only those areas of the building designated for use by HCD programs. Please contain your activities to the public spaces of the lobby, or the dressing room and studio spaces scheduled for your classes. Please do not wait in the sound lock entrance areas of the studios. Tables and chairs are provided in the lobby area for your convenience.

Parking or waiting for students in the roundabout of the front entrance area is prohibited. This blocks access to the building for public transport and emergency vehicles and is not allowed.

UNIVERSITY OF HARTFORD MAIN OFFICE:

Alfred C. Fuller Music Center

University of Hartford

200 Bloomfield Avenue, West Hartford, CT 06117

860.768.4451

Fax: 860.768.4777

harttcomm@hartford.edu

The Alfred C. Fuller Center is home to the Hartt Community Division Main Office, many of HCD's music programs, and The Hartt School's collegiate music studies programs. This location does not have dance studio spaces, but Dance Department students may visit this location for billing needs. The Fuller Center also houses the Millard Auditorium, where many HCD Dance Department productions take place.

Website: <http://www.hartford.edu/hcd>

PEOPLE

Sarkis Kaltakhtchian, Director
kaltakhtc@hartford.edu | 860.768.2424

Cameron Whitney, Office Coordinator
cawhitney@hartford.edu | 860.768.2495

Registrar
hcd bills@hartford.edu | 860.768.4334

Should you need to contact your child's teacher directly, please contact the Dancedesk (dancedesk@hartford.edu) and request an appointment. Your request will be forwarded to the instructor.

HCD COMMUNICATIONS

Use the Dancedesk for general contacts, information, absence reporting, etc.:
dancedesk@hartford.edu

Virtual Dance Bag:

The VDB will be your best resource for information, including links to calendars, schedules, dress codes, and current news and information. Weather-related cancellations will be posted on the VDB.

<http://www.hartford.edu/hcd/dance/virtual-dance-bag.aspx>

- Visit hartford.edu/hcd
- Click on "DANCE" in the top menu;
- Select Virtual Dance Bag from the left hand menu

Student Contact Information:

It is required that we have current and accurate contact information for all students in the program. It is your responsibility to submit this information upon registration on your registration account to ensure that all contact information is current and accurate

Email:

Most HCD Dance Department communications are made via email using the primary email address you submit at the time of registration. Please notify reception of any address changes: dancedesk@hartford.edu, and add this address to your safe sender list.

All enrolled students will receive the Monday Mailer. This contains important school-wide information for both the Dance and Music Departments. If you feel that you are not receiving information from us, please notify the Dancedesk.

Each individual student has an online account that is created at the time of registration. Communications regarding your account, evaluations, and any other pertinent information is attached, and is available electronically.

Bulletin Boards:

Current news, information, schedules, etc., can be found on display boards at the reception desk and bulletin boards outside the HCD Dance Department office.

Direct Mail:

Please notify us of any changes in your mailing address: dancedesk@hartford.edu.

Telephone & Emergency Contact Information:

Please make sure we have accurate and current telephone contact information.

EMERGENCY & INCLEMENT WEATHER CLOSINGS

In the event of a cancellation or school closing, the website and phone system will be updated immediately. Decisions regarding cancellation of daytime activities are made no later than 6:30 a.m. Decisions regarding cancellation of evening activities are made no later than 12:00 noon.

HCD families receive an email notification of cancellations, closings, and information regarding resumption of classes and activities. This information will also be posted as a banner on our website.

Please note: Decisions regarding cancellations are coordinated through the University of Hartford. HCD classes will not be held if the University is closed. Cancellations are not necessarily tied to public school system cancellations. It is understood that there may be times when students and families make independent decisions based on an assessment of weather conditions in their particular locations.

ACADEMIC YEAR CALENDAR

Please access the current calendar for classes, performances, and holidays on the Virtual Dance Bag:

<http://www.hartford.edu/hcd/dance/virtual-dance-bag.aspx>

- Visit hartford.edu/hcd;
- Click on "DANCE" in the top menu;
- Select Virtual Dance Bag from the left hand menu

PARKING | VEHICLE REGISTRATION

The Department of Public Safety of the University of Hartford maintains safe, efficient, and organized campus environment through their management and monitoring of vehicles parking at University facilities. The HPAC has a large parking lot at the front entrance of the building with access from Westbourne Parkway.

HCD students must register their vehicles annually in order to park on the main campus and the HPAC. This registration must be renewed each year for returning students.

Registration of your vehicle is free of charge, and can be done through the online Self-Service Center after your enrollment and registration has been completed and processed by the office.

Please visit the following link to register your vehicle(s):

<https://www.hartford.edu/hartt-community-division/resources/student-resources.aspx>

PARKING | STUDENT DROP-OFF AND PICK-UP

Parents/Guardians are responsible for the safe arrival and departure of their child(ren) to and from HCD studio and performance facilities. Faculty and staff of the HCD will supervise students while they are in classes, but are not responsible for their supervision at other times or in other areas. The reception desk staff and Public Safety personnel provide general information, oversight and intervention when necessary. Parents/Guardians are expected to treat the HCD facilities as they would any other public space.

Students who are under the age of 12 may not be left unattended inside the building, and are not permitted to wait alone outside of the building for pick-up. Please park and escort your child(ren) into the building before classes. **Students who are age 12 or older** may be dropped off at the front entrance of the HPAC with visual supervision by the parent/guardian (i.e. without being personally escorted inside the building.)

After classes, at the time of pick-up, park your car and meet your child(ren) inside the building. **This pick-up procedure is required for all students under the age of 16.**

Parents are responsible for arranging timely arrival and departure from the facilities. The HCD cannot assume responsibility for children who arrive or depart from the facilities more than 15 minutes before or after their scheduled class and rehearsal times. The HCD is not responsible for students once they have left the building.

PARKING OR WAITING IN THE ROUNDABOUT IS PROHIBITED. Compliance is mandatory. Access to the front entrance is used by hundreds of vehicles, shuttle busses, and public safety vehicles each day. Violators may be ticketed or towed.

WAITING AREAS | OBSERVATION OF CLASSES

You are welcome to use the public lobby areas and restrooms while waiting for your children. Please be mindful of noise levels and supervision of siblings while using the facility. We share the lobby with the University of Hartford College Division, two performance theatres, and faculty offices. We are proud of our facility and hope that it will be kept clean and safe by our HCD families.

Observation of classes by parents is permitted only during scheduled Observation Weeks (see the Academic Year Calendar on the Virtual Dance Bag). Please do not watch the class from the doorway or sound lock entrances to the studios. Visitors and guests are asked to respect the integrity of the classes while they are in session, and will be asked to move outside the sound lock doors at the time classes commence.

REGISTRATION | STUDENT ID | BILLING | TUITION PAYMENTS

Reference the HCD Academic Policies document for complete and up-to-date information concerning tuition payments and student accounts.

Billing statements are delivered exclusively by email to the student's online account. Payments may be made either online, or in person by cash, check or credit card. Please have exact change if you are paying with cash.

Make checks payable to: University of Hartford.

All of your financial transactions should happen through your online student account.

Please note that a student ID number and PIN are required for all online transactions.

For additional assistance and information, call The Registrar's Office at 860.768.4334, or email hcd bills@hartford.edu.

WITHDRAWAL FROM CLASSES

Request for withdrawal must be submitted in writing to the Registrar's Office by the parent, guardian, or adult student. Communication with the HCD faculty and staff does not fulfill this requirement. Absences and/or verbal communication are not adequate as a withdrawal notification.

CLASS CANCELLATIONS

Please consult the HCD Dance Department Academic Year Calendar for planned closures.

Schedules are subject to change, and HCD retains the right to modify or cancel classes due to insufficient enrollment. Enrollment may be closed or altered for classes which have reached capacity. Every effort will be made to accommodate the needs of the students affected.

If a lesson is cancelled due to faculty unavailability (i.e. illness or emergency), that lesson will be rescheduled at the earliest opportunity.

In the event of a weather-related or emergency cancellation or school closing, the website and phone system will be updated immediately. Decisions regarding cancellation of daytime activities are made no later than 6:30 a.m. Decisions regarding cancellation of evening activities are made no later than 12:00 noon. Classes which are cancelled by HCD and the University of Hartford for weather related or emergency situations will not be rescheduled.

HCD families will receive an email notification of cancellations, closings, and information regarding resumption of classes and activities.

Please note: Decisions regarding cancellations are coordinated through the University of Hartford. HCD classes will not be held if the University is closed. Cancellations are not necessarily tied to public school system cancellations. It is understood that there may be times when students and families make independent decisions based on an assessment of weather conditions in their particular locations.

MEDICAL INFORMATION

Medical Emergency

In the event of a medical emergency HCD faculty or staff will contact Public Safety (certified first responders) who will evaluate the situation and treat, refer, or advise as necessary. Parents/guardians will be contacted by HCD faculty or staff and notified of the situation. In the event that Public Safety determines an ambulance is needed, and the parent/guardian has not been reached, the responding officer will arrange ambulance transport to the closest hospital emergency room. HCD faculty/staff will file an injury report with the Director of Dance, which will be attached to the student's records.

Reporting Medical Concerns

Parents, guardians, and students are required to notify HCD faculty and staff of any medical conditions or concerns they are aware of which might affect or impact the student's participation in classes. This includes allergies, injuries, contagious conditions, etc. To report any medical concerns, contact the Dancedesk. Information will be kept confidential, and is essential to maintaining safety standards and procedures.

Allergies | Inhalers | Epi-Pens

Students who require the use of an inhaler or epi-pen must inform HCD administration and the faculty member of recommended procedures in case of an emergency. Instructors are not authorized to administer the Epi-pen, but are trained to respond by activating HCD medical emergency response procedures.

Injuries | Recovery | Return to Classes

Students and Parents are required to make faculty aware of any injuries sustained both outside of classes and during classes. HCD strongly recommends that students seek medical attention if an injury is recurring and interrupts or limits full participation in classes. Upon being made aware of or witnessing an injury, faculty will file an Injury Report. This Injury Report will indicate requirements for the student's return to classes (i.e. the need for medical clearance to return to class.) Students are expected and encouraged to observe classes during the time of recovery or modified participation. Each individual situation will be evaluated and discussed in order to develop the most beneficial plan for recovery and return to classes.

ATTENDANCE | ABSENCES | REPORTING

Full attendance is expected in all classes and rehearsals in which a student is enrolled. Should an absence become unavoidable, please notify HCD of the absence prior to class time by calling or 860.768.6000 or emailing dancedesk@hartford.edu.

Should you believe that your child is not feeling well enough to participate fully in class or rehearsal, we recommend that the student observe and take notes. If you believe that your child's condition might be contagious, please stay home and notify the Dancedesk.

Students who are either absent or not participating fully in three (3) consecutive classes or rehearsals are required to submit a medical clearance note before returning to classes.

HCD attendance policy requires that students participate fully in training classes as a prerequisite for participation in rehearsals and performances.

If, in the judgment of the faculty, a student is missing an excessive number of classes or rehearsals, it may become advisable to recommend an adjustment in that student's training class level and/or participation in rehearsals and performances. HCD reserves the right to remove students from any component of the program due to excessive absences.

TARDINESS

Students are expected to arrive on time and fully prepared for classes and rehearsals. Arrival more than 10 minutes after the scheduled start time of the class or rehearsal may result in the student being asked to sit and observe class for that day.

MISSED CLASS | MAKE-UP CLASS POLICY

The policy concerning “making up” of classes missed by students is posted on the Virtual Dance Bag. <https://www.hartford.edu/hartt-community-division/files/Missed%20Class%20Policy%202019-2020.pdf>

RESTROOM POLICY | Pre-K and Division I

Please take your child to the restroom before the start of class. Faculty will remind students they should not leave the studio during class to use the restroom. However, should it become necessary for your child to use the restroom during class, either the instructor or the receptionist will locate you in the lobby. Parents of children in the Pre-K Program and Division I should wait in the lobby during class in case it becomes necessary for you to escort your child to the restroom.

DRESS CODE

Adherence to the HCD Dress Code is mandatory. Dress Codes are specified on the Virtual Dance Bag under References. Students who are not properly attired and groomed for class may be asked to sit and observe for that day, at the discretion of the instructor.

Shoes | Warm up Clothing | Jewelry | Body Lotions | Eyeglasses

Ballet technique shoes and pointe shoes must fit properly, with the proper fastenings securely sewn. Drawstrings and ribbons must be secured, trimmed, and tucked away properly. Instructors will provide more specific information at the beginning of the term. Never use safety pins for attaching elastics or ribbons.

The following items are not allowed in classes:

- leg warmers, sweat pants or cover-ups
- skirts (except for Division III Level 5 and Division III Level 6)
- jewelry or watches, with the exception of stud earrings
- lotion, baby powder, or body oils (these can cause damage and slippery patches on the floors)

Hair Guidelines

Specific hair guidelines are listed in the Dress Code document posted on the Virtual Dance Bag under References.

PERFORMING OPPORTUNITIES

The HCD Dance Department presents 3 major productions annually:

- The Nutcracker (December)
- HarttWorks (March)
- Spring Festival (May-June)

Performances are an important extension of the academic and technical program of the school. Students study and prepare repertoire in class, appropriate to their technical level and progression within the program.

The Nutcracker and HarttWorks include students who commit to perform on a voluntary or optional basis. The Spring Festival is the culmination of the academic year programs. Students enrolled in the Classical Ballet Program are required to participate in the Spring Festival performances and examinations as designated for their level of study.

The Nutcracker is a fully staged presentation of the famous full-length classical ballet. HarttWorks is a collaborative presentation involving both the music and dance departments of the HCD.

These larger performances are supplemented by outreach programs, competitions for Repertory Ensemble Students and various community events.

Specific information regarding auditions, scheduling, ticketing, etc. is provided to participating students and available on the VDB and bulletin board in the HPAC.

In all cases, the following procedures and policies apply:

- All artistic, production, and casting decisions are made at the sole discretion of the Director, in consultation with the faculty, staff and production team of the HCD Dance Department.
- Students participating in performances are required to attend all classes, rehearsals, and performances as scheduled. Failure to do so may result in a modification of casting and/or performance responsibilities.
- Photography and videography for personal use is strictly forbidden at HCD performances.
- All HCD performances are ticketed.
- All productions require a large number of volunteer assistants. Please make arrangements to volunteer for all performances in which your student is performing. Multiple performances or showings make it possible for you to contribute your time in this essential way, and also see your children perform.

STUDIO RULES

- Street shoes are not permitted in the studio spaces. Only dance shoes may be worn inside the studio space.
- Young students must be supervised at all times by an adult when not inside the classroom under the supervision of their instructor.
- Please use the dressing rooms for changing clothes. Changing in the hallways or studios is not permitted.
- Do not apply body lotion or powder before classes. This creates dangerous slippery spaces on the floors.
- It is recommended that dance bags and valuables be brought into the studio spaces or sound lock areas according to faculty preference, rather than being left in the dressing rooms.
- Students are permitted to bring unbreakable water bottles into the class. Otherwise, no food or drink is permitted.
- Gum chewing is prohibited.
- Students may not enter the studio spaces prior to the scheduled class time, with the exception of Division III students who may use the designated studio for unsupervised warm-up.
- Students may leave class only with the permission of the instructor.
- No cell phones or other electronic devices are to be used by students during classes.
- NEVER place any items (including water bottles) on the pianos.
- Students are prohibited from playing the studio pianos.
- No running, disrespectful speech, or aggressive behavior is permitted.
- Students are expected to treat the facility, and particularly the studio and dressing room spaces, with respect and care. We are responsible for maintaining these spaces, and strive to leave them clean and in good condition at all times.

ADDRESSING PARENT/STUDENT CONCERNS

Parents/Guardians who have concerns are encouraged to contact the student's instructor and request a meeting or conference. Please refrain from having these discussions in the hallways or between classes. We are committed to giving your concerns the full attention and time they require and deserve. Appointments can be made either directly with the instructor, or through the Dancedesk.

STUDENT DISCIPLINARY POLICY

Should an instructor or staff member wish to speak with you concerning student behavior, you will be notified. In the event of an incident occurring in class that the instructor feels is significant and needs to be documented, an Incident Report will be filed and you will be notified of the need to schedule a conference.

Verbal directions concerning behavior and conduct are not uncommon in the classroom, and are necessary for the running of the class. If and when these interactions with faculty, staff or other students are ongoing, unresolved, or become a concern to any of the parties involved, a meeting will be scheduled.

We strive to maintain an open, honest, and respectful line of communication with all students and families.

CODE OF CONDUCT

The HCD Dance Department promotes and strives to maintain an atmosphere of professional conduct, training, and experience. Polite, respectful, and disciplined behavior is expected and required of all students and families. Our school respects and welcomes individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. Any behavior or action—whether verbal or physical—which is disrespectful, dangerous, threatening, or disregards or demeans the self-esteem of others is unacceptable and will not be tolerated.

Examples of misconduct that are not tolerated at HCD include, but are not limited to, the following:

- theft
- smoking on the premises
- physical or verbal aggression
- possession, use, or distribution of illegal drugs
- behavior that is deemed to be disrespectful, demeaning, disruptive, threatening, violent or in any other manner unacceptable by HCD faculty and administration.

All students, families, and their affiliates are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable HCD and University of Hartford policies, as well as State, Federal, and Local laws. The Hartt Community Division reserves the right to discontinue services to any student, at any time, including expulsion for all HCD activities. Services are subject to a *pro rata* refund as deemed appropriate by the Hartt Community Division.