

Student Handbook

The Hartt School Community Division

Dance Department



The Hartt School

UNIVERSITY OF HARTFORD

The Hartt School Community Division Dance Department

DIRECTORY

Name	Phone	Email
Burnham, Jill (Admin. Assistant)	860-768-5772	burnham@hartford.edu
Campaneria, Miguel (Dance Chair)	860-768-2489	campaneri@hartford.edu
Dance Absence Rept. Line	860-768-6000	
Dance Dept. Fax	860-768-2496	
Dance Dept. Reception	860-768-6000	dancedesk@hartford.edu
George, Mark (Director)	860-768-4451	george@hartford.edu
Glynn, Noah (Office Coordinator)	860-768-4451	glynn@hartford.edu
Kilpatrick, Amanda (Dance Admin)	860-768-2495	kilpatric@hartford.edu
Lincoln Theater Box Office	860-768-4228	www.tickets.com
Main Campus Fax	860-768-4777	
Main Campus, Reception	860-768-4451	harttcomm@hartford.edu
Chestnut, Judy (Budget Admin)	860-768-4333	chestnut@hartford.edu
Seddon, Alana (Associate Dir)	860-768-4718	aseddon@hartford.edu
Simsbury Reception	860-651-3570	simsmore@hartford.edu
Simsbury, Fax	860-651-3563	
Vasbinder, Jill (Asst. Dir. of Dance)	860-768-2491	jvasbinde@hartford.edu
Weather/Rehearsal Hotline	860-768-6000	
Zumbroski, Dawn (Registrar)	860-768-4334	zumbroski@hartford.edu

Visit the Website for up to date program information, to read or subscribe to the weekly newsletter, read items in the Virtual Dance Bag, uniform sizing guides, download forms and more:

hcd.hartford.edu

Pay your bill online at the following web address:

<http://uhaweb.hartford.edu/bursar/payment.html>

To reach a faculty member, please leave either a message with the receptionist or a note for the receptionist to leave in the faculty member's mailbox. Faculty are required to respond to messages within 72 hours.

Mailing Addresses:

Handel Performing Arts Center
35 Westbourne Parkway
Hartford, CT 06112

The Yakemore Family Performing Arts Center
Simsmore Square
540 Hopmeadow St (lower level)
Simsbury, CT 06070

The Hartt School Community Division
University of Hartford
200 Bloomfield Ave
West Hartford, CT 06117

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I. 2009 - 2010 Hartt Community Division Dance Department Calendar

Performance Ensemble Auditions:

Le Grande and The New: Wednesday September 2, 2009 5:30pm-7:30pm

Le Petit: Thursday September 3, 2009 5:30 to 6:30pm

First day of Class: Tuesday, September 8, 2009

Bring A Friend to Class (All classes except Intensive Division) September 21nd – October 3rd

Halloween: October 31, 2009, Classes as scheduled

Open House Observation Weeks: November 16th – 21rd, 2009

Make-up Days: Mon and Tues, November 23rd and 24th, 2009

Thanksgiving Break: Wednesday November 25 - Saturday November 28th, 2009

Hartt College Audition Day- NO CLASSES: December 5th, 2009

Winter Festival Production Week: Dec 14th -20th, 2009

Make-up Days: Dec 22nd and 23rd, 2010

Winter Break: Thursday December 24 – Sunday, January 3, 2010

Open House Observation Weeks: January 25th - 30th 2010

Hartt College Audition Day- NO CLASSES: February 13th, 2010

International Summer Ballet Academy & Young Dancer Summer Intensive Auditions:
Sunday February 14th, 2010

Make-up Days: Monday, February 15th – Friday, February 19th, 2010

Regular Classes: Saturday February 20th, 2010

Open House Observation Weeks: March 29th - April 3rd, 2010

High School Dance Festival: March 2010

Concerto de Danza Production Week: April 12th - April 18th, 2010

Make-up Days: Monday April 19th to Friday April 23rd, 2010

Regular Classes: Saturday April 24th, 2010

Discovery Days: May 26th-28th, 2010

Memorial Day- NO CLASSES: Monday May 31st, 2010

Student Showcase: Friday June 4th, 2010

Spring Festival Production Week: June 7th - June 13th, 2010

Last Day of Classes: Monday June 14th, 2010

II. THE HARTT SCHOOL COMMUNITY DIVISION MISSION STATEMENT

The Hartt School Community Division of the University of Hartford has a threefold mission that reflects its place in the Greater Hartford region:

1. To serve as a training school for pre-college musicians and dancers with career aspirations and/or exceptional talent; i.e. the traditional conservatory 'prep' school.
2. To provide a variety of music, dance and theatre instruction at varying levels for as many youngsters as possible and to further serve as a complement for public and private school music programs.
3. To serve as a resource for adults with amateur interests in music and dance.

The Community Division fulfills its mission through a broad range of programs and activities designed to provide students with instruction in the performing arts.

The Hartt Community Division is an accredited institutional member of the National Association of Schools of Dance and the National Association of Schools of Music (www.arts-accredit.org).

The Hartt Community Division is a certified member of the National Guild of Community Schools of the Arts (www.nationalguild.org).

The Hartt School Community Division of the University of Hartford admits students without regard to race, age, color, creed, gender, physical ability, sexual orientation and national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the University.

III. THE HARTT SCHOOL COMMUNITY DIVISION DANCE DEPARTMENT

The Hartt School Community Division Dance Department of The University of Hartford carries on the tradition of the School of the Hartford Ballet. Classes are held in professional facilities located at The Handel Performing Arts Center on Westbourne Parkway in Hartford and The Yakemore Family Performing Arts Center in Simsbury.

Children's Ballet - For parents searching for ways to interest, engage, stimulate and focus their child's natural energy and expressiveness, the answer might be, "Classical Ballet." Ballet is a unique synthesis of artistry and technique, of self-expression and discipline. It's challenging and great fun and it provides the basis for all of dance. In our ballet program, children learn so much of great value:

- That focused effort leads to results
- That stories can be told by moving to music
- That stretching, bending, reaching and jumping to the beat is exhilarating
- That the body can create beautiful shapes and lines.

Our world is full of tempting options, from sports to reading to television. Introducing a child to classical ballet is a dazzling gateway to the performing arts — the world of artistic communication, of proud accomplishments in the studio and on stage. Children in children's ballet I, II, III have the option of participating in the school's Annual Spring Festival. Classes are available for children ages three and up; in Hartford and Simsbury.

Intensive Ballet and Contemporary Dance Programs - The Intensive Ballet Program is designed to take students interested in classical ballet from a foundation level to a pre-professional level, leading to a career in dance. Students study ballet between two and six days a week depending on their level

and are introduced to other dance forms and body conditioning techniques, when appropriate, to enrich their understanding of dance styles and to give them the opportunity of a multifaceted choice of career in the field of dance. The Intensive Contemporary Dance Program requires a lighter commitment of time and energy and is open to students who are interested in a modern dance or musical theater career.

Carrying on the legacy of The School of The Hartford Ballet, students receive training from the best professionals in the area, in our state-of-the-art studios in Hartford. Lifelong benefits of ballet classes include strong self-esteem, good posture, physical and mental confidence, and health benefits associated with being physically active. The Intensive Program is open to children between the ages of eight and 19.

Youth and Adult Dance and Fitness Programs – The Youth Dance Program is designed to offer students between the ages of 9 and 14 years of age opportunity to take a beginner through intermediate dance classes once a week without a primary focus toward performance. The Adult Dance and Fitness program is designed to offer adults (15yrs and up) beginner through advanced dance classes with flexible payment options. Both programs offer the finest faculty and facilities and are available in Simsbury and Hartford.

Class options include: ballet, modern, tap, jazz, ballroom, hip hop, pilates and yoga and more.

IV. DANCE DEPARTMENT STAFF AND FACULTY

Miguel Campaneria – Chair, Dance Department

The Chair of the Dance Department should be contacted for:

- Questions regarding students' progress, course requirements, information regarding Summer Programs or further study.
- Any problems regarding student/s, faculty or accompanists.
- Class placement for students in the intensive program.
- Questions regarding the curriculum in all programs and the schedule for the Intensive Program.
- Any concerns regarding artistic and/or technical considerations.
- Hiring of faculty and accompanists for the intensive, general and summer programs as well as for special events and Master Classes.
- Approval of all faculty and/or accompanist substitutes.
- Information regarding: faculty evaluations; faculty meetings; student orientation schedules and programs; parent observation dates; and guidelines for student requirements/expectations/behavior within the department.

Jill Vasbinder – Assistant Director of Dance

The Assistant Director of Dance and Off-Campus Programs should be contacted for:

- Promotions and marketing (feedback, thoughts and suggestions)
- New Program ideas
- Master classes, workshops and special events
- Hiring administrative staff
- Any problems regarding administrative staff.
- Questions regarding the general program schedule.
- Production support
- Communication between faculty, staff, students and parents.
- Facilitating parental concerns.
- Scheduling studios and rooms to assist faculty & students
- Any issues with the building/physical plant.

Amanda Kilpatrick – Administrator, Dance Department

The Dance Department Administrator should be contacted for:

- Placement of students for the general program.

- Coordination of audition classes for prospective intensive students.
- Dance department payroll
- Mail and inquiry lists
- Contacting and arranging substitute faculty and accompanists.
- All information regarding registration.
- Any office organizational needs.
- General information regarding the daily operation of the dance department, rehearsal schedules, calendar etc.
- Point of contact for prospective and/or current students and parents during the day when receptionists are not on duty.

Cindy Mickens - Events Coordinator, Hartt Community Division

The Event Planner should be contacted for information on Ballet Birthday Parties, Pre-Teen & Teen Parties (Hip Hop, Broadway Dance), Meet the Sugar Plum Faerie Program, Girl Scout Dance Merit badges and special events.

Receptionists:

Hartford: **Krista Rescsanski, Jennifer Fuller, Michele Lee**

Simsbury: **Gretchen Schrader, Kelley Dineen, Michele Oullette, and Cindy Mickens**

The receptionists are available when classes are in session and are responsible for:

- Answering calls, voicemail and e-mail and responding when necessary.
- Forwarding messages to appropriate faculty and staff.
- Accepts and records all absentee calls.
- Accepts and records complaints/concerns regarding cleaning and/or repair issues in the building.
- Student inquiries
- Walk-in registrations
- Processing sample/walk in/dance card/program pass students of the adult general program.
- Issuing make up slips
- Any problems regarding student behavior in the hallways.
- Communication boards and literature racks.
- Lost and found
- The uniform exchange program.

Faculty, Dance Department

It is appropriate to contact a faculty member if you have questions, concerns and/or seek information pertaining to your child or a class your child participates in. Faculty Biography's can be found on our website.

Miguel Campaneria, Chair, Dance Program, Hartt School Community Division
(Ballet, Pointe, Variations, Men's Class, Pas de Deux, Repertoire, Performance Ensemble)

Giovanna Carrain (Children's Ballet, Ballet, Outreach), **Lorelei Chang** (Modern, Adult Ballet, Pilates), **Debra Collins Ryder** (Ballet, Pointe, Variations & Repertory), **Maria DeConti** (Children's Ballet, Ballet), **Rosi Docal-Pizzuto** (Ballet), **Jillian Ducharme** (Adult and Youth ballet), **Esther Erikson** (Tiny Tap, Discovery Ballet), **Ashley Fishera** (Hip Hop, Tap, Salsa & Swing), **Leslie Frye** (Modern, Jazz, Hip Hop), **Stephen Hankey** (Boys Class, Outreach, Adult Ballet), **Danielle Harper** (Ballroom, Pilates, Jazz, Adult Ballet) **Jill Henderson** (Creative Dance) **Tiana Mancuso** (Jazz, Yoga), **Hilda Morales** (Ballet, Pointe, Variations), **Amy Merli** (Children's Ballet, Yoga), **Stephanie Spada** (Children's ballet, Adult Ballet, Jazz), **Kaitlin Torello** (Children's Ballet), **Jill Vasbinder** (Modern, Pilates, Salsa & Swing) **Darlene Zoller** (Jazz, Tap).

Accompanists

David Eberly, Kevin Grossman, Tim Jangl, Dina Simanovich, Nina Zilber

The Hartt School Community Division Staff

Staff offices are located at the University of Hartford's main campus.

Mark George, Executive Director Contact with new programming ideas, Fundraising Ideas, School wide issues and concerns.

Alana Seddon, Associate Director – Contact with current programming ideas or issues, scheduling, teacher referral issues, and operational concerns.

Dawn Zumbroski, Registrar – Contact with billing concerns, payments and refunds.

Judy Chestnut, Budget Assistant

Jill Burnham, Administrative Secretary

Noah Glynn, Office Coordinator

Emmett Drake, Scheduling and Program

V. FACILITIES

The Handel Performing Arts Center – 35 Westbourne Parkway, Hartford- off Albany Ave.

It includes five air conditioned studios exclusively for the School, artistic, administrative and production offices, a conference room, a costume shop and separate dressing rooms and shower areas for the School.

Throughout the year there may be scheduled opportunities and invitations to observe classes and rehearsals of the professional artists at the Center. At other times, students are requested to use only those areas that are designated to the School and to behave at all times in a manner, which respects the work of the artists at the center.

Parking for the Handel Performing Arts Center is located in the front parking area off Westbourne Parkway. Parents waiting for children must park in a designated parking space: live parking by the door is not allowed. This blocks the view of children exiting the building and forces pedestrians into the roadway into any oncoming traffic trying to pass parked vehicles. Please be respectful of our security staff and park your vehicle appropriately. We ask that **all parents enter the building** to pick up and drop off your children.

There is a security guard on duty at all times from 8:30a.m.until 10:00p.m. (Monday – Friday) and 8:30am – 4:00pm (Saturday), you may request an escort to your car in the public safety office inside.

The Hartt School Community Division at Simsmore Square Route 10 in Simsbury, 540 Hopmeadow Street

The Hartt School Community Division offers dance, early childhood music and private music lessons for individuals of all ages and levels of experience. Our Simsbury location offers 2 professional dance studios and 8 music studios within the beautiful and convenient setting at Simsmore Square bringing dance and music to the Farmington Valley community.

There is ample parking in the lots adjacent to these facilities.

VI. BFA DEGREE PROGRAM

The University of Hartford's, Hartt School, Bachelor of Fine Arts degree in Dance, based in the Handel Performing Arts Center, 35 Westbourne Parkway, Hartford.

- Degree emphasizes in both performance and pedagogy
- Under the guidance of Dennis Price
- In 1996 named one of the top 15 university dance programs in the country by the Performing Arts Major College Guide

Close affiliation with the Dance Department, Hartt Community Division for Internships and teaching practice. For further information, please call (860) 768-2478.

VII. FULL FORCE DANCE THEATRE

Full Force Dance Theatre (FFDT), a Hartford-based modern dance ensemble, has been selected as The Hartt School's "professional company-in-residence,"

FFDT's activities during the residency include performances on campus and informal lecture demonstrations and performances for the faculty and students of The Hartt School and The Hartt School Community Division as well as a summer modern dance intensive program for teens and adults.

Full Force Dance Theatre is a modern dance performance ensemble whose mission is to promote modern dance within the Greater Hartford area and abroad through artistic excellence, creativity and collaboration. FFDT has presented work throughout the United States since 1992 years under the choreographic leadership of **Katie Stevinson-Nollet**, assistant professor of dance at Hartt.

Stevinson-Nollet has provided the company with over thirty premieres presented in five states and three countries, using the company as a vehicle to present new and innovative work combined with traditional foundations. Her style has been critically acclaimed to be boldly athletic, sensitive and powerful.

The company continues to present vibrant, original work coast to coast at various festivals, including the International Festival of Arts & Ideas in New Haven, the Los Angeles Kaleidoscope Festival, Florida Dance Festival, and venues including Sushi Performance Gallery (CA), Trinity College, University Settlement (NYC), 92nd Street Y, the Cunningham Studios, Broome Corner Studios, Bridge for Dance, the Charter Oak Cultural Center, the Joyce Soho, and Jacob's Pillow. For more information on Full Force Dance Theatre, visit www.fullforcedance.org.

VIII. MANDATORY PARENT ORIENTATION MEETINGS

At least one parent must attend the following scheduled Parent Orientation Meeting/s. All meetings will be held in our Hartford location with the exception of the Children's Ballet – Simsbury orientation. The Children's Ballet Simsbury Orientation will be held at our Simsbury Location at the Yakemore Family Performing Arts Center.

All Hartford Children and Youth Program Students: Monday, September 14th 6:15 to 7:15pm
Or Saturday September 19th 10:00 11:00am

All Hartford Intensive Program Students: Tuesday September 15th 6:30 to 7:30pm

All Simsbury Students: Wednesday, September 16th 6:15- 7:15pm (in Simsbury)
Or Saturday September 26th 9:30 to 10:30am (in Simsbury)

There will be other opportunities to meet with the directors and faculty throughout the year. Please check the website and bulletin boards for this information as it is scheduled.

IX. IMPORTANT DATES

September 2 & 3	Performance Ensemble Auditions
September 12	Children's Magical Dance Tea Party
September 13	Nutcracker Auditions
November 20-21	College Dance Division Performances
December 4	Hartt Dances (College Division Performances)
December 18-20	Community Division Winter Performance
April	Ted Hershey Dance Marathon
March 28	5th Annual Ballet Workshop (tentative)
June 4	Studio Showcase for General Youth and Adult Students
June 12-13	Spring Festival

Dates may be subject to change
Additional Events will be planned

Please remember to check the Virtual Dance Bag for any changes or additions to the Dance Program Calendar.

X. COMMUNICATION

Faculty and Staff of The Hartt School Community Division Dance Department will communicate information pertaining to schedule/class changes, upcoming performances, important information and/or meetings, upcoming events, activities and opportunities in the following ways:

- Flyers/Notices sent home with students, all flyers sent home with students will also be posted in the Virtual Dance Bag online. The Virtual Dance Bag can be found on the dance page on the website. Please check it often as we know that not all notices always make it home!
Hcd.hartford.edu
- The School Bulletin Boards
- The Hartt School Community Division Weekly Newsletter! Check the news from the Dance Department each Friday afternoon. You can subscribe to and/or read the newsletter by visiting the website.
- Direct mail and/or e-mail – at times, for urgent matters or last minute changes the Dance Department will send out notice by e-mail and/or direct mail. Please ensure the school administrator has your current e-mail address on file if you wish to receive these notices.

xi. Hartt Community Division Registration Policies (updated July 2009)

REGISTRATION SCHEDULE: Payment of at least 10% of FULL YEAR's tuition and all applicable fees is required with signed registration form or online registration. Balance is billed via email in four (or fewer for later registrations) installments by the University of Hartford.

June 15 – August 1, 2009	No registration fee for early registration of <u>returning</u> students
August 2 – September 6, 2009	Registration fee of \$25 for new and returning students
September 7 and later	Late fee added (\$30) for returning students

BILLING: University of Hartford billing statements and notifications are delivered exclusively by email. Students can view their account information online and set up parents, guardians or a third party as authorized payers at <https://banweb8.hartford.edu/ows-doc/homessl.htm>. This secure site enables credit card and Web-Check payments. Please note that the student University ID number and PIN (default is Date of Birth) are required for all on-line transactions.

PAYMENT OPTIONS: Registration Form, Checks, Money Orders and Travelers Checks should be made payable to UNIVERSITY OF HARTFORD and mailed to: HCD Dance Department , 35 Westbourne Parkway, Hartford CT 06112 any subsequent bill payments should be mailed to University of Hartford; PO Box 80,000-Dept. 365; West Hartford, CT 06180-0365. Payment is also accepted in any Community Division office. Checks returned for insufficient funds or stop payment will result in a \$15 fee. MasterCard, American Express and Discover Cards are accepted online, by phone or at the offices with a 2.75% processing surcharge on the amount paid in each transaction. The University of Hartford does not accept VISA. **DEFAULT CHARGES:** A default charge equal to 1.5% of the unpaid balance is assessed each month on all past due accounts. The University requires that all remittances be in the form of U.S. Currency and that your check/money order be payable in U.S. Dollars through a financial institution with an office in the United States. Any fees charged to the University by our bank for processing checks through a foreign collection agency will become the responsibility of the student.

REFUND/WITHDRAWAL POLICY: All students are registered for an entire academic year (September through June). Students may withdraw with written notice to the Registrar for any reason without penalty at the midpoint of the academic year (January 9-15, 2010). Withdrawal at all other times is subject to the following guidelines.

Absence does not constitute withdrawal from any program. A signed registration form constitutes agreement to pay tuition in full (regardless of how much has actually been paid at the time of withdrawal). Withdrawal refunds, other than at the midpoint, may be granted according to the terms below for medical reasons and only with written notice, to the Registrar of the Hartt Community Division. Refunds for medical reasons will be considered only with a doctor's note indicating an inability to participate.

Written withdrawal prior to 1st scheduled lesson	100% refundable
Written withdrawal prior to 2nd scheduled lesson	90% refundable
Written withdrawal prior to 3rd scheduled lesson	80% refundable
Written withdrawal prior to 4th scheduled lesson	70% refundable
Written withdrawal prior to 5 th scheduled lesson	60% refundable
Written withdrawal prior to end of January option week	50% refundable
There are no refunds after the January option week January 9-15, 2010.	

ABSENCE/SCHEDULE POLICY: Students will receive make-up lessons missed due to teacher absence or school closure. Students are responsible for reserving their regularly scheduled lesson time during the make-up weeks of a semester unless the teacher releases the student from those times. Dance and First Steps classes may be made up by coming to other classes of the same level or a lower level.

Teachers are not obligated to make up lessons or classes, including chamber music coaching sessions, missed by students. Refunds will not be given for lessons or classes missed by students.

DISCOUNTS: Faculty and staff of the University of Hartford receive a 10% discount on all Hartt Community Division programs for themselves and their children. Hartt Community Division families are granted one 10% family discount toward the least expensive tuition of dance and private music lesson tuitions for courses of more than ten consecutive weeks.

CONDUCT: All students and families are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable law and University policies and procedures. The Hartt Community Division reserves the right to discontinue services to any student at any time, subject to a pro rata refund where deemed appropriate by the Hartt Community Division in its sole discretion.

XII. FINANCIAL AID, SCHOLARSHIPS AND OUTREACH

Funds for Access: Thanks to leadership gifts from the Ellen Jeanne Goldfarb Memorial Trust, the Harry E. Goldfarb Family Foundation, the Hartford Foundation for Public Giving and a bequest from Mary Primrose Fuller, the Community Division has an endowment which provides tuition assistance to students with demonstrated financial need. The Fund for Access currently provides scholarships totaling \$45,000 per year to 76 students, enabling them to take private music or dance lessons; perform in an ensemble such as the Connecticut Children's Chorus, the Suzuki orchestras, or the Connecticut Youth Symphony; dance in a Dance Department ensemble; Its mission is to ensure that children, whose families cannot otherwise afford it, can still participate in HCD programs. Eligibility for assistance is limited to pre-college students and is based on the public school free and reduced lunch program models. Applicants must prove eligibility based on a financial aid form and the previous years' tax forms. Please call the Community Division office to request the Tuition Aid application, or submit a request for an application online. The individual awards are determined on a 'sliding scale.' Special consideration is given to our neighbors in North Hartford and the schools of Educational Main Street, a program that collaborates with schools adjacent to the University of Hartford. However, financial assistance students can come from any town or city.

Dance Program for City Youth/Outreach: Thanks to grants given by The Hartford Foundation for Public Giving and the Greater Hartford Arts Council, The Hartt School Community Division is able to provide weekly ballet instruction to groups from four local Boys and Girls Clubs.

Francine Goldfarb Scholarship: This is a talent based scholarship, to be awarded annually to a single Dance Department Intensive Program student in level A- F Ballet, demonstrating artistic and physical gifts, commensurate with a professional career in dance, continuity of study and commitment to the School including involvement in Performance Ensembles. This scholarship has been made possible due to the generosity of Bob and Frankie Goldfarb whose endowment to the school will provide a \$2000.00 scholarship annually.

XIII. ILLNESSES AND INJURIES

If a student is sick, he/she is encouraged to stay home until he/she is well, Please do not send sick children into the school. If a student becomes ill during class, a parent will be called and he/she will be sent home.

If a student has an injury, it is appropriate for the student to sit and observe class. A doctors note may be required if the injury persists for more than two classes.

XIV. ATTENDANCE POLICY AND MAKE-UP CLASSES

It is strongly recommended that students arrive at least 15 minutes early for class in order to dress and warm-up properly. Punctual and regular attendance is expected of all registered students.

Children and Intensive Programs: *Whenever a student must be absent from class, he/she is expected to telephone the reception desk to inform his/her instructor of the absence prior to the class.*

If the student enters a ballet class in Intensive classes, after battement tendu or for Children's Ballet is more than 10 minutes late, he/she will be asked to observe from the sidelines so as not to interrupt the class or cause injury to the student concerned. If students miss a lesson, they should take a make-up lesson at the same level or lower level. To make-up a class, fill out a make-up slip at the reception desk and present it to your instructor at the start of class.

Students must maintain regular class attendance in order to progress effectively and to qualify for participation in performance activities at the School.

Students in Children's Ballet I-III are permitted no more than **2 days absent** per semester to remain eligible for performance activities.

Foundation, A and B Level students are permitted no more than **3 days absent** per semester to remain eligible for performance activities.

In the Intensive Program (BII Ballet and up), more than **5 days absent** per semester will jeopardize the student's ability to participate in repertory and performance activities and progress in the program.

XV. CLASS CANCELLATIONS

The School reserves the right to cancel a class because of insufficient enrollment and to close a class which has reached capacity.

Official school holidays are listed in the School Calendar.

Emergency Closings: If the University of Hartford is closed, then The Hartt School Community Division is closed and all morning, afternoon and evening classes are canceled at all locations.

The Hartt School Community Division may choose to cancel classes, even if the University is open. In this case, announcements will be posted by 12:30 p.m. on weekdays, 6:30 a.m. on Saturdays, and 9:30 a.m. on Sundays.

Simsbury Morning Classes: If Simsbury Public Schools are closed there will be no morning classes at the Simsbury Location. If the Simsbury Schools have a delayed opening, Simsbury morning classes will run at their regularly scheduled time. Afternoon and evening will be announced as mentioned above. Closings will be recorded on the Simsbury outgoing message at 860-651-3570

An announcement that classes have been canceled or delayed due to bad weather can be found on the school hotline, by calling the main campus, visiting the website or on the following media: WTIC radio (AM1080), WFSB-TV Channel 3 and WVIT-TV Channel 30.

XVI. RULES OF CONDUCT

The atmosphere of the Dance Department, The Hartt School Community Division is one that promotes professional dance conduct, training and experience of dance as an art form. Polite, respectful and disciplined behavior is required and expected of all students, family members and guests at the School.

In the hallway:

- Students, family members and guests may only use those areas designated for the school.
- While waiting for class, please respect the needs of the students and instructors who are in class by refraining from loud conversation and boisterous behavior.
- The use of cellular phones should be limited to emergencies only.
- Students are requested to change their clothes in the dressing rooms, NOT in the hallways or studios.
- Dressing rooms are to be used only for changing clothes and using the facilities.
- Clothing should be hung on hooks or placed in dance bags.
- Dance bags should NOT be left in the hallways, but brought into the studio during class.
- Dance shoes should not be worn in the hallways. If there are they must be covered with Socks or slippers. It is dangerous to track dirt and floor wax into the dance studios.
- Food is permitted ONLY in the designated area- the lobby and the café.

- All trash must be placed in the proper receptacles. Please keep the building a clean and pleasant place in which to study.
- Balls, Scooters, Skipping Ropes, Roller Blades, Bicycles and toys intended for outdoor use should not be brought into the building.
- It is forbidden to chew gum in the building.
- No running, loud voices or aggressive behavior will be tolerated in the hallways.
- Displays of affection that are overly physical or explicit are not appropriate at school. Students must conduct themselves in such a way that their action is inoffensive to a potential onlooker.
- Remember there are people working throughout the building. In particular, the reception area should be kept as quiet as possible.
- Only the scheduled receptionist is permitted to sit at the reception desk.
- Students must be picked-up within 15 minutes of the end of their class or rehearsal. Students who are consistently not being picked up on time will be asked to leave the program.
- The office areas of the Dance Department are reserved for staff and faculty. Students or parents who wish to speak to a member of staff are requested to ask the receptionist to contact the member of staff concerned.
- Parents are requested to refrain from observing class through the door ways. It is very distracting to both faculty and students.
- Please do not allow children to play with the pianos in the private music rooms. Only faculty and their students are allowed in the music rooms.

In class and rehearsal:

- Students are expected to conduct themselves in a manner respectful to fellow students, their instructors and members of the staff.
- Students should not enter a studio until the class using it has left.
- Street shoes are not permitted in the studios.
- If you are late, wait at the door for the teacher to acknowledge you. You may be asked to observe the class at the teacher's discretion.
- It is expected that all students maintain the school dress code and wear their hair properly for class.
- When the teacher enters the room, take your place at the barre or in the center as directed.
- No talking is permitted in class without permission.
- Students are not permitted to leave class to drink water. Students should bring a plastic or metal water bottle into class with them.
- Use the restroom before class. Students may only leave class in the case of an emergency at the discretion of the teacher.
- 'Hanging out' in the restrooms is not appropriate.

- If you are observing, SIT politely at the front of the class, at the instructor's discretion, and do not distract the other students.
- It is forbidden to use the studios, pianos or sound equipment without permission.
- The use of cellular phones and personal music players strictly forbidden.

Students not complying with the rules of conduct will be disciplined in accordance with the school's disciplinary procedures.

XVII. DISCIPLINARY PROCEDURES

Students behaving in an inappropriate manner on Hartt School premises will have the following disciplinary procedure:

1. Will receive a verbal warning from the faculty or staff member present.
If inappropriate behavior continues:
2. Student's parents will receive a written notice informing them of the student's behavior.
3. Student and parents will be invited to meet with the Dance Department Chair and the Faculty or Staff member concerned to discuss the student's conduct and possible solutions to be enacted within a given timeframe. If there is no improvement in the student's behavior within that timeframe, he/she will be asked to leave the program.

A record of any and all disciplinary actions will be kept in the students file.

XVIII. OBSERVATION OF CLASSES

Guests are not permitted in the classroom while a class is in session. However, 3 times per year parents and other guests are invited to attend classes during *Open House Observation Weeks*. The dates of these Observation Weeks are shown on the school calendar. This is also the time when teachers from other schools of dance and interested observers are permitted to watch classes. At other times during the year, guests must ask permission to observe classes. Guests are asked to refrain from bringing small children and to remain for the full class period. Student's friends may also observe classes during observation weeks if accompanied by an adult. Students themselves are encouraged to observe higher level classes. Guests will not be allowed to wear street shoes in the studios.

Parents and Guests are required to wait in the designated areas and are reminded not to disturb the classes taking place in the studios. The corridors outside the studios are reserved for students only before and after class.

XIX. LOCKERS

The Handel Performing Arts Center only: A limited number of lockers will be available for students in the Intensive programs who wish to store valuables or clothing while in class. Students are required to provide locks at their own expense. Students also must hand in a copy of the lock key or combination to the Receptionist. ***All students must check with the Receptionist on locker availability before securing a locker for the school year.***

XX. TELEPHONE

Students are not permitted to use the office telephone for outgoing calls unless given permission by the

Receptionist, School Administrator or Faculty Member. Students may not leave class in order to receive or place a telephone call except in cases of emergency. Cellular phones are to be used only in case of emergency. There is a courtesy in the Handel PAC lobby for students to make emergency phone calls.

XXI. SUMMER STUDY

Each year the School holds intensive summer programs. Programs are offered in the daytime for Intensive Division student's ages 8 and older. A program of evening classes is available for youth and adults. Children's Ballet workshops, for children 3-8 years of age and Music and Movement Camps for children ages 3-5 years of age take place during July & August.

Summer study is expected of all Intensive Division students. In addition, summer programs round-out students' dance experiences with classes in a wider range of dance styles and forms than is possible during the academic year.

After the 1st semester, conferences can be requested, which provide an opportunity for students and their families to discuss plans for summer study. Students interested in studying in other programs should consult their teachers and/or members of the administration to discuss appropriate programs.

XXII. REHEARSALS AND PERFORMANCE OPPORTUNITIES

As students progress in their levels of training and ability, opportunities to perform are offered to supplement programs of instruction. Participation is generally determined by audition or based on classroom work.

The School offers several student performance opportunities:

- A Winter Performance
- A Spring Performance Festival
- Several Performance Ensembles, which perform for audiences of all ages throughout the Greater Hartford area

Whenever students participate in performances they should remember that they represent the Dance Department of The Hartt School Community Division and therefore, should conduct themselves in an exemplary manner. Students must maintain regular class attendance in order to qualify for participation in repertory and performance activities at the School. See attendance policy and make-up classes.

Attendance at the Dance Department, The Hartt School Community Division does not guarantee participation in performance activities.

XXIII. REHEARSALS

When special rehearsals are held in addition to regularly scheduled classes for performances such as the Spring Performance Festival, students are expected to attend all rehearsals and must be picked up within 15 minutes of the end of the rehearsal. Students who are not picked up by their parents in a timely fashion risk dismissal from the performance being rehearsed and future performances

In the case of absence, a determination about the student's ability to participate in the performance is left to the discretion of the rehearsal coordinator.

XXIV. AUDITIONS

Announcement of auditions are posted on the school bulletin board along with any height or level requirements.

Students should arrive for any audition early enough to be warmed up properly and dressed in normal classroom attire. Generally, students audition in small groups with the appropriate teacher or company staff member present. Parents and/or friends are not permitted to observe.

By attending an audition, students and their parents indicate their willingness to commit to all necessary rehearsal and performance dates.

XXV. EVALUATION OF STUDENT PROGRESS

Children's Program: The instructor evaluates student progress at the end of the year. Parents are notified of recommendations for continued study before the start of fall classes.

Youth/Teen/Adult Program: Student progress is evaluated on an individual basis at the student's request.

Intensive Program: The ballet faculty evaluates student progress each semester. The respective instructor schedules a parent conference for each student at the end of the second semester, which includes the faculty's recommendation for continued study.

Conferences: After evaluation periods during the second semester, instructors post available conference times on the bulletin board. Parents and students should sign-up to schedule an appointment. If a student or parent wishes to have a conference at other times during the year, contact the Receptionist or the instructor to schedule an appointment. Conferences are held in the conference room, or in the school office.

Please do not call instructors at their homes!

XXVI. ACADEMIC RECORDS

High school students in the Intensive ballet program may have their dance records made a part of their academic file at public and private schools. Interested students should contact the school office.

Watkinson School: Students in grades 6-12 may attend the Creative Arts Program of this private middle and high school and receive credit and other support for their dance training.

Ethel Walker School: Located in Simsbury, The Ethel Walker School is an independent school for students in grades 7-12. Students who qualify for the Dance Department, of the Hartt Community Division's professional dance program can earn a full year's athletic credit and arts credit (2/3 per year). The student must be accepted into the program by Dance Department, of the Hartt Community Division and is responsible for their own transportation.

XXVII. DRESSING FOR DANCE

- * Adhering to appropriate attire and practicing good hygiene and grooming are important aspects of a dancer's development.
- * For all ballet classes: long hair must be worn in a high bun, (placed between the top and the middle of the back of the head) and short hair secured away from the face.
- * No jewelry is permitted in class.
- * Coats and clothing should be hung on the hooks provided.
- * Students should change from their outdoor clothing into their dance clothes in the dressing rooms, not in the studios or hallways.

- * Dance Bags should be taken into the studios during class.
- * Students should enter and leave the Arts Center in appropriate outdoor clothing.
- * In addition to the required attire it is recommended that students come to classes, rehearsals and performances with a dance bag for personal belongings. It is recommended that dance bags include the following:

All Students:

- | | | |
|---------------------------|---------------------------|---|
| * an extra leotard | * tissues | * towel to lay on floor for warm-up |
| * an extra pair of tights | * band-aids | * needle & thread (Dental Floss) |
| * comb or brush | * notebooks pen or pencil | * aspirin (the school does not provide aspirin) |
| * deodorant | * pen or pencil | * pressure activated ice pack |
| * safety pins | * Band-Aids | * warm-up attire (before or after class) |
| * scissors | | |

Ladies only:

- * bobby pins & hair pins
- * hair nets & a shower cap
- * lamb's wool for pointe shoes
- * hair spray

Men only:

- * an extra pair of n white socks

Ballet Slippers: Slippers should fit snugly. To sew elastics in the proper location, fold the backs down into the slipper and where the back lies is the spot to place the elastic. The elastic should not be placed over the arch or next to the ankle. Dental floss is a strong material that can be used for sewing in elastics. Be sure that the drawstring can be pulled freely once the elastics have been sewn. Check the drawstring as the stitching is being done.

Pointe Shoes: When appropriate, students will receive information about buying, wearing and caring for pointe shoes.

XXVIII. UNIFORMS

Required Uniforms: Please refer to the registration packet or website for uniform requirements.

Uniforms Orders: You may purchase the required school uniform from any local dance wear store. Students may also purchase uniforms from Danceworks dance wear store by ordering through the Dance Department. Order forms can be found at the reception desk or online. Dancewear fitting guides can also be found on the dance page of the website.

The Uniform Exchange: Located in the Handel Performing Arts Center, parents and students are encouraged to donate clean, gently used/like new dance shoes, leotards and skirts to the Uniform Exchange Room. Any student interested may choose items from The Uniform Exchange Room.

XXIX. STAGE MAKE UP

Students in the Intensive Ballet Program are required to wear varying amounts of stage make up for performances. Make up requirements are available at the reception desk. Make up application classes will be held throughout the year. Parents are encouraged to learn how to apply make up as well as students. Parents are needed to help apply make up at performances.

XXX. CARE OF PROPERTY

The Dance Department, of The Hartt School Community Division is not liable for property lost or stolen.

The School believes that students have a responsibility for the care of their own property, the care of the property of their fellow students and for the preservation and good use of those facilities that belong to the School. To this end, students are expected to:

- 1) Label all dance clothing with his/her name.
- 2) Keep all personal belongings in their dance bag and bring it into the studio with them when in class.
- 3) Be observant of other people's property.
- 4) Periodically check the lost and found receptacle for any articles the student may have lost.
- 5) Report all accidental damage to school property to the receptionist as soon as possible.

XXXI. VOLUNTEER OPPORTUNITIES

There are many ways to get involved with The Hartt School Community Division. Watch the newsletter, bulletin board and special notices for opportunities to chaperone, drive, apply make up, help with fundraising and/or special events.

The Hartt School Community Division Advisory Board: The Advisory Board meets 4 times a year to discuss committee programs and advise the Executive Director on school issues. Advisory Board members are required to join one of four committees: Outreach, Marketing, Social/Hospitality and/or Fundraising. Parents, supporters and/or adult students interested in joining the Advisory Board should contact Tracy Flater.

Advisory Board Committees: You will have the opportunity to get involved with Advisory Board Committees without joining the board. Information will be distributed in the fall of 2006.

XXXII. SUPPORTING THE HARTT COMMUNITY DIVISION

Donate to the Fund for Access: The Fund for Access's goal for the coming year is to double the number of available scholarships. This is an ambitious goal, but one we feel is very important in our mission as a community arts school. Please consider making a tax-deductible donation to the Fund for Access to help us reach that goal. If each of us makes a contribution, we can make a huge difference in the lives of students who long to participate in the Community Division's outstanding programs but need financial assistance to do so.

Performance Support: There are times when the Community Division requests support for productions such as Fortissimo, Spring Festival and other performances. Support can consist of monetary donations, chaperoning, assisting with cast parties etc. Watch for notices pertaining to Performance Support needs.

Wish List: The Hartt School Community Division has created a "wish list" filled with items needed. If you have an item on the list to donate, please let us know. Anyone interested may also purchase an item on the wish list and give the item as a gift to the School. Check the bulletin board and the website for the wish list.